

**CONSTITUTION AND RULES  
OF THE MAIDENHEAD DUPLICATE BRIDGE CLUB**

1. Aims and Objectives

- (a) To play and promote Duplicate Bridge in a smoke free atmosphere.
- (b) To encourage a friendly and courteous attitude to fellow members and visitors alike.
- (c) Where possible to welcome newcomers to Duplicate Bridge.
- (d) To encourage members to share responsibilities.
- (e) To abide by the rules and proprieties of the English Bridge Union and, where practicable, to award EBU Master Points.

2. Changes to the Constitution and Rules

- (a) Any proposed changes to this Constitution and Rules must be received by the Secretary at least 21 days prior to the AGM and notified to the members by posting them on the Club Notice Boards at least 14 days prior to the AGM.
- (b) Changes to the Constitution shall require a two-thirds majority of those members present and voting.
- (c) Changes to the Rules shall require a majority of those present and voting.

3. Finances

- (a) The finances of the Club shall be the responsibility of the Treasurer in accordance with arrangements approved by the Committee.
- (b) The financial year shall begin on 1<sup>st</sup> January of each year.
- (c) The membership year shall begin on 1<sup>st</sup> April of each year.
- (d) The Subscription rates and Table Money shall be determined by the Committee.
- (e) The Accounts of the Club shall be audited prior to the AGM by an independent Auditor appointed by the Committee.

4. The Committee

- (a) The administration of the Club shall be by a Committee elected at an AGM.
- (b) The Committee shall consist of the Chairman, Secretary Treasurer, Team Captains and up to five ordinary members.
- (c) Nominations of members to serve as Officers or Committee members must be made in writing and received by the Secretary at least 14 days prior to the AGM.
- (d) If there is more than one nomination for any office then the matter shall be decided by ballot of those members present.
- (e) If the nominations for the members of the Committee exceed five, then the matter shall be decided by secret ballot of those members present.

- (f) The Committee may, at its discretion, co-opt members onto the Committee either (i) to fill a casual vacancy or (ii) (without limit in numbers) to undertake a specific function.
- (g) If any Officer ceases to hold office, then the Committee shall have the power to fill the vacancy until the next AGM.
- (h) All Officers and Committee members shall retire at the AGM but may stand for re-election.

## 5. The President

- (a) The Club may appoint a President. Such appointment shall be made at the AGM and shall be for a specific term to be fixed by the members.
- (b) The President shall receive notice of, and be entitled to attend all meetings of the Committee but shall not have a vote.

## 6. Proceedings of the Committee

- (a) The Committee shall hold at least four meetings a year, the first of which must be held within one month after the AGM.
- (b) The dates for Committee meetings shall be set at the preceding meeting, but can be altered if a majority of the Committee agree.
- (c) At meetings of the Committee, all decisions shall be by a simple majority.
- (d) The quorum shall be one half of the Committee and including at least one Officer.
- (e) In the event of equality of voting, the Chairman of the meeting shall have a second vote.
- (f) A person shall cease to be a member of the Committee if he/she gives written notice of resignation to the Secretary or fails to attend two sequential Committee meetings without due reason.

## 7. Membership

- (a) The Committee has the right to close membership at a level determined by the Committee.
- (b) The Committee may terminate the membership of any member or refuse renewal of membership in its absolute discretion. Such a member shall have his or her subscription for the current year refunded, but shall have no right of appeal nor any claim against the Club or the Committee.
- (c) The Committee may, in its absolute discretion, terminate the membership of any member whose subscription has not been paid by 1<sup>st</sup> June in the relevant year and shall be under no obligation to reinstate the membership or to accept late subscription after that date.
- (d) Members who resign will not be entitled to a refund of any part of their subscription.

## 8. Honorary Members

- (a) The Committee may nominate honorary members in recognition of outstanding service to the Club or to Bridge. Such nomination shall be for such a period as the Committee may determine.
- (b) Honorary members shall enjoy the same privileges of membership and be subject to the same obligations as other members, save that they pay no subscription.

## 9. Annual General Meeting

- (a) An Annual General Meeting of the Club shall be held in March of each year when (i) the Chairman shall give a report of the Club's activities during the previous year and (ii) the Treasurer shall present a financial report and (iii) Officers and Committee members for the forthcoming year shall be elected.
- (b) Notice of the date of the AGM shall be posted on the Club notice boards at least 28 days prior to the date of the meeting.
- (c) The existing Chairman shall remain Chairman until the conclusion of the AGM, and shall conduct the meeting unless he/she nominates an independent person to do so. In the event of any vote, the manner of the vote and its declaration shall be the sole responsibility of the person conducting the meeting.
- (d) All members, including honorary members, shall have one vote. Proxy voting shall not be permitted.
- (e) In the event of equality of voting, the Chairman of the meeting shall have a second vote.
- (f) Any proposals that members wish to make at an AGM must be duly proposed, seconded and submitted to the Secretary in writing at least 14 days prior to the AGM.

## 10. Extraordinary General Meeting

- (a) An Extraordinary General Meeting may be called by the Committee at any time and shall be called if the Chairman receives a written notice signed by not less than ten members of the Club requesting an EGM and specifying the purpose of such a meeting.
- (b) If the EGM is being called pursuant to a written notice from members, the Committee shall arrange for such a meeting to take place within six weeks of receipt of such notice.
- (c) Unless the Committee considers the matter to be urgent (in which case an EGM. can be held on shorter notice), notice of the date of an EGM and brief particulars of the meeting shall be posted on the notice boards at least 21 days prior to the date of the meeting.
- (d) The voting procedure at an EGM shall be the same as at an AGM.

## 11. Generally

- (a) Any matter not dealt with specifically by this Constitution may be determined by the Committee.
- (b) The interpretation of this document shall rest with the Committee subject to the over-riding authority of a general meeting of the Club.

## 12. Dissolution

In the event of the dissolution of the Club, the Committee may dispose of the assets as it, in its absolute discretion, thinks fit and shall be under no obligation to divide the assets among the members.

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## RULES

1. There shall be no smoking within the Club premises (either in the playing area or the kitchen) at any time.
  2. If, on any club evening, there are more people than the Committee considers can reasonably be accommodated, priority will be given to members, provided that they have arrived by 10 minutes before the time specified for the start of play.
  3. All members shall use a convention card.
  4. The Committee shall arrange and encourage participation by members of the Club in:
    - (a) Twice weekly club duplicate bridge sessions
    - (b) Local, county, national and international bridge competitions
    - (c) Social and other events.
  5. In the event of a "sit out" the Directors shall endeavour to ensure that over a period of time all members take their turn.
  6. As the Club operates a partnering system, a host system will operate only as long as the Committee considers it to be to the benefit of the club as a whole.
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