

# **THE CONSTITUTION OF THE COLINTON CASTLE BRIDGE CLUB**

## **1. NAME AND LOCATION**

- 1.1 The name of the Club shall be the 'Colinton Castle Bridge Club' ('the Club').
- 1.2 The Club meets at the Braid Hills Hotel, 134 Braid Road, Edinburgh, EH10 6JD or such other venue as may be determined by the Committee and also holds events online.

## **2. OBJECTS**

- 2.1 The Club is established for the playing of contract bridge in a friendly and supportive atmosphere and to provide a social environment for its members. These objects are to be achieved through an annual calendar of bridge duplicate sessions.
- 2.2 The Club is a non-profit making organisation.
- 2.3 The Club is affiliated to the Scottish Bridge Union.

## **3. MANAGEMENT COMMITTEE**

- 3.1 The management of the Club shall be vested in a Management Committee ('the Committee') consisting of three Officers together with as many other Club members as necessary for the effective running of the Club, co-opted by the three Officers.
- 3.2 The Officers of the Club shall be:-
  - a) President to co-ordinate the management of the Club for the benefit of its members,
  - b) Secretary to produce agendas and minutes of meetings,
  - c) Treasurer to manage the finances of the Club for the benefit of members and keep proper records of all transactions.

The Officers shall be elected, and be eligible for re-election, annually at the Annual General Meeting. No member may simultaneously hold more than one office.

- 3.3 The quorum for a meeting of the Committee shall be three including at least one Officer.
- 3.4 Any Officer or other Committee Member wishing to resign from the Committee shall notify the President or Secretary in writing, such resignation having effect from the date specified in the resignation, or, in the absence of such specification, with immediate effect.
- 3.5 An Officer may be removed from office by a vote at a General Meeting. A replacement will be elected at the General Meeting or subsequent EGM.
- 3.6 The Committee shall meet at such times as deemed necessary for the transaction of business.

## **4. MEMBERSHIP**

- 4.1 Membership will be open to all who share the objects of the Club without regard to age, disability, race, gender, sexual orientation or religion.
- 4.2 A "member" is a person who holds membership in one of the three categories "Ordinary", "Online" and "Honorary Life".
  - Ordinary – can play face-to-face and online
  - Online – can play online only
  - Honorary Life - the Club may confer this status on any member who has rendered special service to the Club or to Bridge.

- 4.3 All members must support the objects of the Club and adhere to the laws and ethics of Bridge, as defined by the Scottish Bridge Union.
- 4.4 The Committee shall keep a register of members which will include details of their names, addresses, telephone numbers and email address. Such information shall be kept in accordance with the Data Protection Act 2018.

## **5. SUBSCRIPTIONS**

- 5.1 The membership year runs from 1 September. Subscriptions shall be due at the latest by 30th September in each year.
- 5.2 A member whose subscription has not been paid shall cease to be a member on the expiration of the period of three months from the date on which the subscription was due for payment.
- 5.3 Subscription levels will be proposed annually by the Committee, separately for Ordinary and for Online Members and for occasional visitors and put forward for approval at the AGM. No subscription will be payable by Honorary Life Members.
- 5.4 The Committee shall have powers to alter the table money at any time if circumstances require it.
- 5.5 Members admitted to membership after 1 March in any year shall pay a reduced subscription if so determined by the Committee.
- 5.6 Members shall pay their SBU levy to the Club unless they notify the Club that they have paid the SBU levy through another club.

## **6. RECEIPTS AND PAYMENTS**

- 6.1 The funds of the Club, including all donations, contributions and bequests, shall be paid into an account operated by the Treasurer in the name of the Club at such bank or building society as the Committee shall from time to time decide.
- 6.2 The funds belonging to the Club shall be applied only in furthering the objects.
- 6.3 The financial records kept by the Treasurer shall be examined annually by a person appointed at a General Meeting. Such person shall not be an Officer or other Committee Member but may otherwise be a member of the Club.

## **7. GENERAL MEETINGS**

- 7.1 The President shall act as Chair at any General Meeting of the Club and in his/her absence some other member of the Committee.
- 7.2 The Annual General Meeting ('AGM') of the Club shall normally be held during the month of March or April on a date fixed by the Committee:-
- to receive and adopt the Minutes of the previous AGM,
  - to receive the President's report and the Treasurer's report,
  - to elect the Committee,
  - to appoint a person to examine the financial records, and
  - to carry out such business as may properly be transacted at an AGM.

If it is not practical (e.g. due to Covid regulations) to hold an AGM in the form of a presentation, discussion and voting meeting, the Committee may elect instead to circulate Notices and Annual Reports to members along with Motions to be voted on by proxy. At least 2 weeks shall elapse between issuing of papers and the deadline for voting on Motions.

### **7.3 Extraordinary General Meeting ('EGM')**

An Extraordinary General Meeting shall be called within two weeks of the receipt by the Secretary or acting Secretary of a request signed by a minimum of five members, stating the purpose for which the meeting is required. An Extraordinary General Meeting may be convened by the Committee on its own initiative at any time.

### **7.4 The President or acting Chairman shall have power at an AGM or EGM to accept for consideration any matter of which due notice has not been given if, and only if, s/he deems it to be in the interests of the Club that the matter be considered without delay.**

### **7.5 All decisions (at AGMs and EGMs) require a simple majority vote.**

### **7.6 Each member will have one vote and in the event of a tie, the Chair will have the casting vote. Members unable to attend an AGM and Online Members can submit a proxy vote to the Secretary in advance of the meeting.**

## **8. NOTICES**

### **8.1 Notices of any General Meeting of the Club shall be deemed to have been given to members if placed on the Club's website, delivered by hand or sent by email. Only in exceptional circumstances will notices be sent by post.**

### **8.2 Notice shall be given no later than two weeks prior to the date fixed for a meeting.**

## **9. DISCIPLINARY PROCEDURES**

### **9.1 Each member or visitor shall be required to conform to the standards of fairplay, courtesy and personal deportment prescribed by the Scottish Bridge Union.**

### **9.2 All disciplinary powers of the Club are vested in the Committee. The Club will adopt and follow SBU guidelines and best practice on disciplinary matters.**

### **9.3 Membership of the Club may be terminated for inappropriate behaviour.**

## **10. ALTERATIONS TO THE CONSTITUTION**

### **10.1 Alterations to the Constitution can only be made at the AGM or an EGM.**

### **10.2 Any proposal to alter the Constitution shall be intimated in writing to the Secretary or acting Secretary at least one month prior to the AGM or one month prior to an EGM.**

## **11. DISSOLUTION**

### **11.1 A resolution to dissolve the Club can only be passed at the AGM or at an EGM. In that event the assets of the Club shall be given to a designated bridge organisation or charity chosen by the members.**

#### Update History:

This Constitution was originally adopted at an EGM held at the Braid Hills Hotel on 6 October 2015.

- Item 4.3 modified by the online AGM held on 7 April 2020
- Item 3.1 modified by the online AGM held on 6 April 2021.
- Items 1.2, 3.1, 3.4, 4.2, 5.3, 6.3, 7.1, 7.2, 7.4, 7.6 and 8.1 modified by the online AGM held on 5 April 2022.