

# **The Enfield Duplicate Bridge Club**

## CONSTITUTION RULES AND REGULATIONS

24th November 2016

Enfield Chase Tennis Club  
Mortimer Drive  
Park Avenue, Enfield

1.     **Title.** The name of the Club shall be the Enfield Duplicate Bridge Club, (formerly Muswell Hill Bridge Club). It shall be non-profit making and non-political. The proprietors shall be the members.
2.     **Objectives of the Club.** Shall be to provide suitable amenities for the purpose of playing Bridge. These objectives shall include the power to find suitable premises, acquire furniture, books, stationery, equipment and appropriate storage facilities. To promote the Club through advertising and publishing. The power to sell or provide refreshments and to acquire and use any equipment and goods for this purpose. The power to employ and remunerate any person for services to or on behalf of the Club, and the power to run social functions.
3.     **Types of Membership** Membership of the Club shall consist of two classes, viz. -  
Class 1. Members who pay the full entrance fee and Annual subscription rate.  
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Class 2. Honorary Members, who may only be elected at an Annual General Meeting subject to the recommendation of the Management Committee, in recognition of long and exceptional service to the Club. The position of Honorary Member shall be for life, subject to the holder observing the Rules of the Club. An Honorary Member may retire should they so desire.

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**Application for Membership** No person can be considered for membership until they have attended the Club on at least three occasions. Application for Membership shall be in writing. The application form must be proposed and seconded by current members. The applicants name shall be shown on the screen on three occasions. Any member may state his or her objection to an applicant for membership in confidence to the Committee. The election shall be by ballot of the Management Committee, who shall decide by a majority vote. If this is a tie the president has the deciding vote. No reason will be given by the Management Committee for the rejection of any candidate. Once a player has applied for membership they should play members table money.

- 5     **Resignation** A member desiring to resign shall signify that intention to the Hon. Secretary in writing.

- 6 **Suspension. Admonishment and Expulsion** Any member adjudged by the Management Committee to have committed a serious breach of the Rules or conducted themselves in a manner detrimental to the interests of the Club shall be liable to suspension, admonishment or expulsion. If the Committee has cause to or wishes to suspend, admonish and/or expel a member it shall first give written notice to the member. No member shall be expelled or otherwise disciplined without first having been advised of their rights to a hearing by the Committee.
- 7.1 **Fees: Annual Subscription** There shall be an Annual Subscription fee, the amount to be decided upon by the Committee. Payment of the annual subscription shall be an acknowledgement that such Member is bound by the rules of the Club. The Annual Subscription shall be due on the 1st October in each year. The name of any member who has not paid the annual subscription after due notice in writing will be liable to be erased from the Club Register on the 31st December. The Committee has the right to force Lapsed Members to reapply for Membership.  
Honorary Members shall not be required to pay the Annual subscription fees.
- 7.2 **Fees: Application For Membership** Any person who wishes to be considered for membership to the Club must submit a completed application form to the Committee that shall decide whether to admit that person to the Club. The form must be accompanied by the Annual Subscription fees, which may be reduced pro rata to a minimum of one third of the annual rate.
- 7.3 **Fees: Playing Sessions** Session fees shall be decided upon by the Committee. Similar events may attract varying charges.
- 7.4 **Fees: Guests and Visitors** An additional fee will be charged to visitors and guests the amount to be decided upon by the Committee. .
- 8 **Annual General Meeting.** The government and control of the Club shall be vested in the Annual General Meeting, which shall normally be held each year not later than the last Sunday in November. The conduct of that meeting shall be according to the Standing Orders set out in the Appendix to this Constitution. Notice of the AGM. shall be given in writing to all members who are eligible to attend, at least four weeks before the date of the meeting. All Proposals to be printed on the Agenda must be submitted in writing to the Secretary not less than two weeks before the AGM. The quorum of the AGM shall be more than twice the size of the Management Committee in office at the time. The business of the Annual General Meeting shall be :-
1. To confirm the minutes of the previous AGM and the minutes of every Special General Meeting held subsequent to the last AGM.
  2. To receive the Annual Report of the Management Committee
  3. To receive the audited accounts of the Club.
  4. To elect an auditor for the coming year..
  5. To elect the Honorary Officers of the Club
  6. To elect the Management Committee for the coming year
  7. To debate, consider and decide on any proposals to a change in the Constitution, Rules and Regulations submitted by a Member in writing.
  8. To debate, consider and decide on any other proposals according to Standing Orders.
  9. If appropriate, to elect honorary life members proposed by the Committee.
  - 10 To transact such other business as may be competent at an Annual General Meeting.

A newly elected President shall take over the meeting before Item 6 on the Agenda. The newly elected Committee shall take over the day to day running of the Club after the Annual General Meeting has ended.

9 Special General Meetings

1 The Management Committee may summon a Special General Meeting to debate any matter that they consider to be of such importance to warrant the calling of such a meeting.

2 Any member may demand the calling of a Special General Meeting of the voting members of the Club by the presentation of a motion signed by not less than twenty per cent of voting members. On receipt, the Management Committee must then call such a meeting within 28 days, provided that the motion raised has not been debated at a General Meeting within the previous 12 months. Such requisition shall state the resolution to be discussed.

The motion shall be posted on the Club notice board at least two weeks before the meeting and two weeks notice shall be given in writing to each member. No business other than the debate of the motion shall be considered or transacted. The quorum for the meeting shall be more than twice the size of the Management Committee in office at the time. The meeting shall be conducted according to the standing orders.

10 Alteration to Constitution or Rules Any alteration, addition, amendment or exclusion to the Constitution or Rules of the Club shall be made only at a General Meeting, or by a Special meeting of the Management Committee, and approved at the earliest opportunity by a General Meeting. provided that not less than two-thirds of those voting are in favour. Notice of such proposed change of Rule must be given in writing to the Secretary not less than fourteen days prior to the meeting. All proposed alterations shall be printed in full on the Agendas.

