

## CONSTITUTION OF THE WEST OF ENGLAND BRIDGE CLUB

### 1 NAME

The Club shall be called the West of England Bridge Club (WOEBC).

### 2 CHARACTER

2.1 WOEBC shall be a not-for-profit, private members' club.

2.2 The object of the Club shall be to provide a sociable setting for members to meet and play competitive bridge. Ancillary activities may be organised in support of this object.

2.3 Prizes or trophies for Club competitions shall be awarded only to those who were members at the start of, and throughout, that competition.

2.4 The Club shall be managed by a Management Committee who may make binding Rules and decisions consistent with the Constitution.

2.5 The financial year and membership year shall run from 1st September each year to 31st August the following year.

To address the special circumstance of the Club's closure from 16th March 2020 to 31st August 2021, a transitional financial report shall be made covering the period from 1st April 2020 to 31st August 2021; and no membership fee shall be due for the period from 1st April 2020 to 31st August 2021.

2.6 WOEBC shall be affiliated to the Avon Contract Bridge Association (ACBA) and the English Bridge Union (EBU) and members agree to conform to the standards of fair play and courtesy prescribed by the Bye Laws and regulations of ACBA and the EBU.

2.7 The Management Committee shall arrange playing sessions and competitions, and provide a Tournament Director for all sessions subject to EBU Pay-to-Play.

2.8 Neither the Club nor any of its Officers shall be liable to any member, guest or visitor for any loss or damage to any property occurring in or about the Club premises; nor for any injury sustained by any member, guest or visitor whilst on, entering or leaving the Club premises.

### 3 MEMBERSHIP

3.1 Membership shall be open to all who subscribe to the character of the Club. All who join or renew membership shall be deemed to accept the Club's Constitution and Rules.

#### Membership Classes

3.2 Membership shall be maintained in three classes: Ordinary, Associate and Life.

3.2.1 Ordinary members shall pay an annual membership fee each year, as determined by the Management Committee.

3.2.2 An Associate Member may be a Student (Under 19 on 1<sup>st</sup> April), a Junior (under 25 on 1<sup>st</sup> April) or Temporary. There shall be no membership fees charged to Students or Juniors; Temporary members shall pay a concessionary membership fee for the limited period that they wish to belong to the Club.

3.2.3 A Life member is not required to pay any (further) membership fees.

3.2.4 All others, such as friends of members, and visitors, shall be non-members. They may play in any session at the discretion of the session Tournament Director.

#### Membership Process

- 3.3 Applications for membership shall be made to the Membership Secretary by completing a Membership Application Form.
- 3.4 Membership applications are accepted when countersigned by the Membership Secretary and the appropriate membership fee paid.
- 3.5 Membership may subsequently be suspended or revoked by the Management Committee if, in their opinion, the character of the Club is not best served by granting or renewing membership.
- 3.6 Members must renew their membership within thirty days of the start of the membership year to maintain continuity of membership.
- 3.7 Members continuing in their membership class need not complete a further Membership Application Form but should provide the Membership Secretary with any changes to their personal contact information without undue delay.
- 3.8 The Management Committee may determine a limit to the number of times a non-member may play in a year.
- 3.9 A member may resign at any time, but no refund of membership subscription will be paid.
- 3.10 Life membership shall be awarded only by a resolution of the Management Committee.
- 3.11 All members shall be enrolled into the EBU unless they specifically request otherwise.
- 3.12 The Club shall maintain necessary personal details of members on a computer.

#### Membership Fees and Table Money

- 3.13 Each year the Management Committee shall determine (a) annual membership subscription fees for each class of membership, and (b) table money fees applicable to each playing session, for each class of membership.
- 3.14 The Management Committee may change the rates for Table Money at any time, but must notify players via the Club website, Club notice board and session announcements at least 28 days before implementation.

#### 4 MANAGEMENT COMMITTEE AND OFFICERS

- 4.1 The Management Committee of the Club shall manage all the affairs of the Club not reserved by the Constitution for General Meetings.
- 4.2 The Management Committee shall consist of 8 members of the Club, including the Officers.
- 4.3 The Officers of the Club shall be (i) Chairman (ii) Vice Chairman (iii) Treasurer (iv) Secretary (v) Membership Secretary
- 4.4 The Officers and other Committee Members of the Club shall be elected at the Annual General Meeting of the Club, and shall retire at the next Annual General Meeting, but shall be eligible for re-election.
- 4.5 Should a vacancy arise during the year for any Officer of the Club, the Management Committee shall co-opt a member to fill such vacancy until the next Annual General Meeting. Other Committee Members may also be co-opted during the year.
- 4.6 Members of the Club who are co-opted on to the Management Committee shall not have the right to vote on any question during the proceedings of the Management Committee unless and until they are elected to serve on the Management Committee at a General Meeting.
- 4.7 The Management Committee may appoint one or more sub-committees for such purposes as it may deem appropriate. Four members shall constitute a quorum for the Management Committee and two a quorum for a sub-committee.
- 4.8 All Officers and sub-Committees shall act in accordance with the directions of the Management Committee.

