

BRIDGE IRELAND XYZ REGIONAL COMMITTEE

TERMS OF REFERENCE (Date)

Name of Committee: XYZ Regional Committee

Purpose: Bridge Ireland groups its affiliated clubs into geographic regions for administrative purposes (Articles of Association, Definitions, and Article XX). Each region is responsible for the activities and objectives of Bridge Ireland within its designated geographical area as they apply to assisting affiliated clubs, the promotion and development of bridge, and the organisation of tournaments.

Regional Membership: The membership of each region shall be the registered members of all affiliated clubs within the region, notwithstanding that a member may also be a member of another region.

Regional Committee: Each region is required to hold an Annual General Meeting (AGM) in May or June each year, and at that meeting to elect a Regional Committee, which shall co-ordinate and support the activities of the region.

Authority: The Regional Committee shall comply with the regulations and by-laws of Bridge Ireland, and shall organise all aspects of its bridge competitions in accordance with the Laws of Bridge as adopted by Bridge Ireland; otherwise it has discretion as to the activities of the region. Specifically, regions shall abide by such regulations on eligibility to enter, masterpoints, gradings, timings, and entry fees as may be determined by Bridge Ireland.

Reporting: The Regional Committee shall report to the Bridge Management Group of Bridge Ireland, and shall nominate delegates to that group (see below). The Bridge Management Group shall be governed by Separate Terms of Reference.

Regional Committee Membership: The Regional Committee shall consist of at least six members, and shall contain the following four officers: President, Secretary, Treasurer, and Deputy President, each of whom shall be elected at the Regional AGM. No individual may occupy more than one officer position concurrently. In addition the region may nominate as many Development Officers

as it wishes, and may stipulate such other roles as it feels are necessary for the efficient organisation of bridge within the region. It is strongly recommended that each member of the Regional Committee should be responsible for a specified functional role.

The Regional Committee shall have the power to appoint a temporary replacement, from the membership of the region, for any officer who resigns or is unable to fulfil their role during their term of office. Any such appointment may be made permanent by ratification at the next Regional AGM. In addition, the Regional Committee shall have the power to co-opt members to vacant non-officer positions, as required, during the course of the season.

Regional Officer and Other Roles: The roles of the Regional Officers shall be as follows:

President: The President is the leader and chief spokesperson of the Regional Committee, is responsible for setting the programme of activities for the region, for encouraging clubs and members to be committed to the activities of the region and of Bridge Ireland, and chairs Regional Committee meetings. They will act as ambassador for the region by visiting clubs (accompanied where possible by the relevant Development Officer) and by hosting regional competitions and presenting the prizes.

Secretary: The Secretary is responsible for the administration of the region, for organising meetings, preparing the agenda in conjunction with the President, preparing and circulating minutes and other materials in a timely fashion, and dealing with correspondence. The Secretary is also responsible for organising regional competitions, although a separate Competition Secretary may be appointed for the latter task if desired. Finally, the Secretary, in conjunction with the Development Officer(s), should encourage members of the region's club to take part in regional competitions, and in Bridge Ireland competitions and congresses.

Treasurer: The Treasurer is responsible for the financial affairs of the region, for keeping detailed records of income and expenditure, for ensuring that payments are made promptly and in accordance with agreed processes, for ensuring in so far as possible that competitions generate sufficient revenue for the region, and preparing the annual financial statements and presenting them to the regional AGM.

Deputy President: The Deputy President will take over as President at the AGM following their nomination as Deputy, and is a member of the Regional Committee as Deputy President to ensure that they are fully cognisant of the role

of the Regional Committee before taking over as President. The Deputy President will deputise on occasions when the President is unable to attend a function.

Development Officer: The Development Officer is expected to act as the primary liaison person for clubs within their specific area. Their role is to encourage these clubs to hold bridge classes, to promote the clubs with the aim of recruiting new members, and to encourage players to attend regional competitions and Bridge Ireland competitions and congresses. The Development Officer is expected to take the lead in encouraging entries for the annual 4Fun Teams Championship. All Development Officers shall form part of the Bridge Ireland Promotion & Development Committee, and all are strongly encouraged to join their local authority's Public Participation Network (ROI)/local council's Community Planning Partnership (NI), on behalf of the Regional Committee. Regions are strongly encouraged to appoint as many Development Officers as are necessary to maintain close contact with the clubs of the region.

