



WOKING BRIDGE CLUB



CONSTITUTION OF WOKING BRIDGE CLUB

1. NAME

The Club shall be called the Woking Bridge Club

2. OBJECTS

The objects of the Club shall be:

- i) to provide facilities for its members to play Duplicate Contract Bridge in a friendly and supportive atmosphere and,
- ii) the teaching and the promotion of the game of bridge

3. PREMISES

The Club holds events at such venues as the Committee shall arrange within the Woking Area. Details of premises used can be found on the Club website at www.wokingbridge.co.uk.

Any member or other individual or organisation wishing to communicate any grievance or concern or any other matter that they wish to be considered by the committee should send correspondence by email to admin@wokingbridge.co.uk or by hand to an officer of the Club.

4. AFFILIATION

The Club will be affiliated to the Surrey County Bridge Association and the English Bridge Union.

5. MEMBERSHIP

5.1. Membership shall be open to all bridge players who have played as visitors on at least three occasions.

5.2. Any person wishing to become a member of the Club shall apply to the Membership Secretary in such form as may be prescribed from time to time by the Committee.

5.3. In declining an application the Committee may give a reason but shall not be obliged to do so.

5.4. In considering applications for membership the Committee shall have regard to the playing facilities available, and may from time to time decide that the Club shall be closed to new membership for such period as it may decide. Applicants will be placed on a waiting list. Membership will be extended to those on the waiting list in order of date of application.

5.5. A member shall cease to be a member of the Club immediately if expelled from the Club under the provisions of clause 16, or upon informing the Secretary of his/her wish to resign.

5.6. 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.

5.7 The Club will protect the personal data of members in accordance with the Club's Privacy Notice, which is drawn up in compliance with the General Data Protection Regulation. The Privacy Notice is to be displayed on the Club's notice board and available on the club's website.

5.8 Members of the Club will automatically be enrolled as members of the English Bridge Union and Surrey County Bridge Association. Members are entitled to pay a reduced level of table money, to enter the Club's competitions, and to attend the Christmas and summer parties which the Club may hold.

6. OBLIGATIONS OF MEMBERSHIP

6.1. All members are deemed to have accepted the regulations of this Constitution and the rules and codes of conduct adopted by the Club.

6.2. Members of the Club shall abide by the Bye Laws of the English Bridge Union.

6.3 The Club fully supports the English Bridge Union's initiative "Best Behaviour at Bridge", whose prime objective is to ensure that everyone has an enjoyable game. It is understood that courteous behaviour is an important part of that enjoyment. If a player at a table behaves in an unacceptable manner, the director should be called immediately. Annoying behaviour, embarrassing remarks, or any other conduct which might interfere with the enjoyment of the game is specifically prohibited by the Laws of the game and the Laws give the director the authority to assess disciplinary penalties. The Club expects directors to use these Laws to safeguard everyone's enjoyment of the game.

6.4 Members of the Club undertake to volunteer to host at least once a year for each of the playing sessions that they attend on ten or more occasions in a year. The Club's Committee members, Directors, Scorers, Dealers and Host Coordinators are automatically exempt from this obligation to host. Other exemptions on personal grounds may be granted to individual members by agreement with the Chairman of the Club.

7. OFFICERS

7.1. The Officers of the Club shall be the Chairman, the Secretary and the Treasurer.

7.2. No member of the Club shall simultaneously hold the office of more than one Officer of the Club.

7.3. Each of the Officers of the Club shall be elected at the Annual General Meeting of the Club, shall retire annually at the ensuing Annual General Meeting, but shall be eligible for re-election.

7.4. In the event of a vacancy arising during the year in the office of any Officer of the Club, the Committee shall choose one of its number to fill such vacancy until the ensuing Annual General Meeting. If no member of the Committee is willing to fill the vacancy then another member (providing they have been a member for at least 2 years) of the Club may be appointed by the Committee.

8. COMMITTEE

8.1. The Committee shall consist of the Officers, together with at least three other members of the Club. The members of the Committee shall be elected at the Annual General Meeting, and shall retire annually at the ensuing Annual General Meeting, but shall be eligible for re-election.

8.2. The Committee may from time to time co-opt further members of the Club to serve on the Committee until the ensuing Annual General Meeting, whether to fill a vacancy arising, or as additional members, except that the total number of members of the Committee (including Officers) shall at no time exceed ten. Co-opted members shall be entitled to participate fully in the proceedings of the Committee.

8.3. A quorum at meetings of the Committee shall be three members of the Committee, including at least one of the Officers.

8.4. The Committee may from time to time appoint sub-committees to undertake on its behalf such aspects of the administration of the Club as it shall think fit, and members of such sub-committees may include members of the Club who are not members of the Committee.

