

LANCASHIRE CONTRACT BRIDGE ASSOCIATION

CONSTITUTION (From 18/05/10)

1. TITLE AND CONSTITUENT MEMBERSHIP

1.1 The Lancashire Contract Bridge Association is an Association as defined in the Bye-Laws of the English Bridge Union Limited and shall be referred to as the Association or designated the LCBA throughout the Constitution. The geographical area covered is that of the Blackpool, Bolton and Blackburn and Southport areas of the former North West Contract Bridge Association.

1.2 The Association is a Constituent Member of the English Bridge Union Limited. It shall abide with its Bye-Laws, Rules and Policies. Hereinafter the English Bridge Union Limited shall be referred to as the EBU.

2. OBJECTS OF THE ASSOCIATION

2.1 The objects of the Association are to promote Duplicate Contract Bridge in the area of the LCBA and to encourage inter-club, inter-county and national competitions.

2.2 The Association should try to employ the funds of the Association in the best interests of the game of Duplicate Contract Bridge, having regard to the fact that the Association is a non-profit making body.

3. MANAGEMENT OF THE ASSOCIATION

3.1 The affairs of the Association shall be managed by a delegate Council acting through an Executive Committee. The Association's accounts shall be made up to 31st March each year and shall be duly examined and submitted to the Annual General Meeting.

3.2 The Executive Committee shall consist of the following Executive Officers:

- (a) Chairman
- (b) Vice Chairman
- (c) Secretary
- (d) Treasurer
- (e) Tournament Secretary
- (f) Chief Tournament Director
- (g) Publicity Secretary
- (h) Membership Secretary

and not more than five other members of the Association.

All officers and other members of the Executive Committee, the Accounts Examiner and the EBU Shareholders must be elected annually at the Annual General Meeting by a simple majority of those members present. No member shall serve more than three consecutive years as Chairman and no member shall serve more than three years out of a total period of nine years as Chairman.

3.3 The membership of Council shall be as follows:

- (a) The President of the Association, to be elected annually at the AGM.
- (b) The retiring Chairman for a period of one year immediately following his/her retirement.
- (c) The Executive Committee of the Association elected by the Annual General Meeting of the Association.
- (d) Delegates appointed by the clubs affiliated to the Association to represent the club members. The number of delegates from any affiliated club, excluding any under (a), (b) and (c) above, shall be determined by the following formula.
One delegate for every hundred EBU members or fraction of hundred determined on the previous 31st March.
- (e) In addition to the above members up to three more members may be elected at the Annual General Meeting of the Association.

A list of names and addresses of delegates of each affiliated club shall be forwarded to the Secretary of the Association on or before 1st May each year. Such a list must be available to any member on request.

Clubs shall have the power to appoint a further delegate to fill any vacancy in their representation, which may occur. An affiliated club shall have the power to nominate alternative delegates to attend and vote in place of any delegate who is unable to attend a meeting of the Council but the Association Secretary must be notified of such alternative delegates. A delegate of one club shall not be nominated as a delegate or alternative delegate of another club.

3.4 The Chairman, or in his/her absence the Vice-Chairman, of the Association shall take the chair at all meetings. If both are absent, the Chair of the meeting shall be elected by those present. Council shall meet at least three times in a calendar year. A quorum shall consist of twelve members and, in the event of a tied vote, the Chairman shall have the casting vote. The Executive Committee shall meet from time to time as it deems fit but not fewer than twice within a calendar year. A quorum shall consist of five members and, in the event of a tie in the votes cast, the Chairman shall have the casting vote. Notice and Agenda of any meeting of the Council shall be sent to the Secretary of each affiliated club and to all Council members at least fourteen days before the date of the meeting. This shall be deemed to be sufficient notice. Likewise Notice and Agenda of any meeting of the Executive Committee shall be sent to all Executive Committee members at least fourteen days before the date of the meeting.

3.5 The Executive Committee shall have the power to co-opt and to fill any casual vacancies.

3.6 The Executive Committee may from time to time appoint and disband sub-committees as may be deemed necessary, and may delegate to them such powers or duties as may be deemed to be expedient. Such sub-committees shall conduct their business as directed by the Executive Committee.

