

STANSFIELD BRIDGE CLUB

CONSTITUTION

1) The name of the club will be Stansfield Bridge Club (hereinafter referred to as the Club).

2) The Club was established in 2007 to promote the playing of bridge at all levels in a friendly atmosphere.

3) Membership of the Club is open to anyone subject to the completion of an Application Form and payment of the current fee as decided by the committee. Membership fee to be paid annually to run from 1st January to 31st December. The committee on behalf of the Club will consider the application and will have the right to accept the applicant or to reject without revealing the reason for so doing.

4) Guests are welcome at the club and will be invited to become members of the club after 3 visits.

5) Administration: The day to day running of the Club will be undertaken by a committee consisting of the Chairman, Secretary, Treasurer, Membership Secretary and Club Captain (the officers) and five other members. Officers and other members will retire annually at the conclusion of the next Annual General Meeting of the Club. They will be eligible for re-election. In the event of a vacancy during the year the committee may co-opt a club member to fill the vacancy.

6) The Committee of the Club has the power to appoint sub committees as and when required.

7) Annual General Meeting (AGM): The AGM will be held within the month of January each year. Notice of the AGM will be published on the website four weeks prior to the meeting. Nominations for the Committee and notices of any resolutions shall be in writing in the hands of the Secretary at least three weeks prior to the meeting. The agenda will be available for all members to see at least two weeks before the date of the meeting.

8) The Committee will meet as and when necessary to discuss arrangements for social events and any other business. The Treasurer will give a financial report and the minutes of these meetings will be distributed to committee members by the Secretary and subsequently posted on the website.

9) Financial arrangements: The Treasurer will keep a record of all income and expenditure of the Club and give a report at each committee meeting. The Treasurer will also provide a statement of account for the AGM. Money will be deposited in an account determined by the committee. Signatories to the account will be the Chairman, Treasurer and two other members of the committee, cheques being signed by any two of the three signatories.

10) Affiliation: The Club is affiliated to the Suffolk Bridge Association and the English Bridge Union (EBU).

11) Members' behaviour:

A member shall cease to be a member of the club immediately if expelled from the club

under the provisions of clause 11.1, or if his resignation in writing is delivered to the Secretary (or if such member is expelled ((or not accepted)) as a Player Member by the Board of the English Bridge Union pursuant to its Bye Laws).

11.1 Each member of the Club and visitor to the Club shall be required, whether at or away from the bridge table, to conform to the standards of fair play, courtesy and personal deportment prescribed by the Bye Laws and regulations for the time being of the EBU,

including the fundamental principle set out in the EBU's "Best Behaviour at Bridge".

11.2 The Club shall have the powers and the procedures for the enforcement of the requirement in clause 11.1. They are set out in the Schedule of the Disciplinary Procedures, and shall stand as part of the Constitution and be subject to the same provisions of the Constitution for its amendment.

12) Dissolution of the Club: The club will cease to exist if membership falls below four or if a majority of at least 75% decides it should be closed at the AGM or at an EGM called to discuss closure.

13) Extraordinary General Meeting (EGM): An EGM may be called by the Chairman, committee or upon a written requisition signed by 15 members of the club delivered to the secretary. The requisition must include the business required to be transacted. The secretary will summon such a meeting within 28 days of the request. The summons will include the business to be dealt with.

14) Changes to this Constitution: This Constitution may only be changed at an AGM or at an EGM called to make changes.

SCHEDULE OF DISCIPLINARY PROCEDURES

1. Requirements of the Schedule: This Schedule is referred to under clause 11.2 of the Constitution of Stansfield Bridge Club (hereafter referred to as the Club) and prescribes the powers and procedures for enforcement. It will comply with and follow the EBU disciplinary procedures and any variations thereof that are made from time to time. The Club shall act through its Conduct and Disciplinary Committees for the enforcement of standards prescribed in clause 11.1 of the Constitution. The Club shall have additional powers as set out in the clauses below.

2. Receipt of allegation: Any person making a complaint against one or more members of the Club under the terms of clause 11.1 of the Constitution, must do so in writing to the Secretary or the Chairman of the Club. Normally no action will be taken in respect of a complaint relating to an alleged offence which occurred three months or more prior to a formal complaint in writing made to the appropriate officer.