Specific Functions: It is expected that the Regional Committee will organise and be responsible for, in conjunction where necessary with the head office staff of Bridge Ireland, the following essential activities within the region:

- Close contact with clubs of the region, including assistance with their bridge activities (e.g. use of technology, handicaps) and the Bridge Ireland processes for clubs (e.g. registering members, applying masterpoints).
- Organisation and promotion of bridge classes.
- Recruitment of prospective bridge teachers for the Bridge Ireland teacher accreditation programme.
- Training programmes for club Tournament Directors.
- Organising regional competitions.
- Managing and maintaining the regional website. It is also recommended that regions maintain a digital resource (e.g. google drive or similar) for storing papers, minutes, and other documents so that they are easily accessible by relevant parties, especially at handovers from one committee to another, and that they use a generic email address (e.g. xyzregionbridgeireland@gmail.com) for the same reasons.
- Dealing with complaints and conflicts between members in accordance with the Bridge Ireland Complaints Resolution Procedure.
- Adjudicating on regrading requests from members of the region, and submitting such requests as are supported by the region to the Bridge Ireland Competitions & Masterpoints Committee.
- Encouraging regional members to play in Bridge Ireland competitions and congresses.

- Managing their financial affairs in accordance with appropriate standards and with appropriate controls.
- Promotion of bridge generally within the region, including in local media.
- Identifying unaffiliated clubs within the region, and encouraging them to consider joining Bridge Ireland.

Nomination of Regional President: Regions can determine the appropriate method for the nomination of the Regional President according to their own circumstances. It might, for example, be by simple nomination by two members of the region, or rotated amongst the clubs of the region, or the counties of the region if there are more than one.

Terms Limits of Officers: Bridge Ireland recommends that term limits apply to the officer positions within the Regional Committee, to ensure a balance between continuity and fresh perspectives, but regions are free to determine the appropriate limits for their own particular circumstances.

Funding: Regions shall be funded by Bridge Ireland by way of a rebate of 10% of the affiliation fees generated by the clubs of the region, or €2,500, per annum, whichever is the higher. This rebate will be paid in early-December each year, and top-up payments to reflect any subsequent affiliation fees will be paid no later than the end of March.

Regions will retain revenues generated by any competitions or other activities organised by the region, unless agreed otherwise in advance.

Regions are at liberty to charge additional fees to their members to cover regional costs, provided such fees are agreed by the members at the Regional AGM.

Regional AGM: The Regional Committee shall hold a Regional AGM at the end of each bridge season (in May or June). The Regional Secretary shall inform all the clubs of the region of the date and venue of the meeting not less than XX days before the date of the meeting, and shall invite nominations for the officer positions, and resolutions for the meeting. Any affiliated club of the region may propose a resolution for the Regional AGM, signed by the Club Secretary and a proposer and seconder from the club. Any member of the region may propose a resolution for the Regional AGM, signed by them and one other member of the region. All such resolutions must be received by the Regional Secretary no later than XX date preceding the date of the AGM. All members of the region are

entitled to attend the Regional AGM. The voting structure, and the majority required for a resolution to pass, may be determined by the region itself. For example, voting may be on a per member basis, or a per club basis with all clubs having the same amount of votes, or a per club basis with votes weighted by membership. Whichever process is selected, all votes must be conducted in a fair and transparent manner. The Chief Executive and/or a Board Member of Bridge Ireland may attend the Regional AGM, and may speak but may not vote. The quorum for the Regional AGM is twelve members of the region.

Accounts: At each Regional AGM the Treasurer shall provide a set of financial statements, to include an income and expenditure analysis and a balance sheet, in respect of the region. These statements shall be submitted to the Bridge Management Group via head office within 7 days of acceptance at the Regional AGM.

Other Regional Meetings: The Regional Committee shall meet at least five times in each bridge season (1 September to 31 May). At least two of its yearly meetings shall be made open to representatives from the clubs of the region, and the Regional Secretary shall extend invitations to the meeting to the clubs of the region not less than XX days in advance of the meeting. The quorum for regional meetings is half the number of members of the Regional Committee, rounded up to the next whole number – so for a seven-person committee, for example, the quorum is four; for an eight-person committee it is five.

Special General Meeting: A Special General Meeting (SGM) shall be convened by the Regional Secretary on receipt of a request signed by officers of four of the clubs of the region, or by fifty members of the region, accompanied by notice of a resolution to be proposed. The Regional Secretary shall inform all the clubs of the region of the date and venue of the meeting not less than XX days before the date of the meeting, and such notice shall be accompanied by the resolution to be considered. No business shall be transacted at an SGM other than that for which it has been convened. The voting structure, and the majority required for a resolution to pass, may be determined by the region itself. For example, voting may be on a per member basis, or a per club basis with all clubs having the same amount of votes, or a per club basis with votes weighted by membership. Whichever process is selected, all votes shall be conducted in a fair and transparent manner. The quorum for the an SGM is twenty members of the region.