8.5. Proceedings of the Committee and of any sub-committees shall be regulated in such manner as the Committee may from time to time decide.

8.6. The Committee shall make a report to each Annual General Meeting of the Club concerning the affairs of the Club since the previous Annual General Meeting.

9. MANAGEMENT

9.1. The affairs of the Club shall be managed by the Committee, and the Committee shall have power to determine any issue arising in connection with the affairs of the Club which is not specifically provided for in this Constitution.

9.2. The Committee may from time to time formulate and publish such rules as it thinks expedient for the efficient and harmonious running of the Club (but in the case of any conflict between such rules and this Constitution, the Constitution shall prevail).

9.3 The Committee, and only the Committee, may delegate to individual members of the Club specific tasks concerning the management of the Club, but in so doing the Committee retains full accountability for the tasks so delegated.

9.4 Any issue of policy determined by the Committee or any rules published by the Committee may be varied by a resolution of members at a General Meeting of the Club, provided that such resolution is not in conflict with this Constitution and is not retrospective in application.

9.5 In the event of such variation being made, the policy or rules (as the case may be) shall not be further varied by the Committee in a manner inconsistent with the resolution.

10. GENERAL MEETINGS

10.1. An Annual General Meeting of the Club shall be held in each year no later than three months after the end of the financial year.

10.2. A Special General Meeting of the Club shall be convened by the Committee if a request for such a meeting signed by at least ten members of the Club is sent to the Secretary, stating the reason for the meeting, and such meeting shall take place within one month of the receipt of such request.

10.3. A Special General Meeting of the Club may be convened by the Committee on its own initiative at any time.

10.4. All General Meetings of the Club shall be held at the main playing location of the Club unless circumstances arise that render this impracticable.

10.5 The Chairman, if present, shall chair all General Meetings of the Club, or in his absence some other member of the Committee shall chair the meeting.

10.6. Notice of all General Meetings of the Club will be sent to members by email and posted on the club website no later than two weeks prior to the date fixed for the meeting. All notices and other papers will be sent by email unless a member specifically requests a paper copy. The Committee shall procure that there shall simultaneously and similarly be sent a form of proxy, in such form as the Committee shall determine, giving each member the opportunity to appoint another member as his proxy to vote on his behalf.

10.7. Any member may propose a motion to be discussed at a General Meeting provided that written notice of the proposed motion is sent to the Secretary no later than one week prior to the date fixed for the meeting.

10.8 The Chairman of the meeting may permit discussion of other business at a General Meeting if he or she thinks fit.

10.9. A quorum at General Meetings of the Club shall be 20 members present in person or by proxy.

10.10. If 15 minutes after the time fixed for a General Meeting of the Club no quorum shall be present, the meeting shall be adjourned to a new date (of which the like notice shall be given to members as was required to be given for the meeting which has been adjourned), and in the case of a General Meeting which has been previously adjourned due to the lack of a quorum (but not of a meeting adjourned for any other reason) such number of members as are actually present at the adjourned meeting shall constitute a quorum.

10.11. Voting at General Meetings of the Club shall be by show of hands in the case of those present in person with proxy votes being added by such method as the Committee shall determine, and in the event of parity of voting the Chairman of the meeting shall have a second or casting vote.

11. NOTICES

11.1. The Club website is central to the Club's communications and all notices whether for General Meetings or regarding other matters to be brought to the attention of members shall be made on the relevant section of the website.

12. NOMINATIONS

12.1. Nominations for the posts of Officers or Committee members shall be in writing, and shall be signed by a proposer and a seconder, both of whom shall be members of the Club, and also by the person nominated.

12.2. Nominations must reach the Secretary no later than one week prior to the date fixed for the Annual General Meeting. In the event that no nominations are received for one or more vacant positions, the Chairman of the meeting may accept nominations for those positions at the meeting itself.

13. SUBSCRIPTIONS and FEES

13.1. Each member of the Club shall pay an annual subscription. Subscriptions shall be due for payment on 1st January each year. Unless the Committee decides otherwise, any member whose subscription remains unpaid after 31st January shall pay table money at the rate applicable to visitors until his/her subscription has been paid in full. Membership shall cease on 1st April if a subscription remains unpaid. A re-application to join the club will then be required to obtain membership.

13.2. Each member of the Club, and each visitor, shall pay table money on each occasion when s/he plays at the Club, excepting the provisions set out in 13.4.

13.3. The Committee shall decide the amounts payable by members as annual subscription and by members and visitors as table money to ensure the long-term financial health and stability of the club. The Committee shall agree and notify the membership of the appropriate sums for the following year by 31st December each year. The table money for visitors will always exceed that applicable to members.

