

# CONSTITUTION OF THE BURNHAM BRIDGE CLUB

(updated 24 April 2006)

## 1 NAME

The Club shall be called Burnham Bridge Club.

## 2 OBJECTS

The object of the Club shall be to provide facilities for its members for playing Duplicate Contract Bridge.

## 3 HEADQUARTERS

The headquarters of the Club shall be situated at The South Bucks Bridge Centre, Britwell Road, Burnham, Bucks. SL1 8DF, or such alternative premises as the Committee shall propose.

## 4 AFFILIATIONS

The Club shall be affiliated to The Berks & Bucks Contract Bridge Association and to the English Bridge Union.

## 5 MEMBERSHIP

The Committee shall have the authority to appoint one of its members Membership Secretary. All references to the Secretary in connection to membership in this Constitution shall refer to the Membership Secretary. In the absence of such an appointment, the Secretary shall act as the Membership Secretary.

### 5.1 Any bridge player may apply for membership

### 5.2 Any person wishing to become a member of the Club shall apply for membership by completing and forwarding to the Secretary the form as prescribed by the Committee.

### 5.3 All applicants for membership must have played at the Club 4 times in the preceding three months before the application is displayed, in order for the Committee to be in a position to form an opinion on the suitability of the applicant. All applications for membership must be proposed and seconded by existing members (unless the Committee decide otherwise). Applications will be approved, or not, by the Committee, or, in the absence of a Committee meeting, by two of the three Officers of the Club.

### 5.4 All membership application forms received by the Secretary shall be displayed in a prominent place at the Club headquarters and on the Club website for a minimum of two weeks.

### 5.5 Any member wishing to object to an application for membership should notify the Secretary in writing or by email.

### 5.6 After the expiry of the one month period mentioned above, the Committee shall, as soon as is convenient, consider the application for membership, taking into account any objections notified, and shall promptly notify the applicant of the acceptance or otherwise of the application.

- 5.7 In declining an application, the Committee may give a reason, but shall not be obliged to do so.
- 5.8 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 applications for membership.
- 5.9 A member shall cease to be a member of the Club immediately if expelled from the Club under the provisions of Clause 15, or if his resignation, in writing, is delivered to the Secretary.
- 5.10 A member whose subscription has not been paid shall cease to be a member on the expiration of the period of two months from the date on which the subscription was due for payment.
- 5.11 A former member who wishes to rejoin may do so without the necessity of a formal application for membership, unless the Committee decides otherwise.
- 5.12 Members shall be informed of membership applications approved by the Committee.
- 5.13 From time to time, the Club may wish to honour one of its members with life membership, which shall mean that no annual subscription is paid by that member for the remainder of his or her life.

Any nominations for life membership shall be made to the Club Secretary for consideration by the Club membership at an AGM.

A maximum of four life members may exist at any one time.

## 6 OFFICERS OF THE CLUB

- 6.1 The Officers of the Club shall be the Chairman, Secretary and Treasurer.
- 6.2 No member shall simultaneously hold the office of more than one Officer of the Club.
- 6.3 Each of the Officers of the Club shall be elected at the Annual General Meeting, and shall retire each year at the next Annual General Meeting, but shall be eligible for re-election.
- 6.4 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 their number to fill such vacancy until the ensuing Annual General Meeting.

## 7 THE COMMITTEE

- 7.1 The Committee of the Club shall consist of the Officers of the Club, together with at least five other members of the Club, who 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.
- 7.2 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.
- 7.3 A quorum at meetings of the Committee shall be four members of the Committee, including at least one of the Officers.

- 7.4 The Committee shall, 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. Members of such sub-committees may include members of the Club who are not members of the Committee.
- 7.5 Proceedings of the Committee, and any sub-committees, shall be regulated in such a manner as the Committee may, from time to time, decide.
- 7.6 Each of the Officers shall make a report to each Annual General Meeting of the Club concerning the affairs of the Club since the previous Annual General Meeting.

## 8 MANAGEMENT

- 8.1 The affairs of the Club shall be managed by the Committee, and the Committee shall have the power to determine any issue arising in connection with the affairs of the Club that is not specifically provided for in this Constitution.
- 8.2 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. (In the case of any conflict between such rules and this Constitution, the Constitution shall prevail).
- 8.3 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.
- 8.4 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.
- 8.5 At all meetings of the Club and the Committee, the Chairman shall be entitled to vote, and in the event of a tied result, he shall cast the deciding vote.

## 9 GENERAL MEETINGS

- 9.1 An Annual General Meeting of the Club shall be held in each year no later than four months after the end of the financial year.
- 9.2 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 delivered to the Secretary stating the reason for the meeting, and such meeting shall take place within one month of the receipt of such request.
- 9.3 A Special General Meeting of the Club may be convened by the Committee on its own initiative at any time.
- 9.4 All General Meetings of the Club shall be held at the headquarters of the Club unless circumstances arise which render this impractical.
- 9.5 The Chairman, if present, shall chair all General Meetings of the Club, and in his absence another officer of the Club shall chair the meeting.
- 9.6 Notice of all General Meetings of the Club shall be made available to all members of the Club no later than two weeks prior to the date fixed for the meeting.
- 9.7 Any member may propose a motion to be discussed at a General Meeting provided that written notice of the motion is delivered to the Secretary no later than one week prior to the date fixed for the meeting.

- 9.8 The Chairman of the meeting may permit discussion of other business if he or she thinks fit.
- 9.9 A quorum at a General Meeting of the Club shall be ten members.
- 9.10 If fifteen 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 notice shall also be one week), and in the case of a General Meeting which has been adjourned due to the lack of a quorum (but not of a meeting adjourned for any other reason) such numbers of members as are actually present at the adjourned meeting shall constitute a quorum.
- 9.11 All motions and resolutions, except changes to the Constitution (see clause 16), require a simple majority for them to be carried.