- 4.9 The Management Committee may, on behalf of the Club, engage a Club Manager and other service providers as they judge may be necessary for the better running of the Club, and may lawfully terminate any such engagements.
- 4.10 The Management Committee may, on behalf of the Club, make purchases, enter into or vary financial commitments as they judge may be necessary for the better running of the Club.
- 4.11 In conduct and disciplinary issues the Management Committee shall follow the procedures of ACBA and the EBU, as detailed in their Schedules.
- 4.12 The members of the Management Committee shall be indemnified against any actual or potential expenses incurred whilst acting on the authority of the Club.
- 4.13 The Management Committee may from time to time make, vary and revoke Rules, not inconsistent with the Constitution, for the regulation of the internal affairs of the Club and the conduct of members. All Rules so made shall be binding on the members of the Club.
- 4.14 Every elected member of the Management Committee shall have one vote on every question and in case of equality the Chairman or other member presiding at the meeting shall have a second or casting vote.
- 4.15 The Secretary shall display a notice on the Club website and notice board inviting nominations for membership of the Management Committee at least 28 days before the date appointed for any General Meeting of the Club at which candidates are to be elected. Nominations for membership of the Management Committee may be made on this notice board or in writing to the Secretary no less than two days before the date of the Meeting.
- 4.16 Meetings of the Management Committee shall be called by the Secretary at least four times a year. Additional meetings may be called by the Secretary if requested by the Chairman or any two members of the Management Committee.
- 4.17 Meetings of the Management Committee require at least four days notice, to be given to Management Committee members individually.
- 4.18 The Secretary shall keep minutes of the proceedings of each meeting, which shall be read and confirmed at the next meeting and such minutes shall be posted on the Club notice board. (Items of a confidential nature will be abridged.)

## 5 GENERAL MEETINGS

- 5.1 An Annual General Meeting of the Club shall be held once each year, no more than three months after the financial year ends. The Agenda will comprise reports from retiring Officers, election of members to serve on the successor Management Committee, and such other business as has been duly notified.
- 5.2 At least 28 days notice of an Annual General Meeting shall be given to every member of the Club via the website and the notice board, specifying the business to be transacted.
- 5.3 Nominations for the posts of Officers or other Management Committee members shall be in writing, and shall be signed by the nominee, a proposer and a seconder, all of whom shall be members of the Club. Nominations must reach the Secretary no later than one week prior to the date fixed for the Annual General Meeting.
- 5.4 Any member may submit a resolution to an Annual General Meeting. This must be done in writing and must be received by the Secretary at least fourteen days before the AGM.
- 5.5 Special General Meetings may be called at any time by the Management Committee, or by any 20 members of the Club, by giving 28 days notice to every member. No business other than that specified in the notice shall be transacted at a Special General Meeting.
- 5.6 At all General Meetings of the Club every member of the Club shall be entitled to be present and Ordinary and Life members may give one vote on every resolution. In the case of equality of votes, the Chairman of the meeting shall have a second or casting vote.

- 5.7 Ordinary and Life members unable to be present at General Meetings may send postal votes beforehand to the Secretary concerning the business to be transacted.
- 5.8 No business shall be transacted at any General Meeting unless at least ten Ordinary or Life members are present.
- 5.9 The Secretary shall record in a minute book the proceedings of each General Meeting and present them at the next General Meeting.
- 5.10 Voting at General Meetings shall (except at contested elections of members to serve on the Management Committee) be by show of hands or otherwise as the Chairman may direct.
- 5.11 The Chairman's decision as to the result of voting on any resolution shall be final and an entry in the minute book signed by the Chairman of the meeting within 28 days of the meeting shall be conclusive of the terms of any resolution and of its having been passed.

## 6 ALTERATIONS TO THE CONSTITUTION

- 6.1 No alterations shall be made to this Constitution except at a General Meeting of the Club.
- 6.2 In order for a resolution to alter this Constitution to have effect, at least two-thirds of the votes cast on the resolution must be in favour.

## 7 WINDING-UP

- 7.1 In the event that the membership of the Club should fall below twenty, and remain below that number for three months, the Management Committee shall call a Special General Meeting with a proposal that the Club be wound up.
- 7.2 The Management Committee shall call a Special General Meeting with a recommendation that the Club be wound up if either (i) the Club is becoming unviable, with little prospect of recovery, or (ii) a merger or subordination is available that secures the fundamental interests of most Club members in a successor organisation.
- 7.3 A resolution to wind up the Club may be submitted by any Ordinary or Life member requesting a Special General Meeting, or to an AGM.
- 7.4 In order for a resolution that the Club shall be wound up to have effect, at least two-thirds of the votes cast on the resolution must be in favour, and in addition the number of votes cast in favour of the resolution must exceed one-half of the number of members of the Club entitled to attend and vote at the General Meeting at which the resolution is put.
- 7.5 If a resolution that the Club shall be wound up is effectively passed, the Management Committee shall be responsible for winding up the affairs of the Club. Surplus assets and funds shall be given to similar organisations or other good causes as the Management Committee determine, subject to any direction of the winding-up resolution.