13.4. The committee may agree to waive all or part of the table money due for individuals acting as Hosts, Directors or Scorers.

13.5 The Committee may determine from time to time the amount of fees to be charged for use of the equipment of the Club, or services provided by the Club or for any other purpose for which it is of the opinion that fees ought to be charged.

14. FINANCIAL MATTERS

14.1. The Committee shall arrange for accounts to be prepared in respect of the financial affairs of the Club for each year ending on 31 December. The accounts will include financial statements setting out the Club assets and liabilities at the year end and the income and expenses since the previous year end

14.2 The accounts shall be audited by a member of the Club who shall not be a member of the Committee. If no member is prepared to conduct the audit then the Committee may appoint a suitable independent person or organisation.

14.3. The audited accounts for each year shall be presented to the Annual General Meeting of the Club for approval.

14.4 The Committee is not authorised to borrow money or otherwise cause the Club to become indebted.

14.5 Any member of the Club who has a direct, indirect or potential interest (financial or otherwise) in a transaction or matter being considered by the Club should disclose their interest to the Chairman and members of the relevant committee or sub-committee.

15. VISITORS

15.1 If attendance at a Club event is such that in the opinion of the Director of that event all players cannot be reasonably accommodated then priority for playing will be given to members.

16. MISCONDUCT

16.1. Any person making a complaint about the conduct of one or more members of the Club must do so in writing to either 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.

16.2. Upon receipt of a complaint, the Committee shall follow the process specified in the Appendix to this Constitution.

17. ALTERATIONS TO THE CONSTITUTION

17.1. No alterations shall be made to this Constitution except at a General Meeting of the Club.

17.2. 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.

18. WINDING-UP

18.1. 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.

18.2. If a resolution that the Club shall be wound up is effectively passed, the Committee shall be responsible for winding up the affairs of the Club, and unless the winding up has been initiated with a view to amalgamating the Club with some other Club (in which case any surplus assets and funds may be transferred to such other Club), any surplus assets and funds shall be disposed of as specified in the resolution initiating the winding up, and if no such provision is so specified, in such a manner as the Committee may think fit.

November 2021

APPENDIX – MISCONDUCT PROCESS

A.1. Upon receipt of a complaint, the Committee shall appoint, through its powers to appoint sub-committees under clause 8.4 of this Constitution, a Conduct Committee to investigate the complaint and to determine whether a disciplinary offence should be referred to a Disciplinary Committee of the Club. The Conduct Committee shall consist of no fewer than three members of the Club and no more than five. No member of the Conduct Committee may be personally involved in the allegations within the complaint. A quorum for any meeting of the Conduct Committee 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.

A.2 The Conduct Committee shall first consider whether the complaint warrants further action. If it does, the Conduct Committee secretary shall first write to each Defendant, seeking each 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.

A.3 If the Conduct Committee decides that the complaint is not justified, all parties shall be notified and the matter ended.

A.4 If the Conduct Committee decides that the complaint is justified, it may, in its absolute discretion, offer a verbal caution to each Defendant, which if accepted, ends the matter.

A.5 If the caution is not accepted by each Defendant, or the Conduct Committee does not consider that a caution is appropriate, it shall ask the Committee to appoint, through its powers to appoint sub-committees under clause 8.4 of this Constitution, a Disciplinary Committee to hear the case against such Defendant(s). The Disciplinary Committee shall consist of no fewer than three members of the Club and no more than five. No member of the Disciplinary Committee may be a member of the Conduct Committee or be personally involved in the allegations within the complaint. A quorum for any meeting of the Disciplinary Committee shall be three of its members. 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.

A.6 Each Defendant shall be notified, in writing, within two weeks, of the decision to refer the complaint to a Disciplinary Committee and of their right to make a written submission to the Disciplinary Committee and to attend the hearing. Each Defendant shall have the right to be represented by legal counsel of their choice or may be accompanied by a person to speak on their behalf. The Disciplinary Committee shall give at least two weeks' notice of the hearing to each Defendant.

A.7 If the Disciplinary Committee decides that the complaint is not justified, all parties shall be notified and the matter ended.

A.8. If the complaint is upheld by the hearing of the Disciplinary Committee, then the Disciplinary Committee may in its absolute discretion give a written reprimand to the offending member(s), suspend the member(s) from the privileges of membership for such period as it may think fit, or expel the member(s) from the Club and prohibit them from playing as a visitor.

A.9. The Disciplinary Committee shall notify the offending member(s) in writing within twenty-one days of the hearing of any decision made and any sanctions imposed by the Disciplinary Committee. 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.

A.10. Every Defendant found guilty of an offence by the Club Disciplinary Committee has the right to appeal to the Disciplinary Committee of Surrey County Bridge Association. 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.

A.11. 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.