11 Ballots Voting shall be by show of hands or, if demanded. by ballot.. If a ballot is required it shall be conducted in secret.

- On any ballot for the election of President where there are two nominations the elected chair shall be the person who receives the largest number of votes. If there are three or more nominations the elected President shall be the elected person who receives more than 50% of the votes cast; members shall give order of preference to candidates on the ballot sheet and the principles of single transferable vote shall apply.
- Any ballot for Committee members shall be by indicating preferences on the ballot sheets provided and the elected committee shall comprise those individuals who receive the largest number of votes.

12 Officers and Management Committee shall be elected at the Annual General Meeting. Any member may nominate any other member. All nominations must be seconded and Over in writing to the Hon. Secretary not less than fourteen days before the meeting. If more than one nomination is received for any Office then a ballot must be held.

The Honorary Officers of the Club shall be:-

The President  
The Secretary  
The Assistant Secretary  
The Treasurer  
The Assistant Treasurer

The President is a member of the Committee and ex-officio of all sub-committees and shall be entitled to vote. The President is the principal person of the Club and shall normally chair committee meetings. The President shall oversee the duties of all other officers of the Club and cannot therefore hold any other officer position. No President shall hold that office for a consecutive period of more than three years. After office, the ex-President, shall be an ex-officio member of the Committee for the next year.

13 Duties of The Management Committee

The Management Committee shall :-

- transact the business of the Club during the ensuing year.
- shall be composed of the President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and five members, at least two members of each gender shall be represented..
- meet at regular intervals. at least six times annually
- supervise the general arrangement for the operational facilities of the Club
- control the paid staff
- determine all charges and fees
- call the Annual General Meeting and provide an agenda
- determine applications for membership according to this constitution
- keep a full and accurate record of meetings, publish those minutes and those of any sub-committee, but may at its discretion omit from the published minutes the names of individual members
- arrange for the hire of Club premises to other organisations in accordance with Appendix 3
- transact such other business as may arise.
- have power to decide upon any question arising, which is not provided for in these rules.

The Management Committee may :-

- recommend Honorary Members to the AGM, in recognition of long and exceptional service to the Club.
- appoint and disband sub-committees on such terms and for such purposes that it deems fit, and delegate any of its powers to such sub-committees on to which any eligible member may be co-opted
- fill casual vacancies
- make any regulations which are not inconsistent with this constitution
- admonish, suspend and/or expel any member subject to the membership rules
- appoint scrutineers to supervise ballots at any general meeting

The Management Committee quorum shall be five.

- 14 Finance The financial year of the Club shall commence on 1st October. Members Annual Subscriptions are due on that date. An audited copy of the accounts shall be circulated before the Annual General Meeting and approved by it.. The Club may invest funds in authorised banks, Building Societies and receivers of deposits from time to time at the discretion of the Committee. All cheques drawn on the Club's account must be signed by two of the following: President, Secretary, Treasurer, Assistant Treasurer.

- 15 Notices Any notice required to be posted on the Club Notice Board must first be sanctioned by the Management Committee.

- 16 Lost Property Anyone leaving property at the Club does so at their own risk.
- 17 Equal Opportunities No member or visitor shall be discriminated against on the ground of their colour, race, origin, class, religious belief, sex or sexual orientation.
- 18 Discontinuance If the Club ceases to function, it shall require a General Meeting to determine whether to dissolve the Club. All non-cash assets shall be auctioned amongst members, the proceeds shall be added to any remaining cash assets. Any assets following dissolution shall be distributed equally amongst the current paid up membership of at least five years continuous standing.

## APPENDIX 1

Playing Sessions The Management Committee shall decide the timing and dates of all special events and regular weekly sessions. Members shall be informed by way of the Club Newsletter and the Club Notice board.

Accounts Members shall settle their dues before leaving the Club premises and will be responsible for any damage caused directly by themselves.

## APPENDIX 2

Members Guests All members are encouraged to introduce at least one guest to the Club every year. Members introducing guests shall be responsible for the entry of the guest's name and address in the visitors book. Members shall be responsible for the conduct of their guests whilst on Club premises.

Visitors Unaccompanied visitors may participate in Club events should space allow, but must first introduce themselves to any Management Committee member, who shall enter the visitor's name and address in the visitors book.

No person shall be a guest or visitor to the Club on more than six occasions during any one year, but may be elected as a temporary member for an extended period providing they are introduced by a member or at the discretion of the Management Committee who shall decide the period of temporary membership. Visitors and guests may be excluded from any session as the Committee may decide.

Temporary Membership A Visitors or Guests fee shall be paid, in addition to the Session fees, the visitor shall thereby become a temporary member for the session in play. The Committee shall have the power to prohibit the entry to any person who is not a member, without giving reason for their action.

Space limitations Whenever more players arrive than can be catered for, the order of player priority is

- a) Members that have booked in advance
- b) Other current Members
- c) Members Guests and Visitors.

The Management Committee shall have power to request new members to refrain from attending any session of the Club where lack of facilities make this necessary.

Visiting Teams Members of visiting teams, associations or clubs for purposes of match play shall be considered temporary members during the period of the visit. at no cost.

## APPENDIX 3

Use of Premises for Bridge Matches. The Management Committee shall be empowered to sub-let the use of the Club premises for bridge drives and matches, duplicate bridge contests and similar competitions. An adequate fee to be charged for such events shall be determined by the Management Committee.

All players competing in these events who are not members of the Club shall be deemed temporary members for the period of the competition.

It is a condition that all temporary members must abide by the Rules of the Club.