Bridge Ireland CLG: Each region shall nominate one individual to be a Company Member of Bridge Ireland CLG. These Company Members act in place of what would normally be shareholders, and commit to contributing a nominal sum of €1 on any wind-up of the company. It is a responsible position, and the person nominated should be experienced in bridge matters, in good standing within the bridge community, and willing to fulfil the role for a reasonable term (5 years or more). It is not required that this individual be a member of the Regional Committee, although they may be.

This Member shall act as the representative of the region, and therefore, on any matter on which the Regional Committee or the Bridge Management Group has previously taken a vote, shall cast any vote in accordance with the vote of the Regional Committee or Bridge Management Group. The Company Member shall therefore be kept informed of the views and decisions of the Regional Committee, and shall keep the Regional Committee informed of the decisions of the Company.

Bridge Management Group: Each region shall nominate a panel of three individuals, themselves members of the Regional Committee, as their regional delegates to the Bridge Management Group of Bridge Ireland. Two of these three individuals are entitled to attend any Bridge Management Group meeting. They do so as delegates of the region, and therefore, on any matter on which the Regional Committee has itself taken a vote, shall cast any vote(s) in accordance with the vote at the Committee. The Bridge Management Committee shall be the body responsible for decision making on all day-to-day bridge matters affecting Bridge Ireland, so these are important roles, and the individuals nominated should be experienced in bridge matters, in good standing within the bridge community, and able to make strategic long-term decisions in relation to bridge issues. The delegates should, as part of their role, report back regularly to their Regional Committee on the actions and decisions of the Bridge Management Group.

The Bridge Management Group shall also hold a Membership AGM every year, which all affiliated club members may attend, and to which clubs, club members, and regions may propose resolutions. Each region shall be entitled to send one regional representative for every 400 of its club members to these meetings, subject to a minimum of two regional representatives per region. These regional representatives shall have 400 votes at the Membership AGM to which they have been appointed as a representative (in addition to their personal single vote as a club member). These individuals attend as representatives of their region, and

therefore, on any matter on which the Regional Committee has itself taken a vote, shall cast any vote on any resolution in accordance with the vote of the Regional Committee or Bridge Management Group.

Regional Qualification Competitions for All-Ireland Championships: Each region shall hold a qualifying competition to qualify entrants for the All-Ireland Pairs and Teams Championships at the relevant grades (Master, Intermediate A, Intermediate B), in accordance with the regulations laid down by Bridge Ireland for these competitions.

If numbers do not facilitate the running of separate competitions across all the grades, then as a last resort, entries for regional qualification events may be combined, and qualifiers determined by their ranking within their own grade. This should be avoided if at all possible.

Nomination of Bridge Ireland Honorary President: The regions nominate the Honorary President of Bridge Ireland, for a one-year term, by rotation in accordance with an established sequence. This is an honorary ambassadorial, non-executive, role, and carries no legal liability. The President is expected to attend as many Bridge Ireland competitions and congresses as they can during their year, open and close the events, and present the prizes. They receive free entry into any of these competitions for which they are eligible, and a stipend is made available to them to defray their travel and other costs. The Bridge Ireland President will also be a member of the Bridge Management Group for the three-year cycle of their term (as President-Elect, President, and Outgoing President).

The nomination process for this role, and any subsequent vote if there are competing candidates, is a matter for the region. For example, voting may be on a per member basis, or a per club basis with all clubs having the same amount of votes, or a per club basis with votes weighted by membership. Whichever process is selected, the election shall be conducted in a fair and transparent manner. Regions are also at liberty to agree to rotate this nomination among its clubs, or its counties, if they wish. The nominated candidate will need to be confirmed to Bridge Ireland no later than 30 April in the season preceding that in which they will serve as President-Elect.

During the term of the Bridge Ireland President, the Bridge Management Group Membership AGM, the President's Prize competition, and the Novice & Intermediate Congress shall be held within the region of the President, and the Regional Committee shall work with Bridge Ireland head office in making

arrangements for these events, including sourcing venues. All costs, other than refreshments for attendees at the Bridge Ireland Membership AGM which will fall to the region, shall be borne by Bridge Ireland.

Honoraria: The Regional Committee, with the assent of members via the Regional AGM, may pay an unvouched round-sum honorarium to any or all of its officers as recompense for their time and costs incurred on the business of the region.

External Resources: The Regional Committee, with prior permission from the Bridge Management Group, may seek such independent advice as it considers necessary to discharge its obligations. The Committee may seek permission from the Bridge Management Group to request any information it requires from any committee, employee of, or contractor to, Bridge Ireland in order to perform its duties and to ask any of the above to attend a meeting of the Committee to assist it in its work.

Review Terms of Refence: These Terms of Reference shall be agreed with each region of Bridge Ireland by the Board of Bridge Ireland on establishment of the company, and will be reviewed at least every three years by the Bridge Management Group of Bridge Ireland, and may be amended following review, or at any stage with the agreement of the region.