## 10 NOTICES

- 10.1 Notices of any Special General Meeting of the Club, and of an Annual General Meeting at which, in the opinion of the Committee, any business of a non-routine nature is likely to be discussed, shall be given to members by post or email.
- 10.2 Notices of any Annual General Meeting at which, in the opinion of the Committee, no business of a non-routine nature is likely to be discussed, may be given to members either by post or by displaying a notice in a prominent position at the headquarters of the Club.
- 10.3 Notices of any other matters to be brought to the attention of members shall be made by displaying a notice in a prominent position at the headquarters of the Club and publication on the Club website.

## 11. NOMINATIONS

- 11.1 Nominations for the posts of consenting Officers or Committee Members shall require a proposer and a seconder, both of whom shall be members of the Club, and both of whom shall be present at the Annual General Meeting or have registered their proposal one week prior to the Annual General Meeting

## 12. SUBSCRIPTIONS AND FEES

- 12.1 Each member of the Club shall pay an annual subscription, the basic amount of which for the time being shall be decided at the Annual General Meeting of the Club. Subscriptions shall be due for payment by 31st of May in each year in respect of the year to the following 31st March. Unless the Committee decides otherwise, any member whose subscription remains unpaid after the due date shall pay table money at the rate of visitors until his or her subscription has been paid in full.
- 12.2 Each member of the Club, and each guest and visitor, shall pay table money on each occasion that he or she plays at the Club, the basic amount of which for the time being shall be decided at the Annual General Meeting of the Club.
- 12.3 Each successful applicant for membership of the Club may be required to pay a joining fee, the amount (if any) of which for the time being shall be decided at the Annual General Meeting of the Club.

- 12.4 The Committee may determine variations on the basic amounts of subscriptions and table money for members, guests and visitors in difference circumstances, and may waive table money from a playing Director and subscriptions or table money in the event of hardship or any other good cause.
- 12.5 The Annual General Meeting may authorize the Committee to increase the basic amounts of subscriptions and table money prior to the ensuing Annual General Meeting.
- 12.6 The Committee may determine from time to time the amount of fees to be charged for use of the premises or equipment of the Club, or for any other purpose for which it is of the opinion that fees ought to be charged.

### 13 ACCOUNTS

- 13.1 The Committee shall arrange for accounts to be prepared in respect of the financial affairs of the Club for each year ending on 31st March.
- 13.2 The accounts for each year shall be presented to the Annual General Meeting of the Club for approval.

### 14 GUESTS AND VISITORS

- 14.1 Any member may invite a guest to play at the Club at any time, but in the event of the playing facilities being inadequate to accommodate all those who wish to play, priority shall be given to members.
- 14.2 Visitors may be permitted to play at the Club at any time, but in the event of the playing facilities being inadequate to accommodate all those who wish to play, priority shall be given to members and the guests of members.
- 14.3 The Committee may from time to time place a limit on the number of occasions on which a non-member (whether a guest or a visitor) may play at the Club without being required to apply for membership.
- 14.4 If such a limit is for the time being in force, a non-member who has applied for membership shall (subject to available playing facilities) be permitted to play at the Club until his or her application for membership has been considered by the Committee, even if the limit imposed by the Committee is thereby exceeded.

### 15 CONDUCT

- 15.1 In the event of a complaint being made to the Committee about the conduct of a member of the Club, the Committee may, (and if a written complaint is received signed by at least three members of the Club, it shall), investigate the complaint. (Any Committee member who has, or appears to have, a conflict of interest, shall withdraw from any ensuing discussion).
- 15.2 On investigating such a complaint the Committee shall give the member about whose conduct the complaint has been made an opportunity to be heard.
- 15.3 If on investigating such a complaint the Committee is of the opinion that the member has behaved in an unacceptable manner, or in such a manner as to cause injury to the interests of the Club, then the Committee may reprimand the member, suspend the member from the privileges of membership for such a period as it may think fit, or expel the member from the Club.

- 15.4 The Committee shall forthwith notify the member of any decision made on the investigation of a complaint about his conduct, and may, if it thinks fit, publicise the decision by displaying a notice at the headquarters of the Club.
- 15.5 An appeal shall lie to a General Meeting of the Club against any decision to reprimand, suspend or expel a member of the Club following an investigation of a complaint about his or her conduct.
- 15.6 Notice of such an appeal must be in writing, and delivered to the Secretary within two weeks of the notification to the member of the decision of the Committee.
- 15.7 In the event of an appeal being made against it, the decision of the Committee shall not be put into effect until the appeal has been determined.
- 15.8 On the appeal being heard by a General Meeting of the Club, the General Meeting shall have the power to overrule the Committee, or to uphold it, in which event the sanction imposed by the Committee may be confirmed or varied (to any sanction which the Committee was empowered to impose, or to none).
- 15.9 Nothing in this Constitution shall preclude the Committee from referring a matter of conduct to the Berks & Bucks Contract Bridge Association, or to the Laws and Ethics Committee of the English Bridge Union if it considers it appropriate to do so.

## 16 ALTERATIONS TO THE CONSTITUTION

- 16.1 No alterations shall be made to this Constitution except at a General Meeting of the Club.
- 16.2 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

## 17 WINDING-UP

- 17.1 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 for winding-up the affairs of the Club 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.
- 17.2 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, 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 transferred to such of the organizations mentioned in clause 17.3 as may be specified in the resolution initiating the winding-up, and if no such organization is so specified, to such of those organizations as the Committee may think fit.
- 17.3 The organizations referred to in clause 17.2 are:
- a) The English Bridge Union
  - b) The Berks & Bucks Contract Bridge Association
  - c) Any registered or recognized charitable body

24 April 2006