3. Conduct Committee: The Committee of the Club shall appoint its Conduct Committee through its powers to appoint sub committees under clause 6 of the

Constitution. The Conduct Committee shall be responsible for investigating complaints against the Club's members and to determine whether a disciplinary offence should be referred to the Club's Disciplinary Committee. The Conduct Committee shall consist of no fewer than three members of the Club and no more than five. A quorum for any meeting shall be three of its members. It shall act by simple majority vote and its appointed chairman, or whomsoever in his absence the Conduct Committee shall select to chair its meeting, shall have a second, or casting vote in the event that there is parity of voting.

4. Disciplinary Committee: The Committee of the Club shall appoint the Disciplinary Committee through its powers to appoint sub committees under clause 6 of the Constitution. The Disciplinary Committee shall, determine sanctions for offences admitted by the defendant, hear charges of offences and determine whether those charges are proved and if proved, to determine the sanction imposed. The Disciplinary Committee shall consist of no fewer than three members of the Club and no more than five. At least three of its members must be present when it makes a decision to uphold a complaint and impose sanctions on the offending member. It shall act by simple majority vote and its appointed chairman, or whomsoever in his absence the Disciplinary Committee shall select to chair its meeting, shall have a second, or casting vote in the event that there is parity of voting.

5. Conflicts of Interest and Independence of the Conduct and Disciplinary Committees: Any member of either the Conduct or Disciplinary Committee who is in any way personally involved in the allegations within a complaint will be disqualified from participating in either Committee's handling of the complaint. A member of the Club cannot be a member of both the Conduct and Disciplinary Committees.

6. The Complaints Process:

6.1. Notice of Meetings: Subject to the provisions of clause 6.2 hereof where a written complaint is made, or a matter otherwise comes to the attention of the Conduct Committee, it shall first consider whether such complaint or matter falls within the scope of the Disciplinary Rules and whether further action is warranted. If it does, the Conduct Committee secretary shall first write to the Defendant, seeking the Defendant's comments on the substance of the complaint or matter that has been raised. The Conduct Committee shall also be entitled to make such further investigations and enquiries as it in its absolute discretion considers appropriate. The Conduct Committee shall also be entitled to seek advice both from within the Club and from the EBU Laws and Ethics Committee, and to obtain external legal advice.

6.2. Complaint not justified: If the Conduct Committee decides that the complaint is not justified, all parties shall be notified and the matter ended.

6.3. Complaint justified: If the Conduct Committee decides that the complaint is justified, it may, in its absolute discretion, offer a verbal caution to the offending member, which if accepted, ends the matter. If the caution is not accepted by the offending member, or the Conduct Committee does not feel a caution is appropriate, it shall refer the case to a hearing by the Disciplinary Committee. The Defendant shall be notified, in writing, within two weeks of this decision and of his right to make a written submission to the Disciplinary Committee and to attend the hearing. The Defendant shall have the right to be represented by legal counsel of his choice or

may be accompanied by a person to speak on his behalf. The Disciplinary Committee shall give at least two weeks notice of the hearing to the Defendant.

6.4. Disciplinary Committee's Sanctions: If after the hearing the complaint is upheld, the Disciplinary Committee may in its absolute discretion:

- (a) Give a written reprimand to the offending member(s), or
- (b) Suspend the offending member(s) from all or some of the competitions sponsored or licensed by the Club for such period as it shall determine.
- (c) Expel the offending member(s) from the Club.

If the complaint is against a member of the Committee then in addition to any other sanctions applied, the Disciplinary Committee shall have the power to suspend such member from the Club's Committee and any of its sub committees for such a period that it shall determine. Any sanctions imposed by the Disciplinary Committee must be communicated to the offending member(s) in writing within twenty one days of the hearing. Any Sanction imposed by the Disciplinary Committee shall take effect as soon as time for appeal has elapsed except that if the Defendant has filed Notice of Appeal within the time allowed the Sanction shall not take effect until such Appeal has been determined.

6.5. Appeal: Every Defendant found guilty of an offence by the Club Disciplinary Committee has the right to appeal to the County Disciplinary Committee[1]. Appeals must be in writing and lodged with the Secretary of the Association within twenty one days of the written communication of the Club's Disciplinary Committee's decision to the Defendant.

6.6. Referral to the EBU Laws & Ethics Committee: At any time the County Disciplinary Committee may refer a complaint to the EBU Laws & Ethics Committee for its consideration. In doing so the County Disciplinary Committee shall have fully discharged its responsibilities under this Schedule.