3.7 The Executive Committee is responsible for the control of all monies and assets of the Association. The Treasurer shall be responsible for the collection of all monies due to the Association, payment of all accounts and for keeping the records of account. The Treasurer shall account to the Executive Committee for all financial transactions as and when required and prepare a report and account for the Annual General Meeting.

4. MEMBERSHIP

4.1 All members of the Association must be Player Members of the EBU.

4.2 A Player Member of the EBU shall become a member of the Association when his/her primary allegiance to the Association is recorded with the EBU.

4.3 A Player Member of the EBU, whose primary allegiance is not with the Association, can become a Dual Member of the Association by meeting its terms and conditions in force at the time of the request for membership.

4.4 A member of the Association must be a paid-up member for the relevant Membership Year in order to vote at its Annual General Meeting and to participate in its main competitions within that Membership Year.

4.5 The Membership Year shall run for the twelve-month period from 1st April to 31st March.

4.6 A member of the Association becomes a paid-up member through payment of the LCBA levy by his/her affiliated club. Direct Members of the EBU become paid-up members when they have complied with Clause 4.2 or Clause 4.3.

4.7 The LCBA county levy for a Membership Year shall be determined by the preceding Council.

4.8 The Association membership categories shall be as follows:

(a) Ordinary Association Member – a Player Member of the EBU who has his/her primary allegiance recorded with the Association on 1st April of the Membership Year. An Ordinary Association Member shall also be a new Player member of the EBU whose EBU membership start date is within the Membership Year and that member's primary allegiance is recorded with the Association on their EBU start date.

(b) Dual Member – a Player Member of the EBU who does not have his/her primary allegiance recorded with the Association by 1st April of the Membership Year. Dual Members shall have the right to attend Association meetings but shall have no voting rights.

5. LIFE MEMBERS

The Executive Committee of the Association may honour long-standing members for their service to the Association by electing them to life membership of the Association. A Life Member of the Association shall automatically become a paid-up member of the Association for each Membership Year whilst they remain a Playing Member of the EBU and shall not be asked to pay any annual subscription fee for their Association membership. In addition a Life Member of the Association shall not be required to pay the entrance fee to any of the county competitions.

6. MEETINGS OF THE ASSOCIATION MEMBERS

6.1 There shall be an Annual General Meeting (AGM) to be held on the third Monday in May of each calendar year.

6.2 The venue, date and time of the AGM shall be published at least six weeks before the date of the AGM. Association members who are members of an affiliated club shall receive notice of the AGM via their club. All other members shall receive individual notification of the AGMs.

6.3 A request for a Special Resolution from a paid-up Association member, which shall require a vote of the paid-up members at the AGM, must be sent in writing to the Secretary no later than three weeks before the date of the AGM. The request must be supported in writing by two other paid-up members of the Association.

6.4 The Secretary shall publish all Special Resolutions received for the AGM no later than two weeks before the date of the AGM.

6.5 A nomination for a paid-up Association member to serve on the Executive Committee must be received in writing by the Secretary three weeks before the date of the AGM. The nomination must be from a paid-up member of the Association and supported by another paid-up member of the Association.

6.6 The Secretary shall publish all nominations to serve on the Executive Committee no later than two weeks before the AGM.

6.7 A request for an Extraordinary General Meeting (EGM) by a paid-up Association member must be sent in writing to the Secretary together with the Special Resolution(s), which shall require a vote of the paid-up members. The request must be supported in writing by at least twenty current paid-up members of the Association.

6.8 The EGM shall be held no earlier than 28 days and no later than 42 days after the Secretary has received the written request. The Secretary must publish the date, venue and time of the EGM at least three weeks before the date of the EGM.

6.9 Any vote at an AGM or an EGM, which is tied, shall be split by the casting vote of the Chairman of the AGM or EGM.

6.10 Notice of an AGM or an EGM shall be deemed to have been published three days after written details are posted (and this shall include e-mail posting) by the Secretary to the secretaries of the Association affiliated clubs. Notice of the AGM and EGMs and agendas shall be sent to all members of the Association at least twenty-one days prior to the date fixed for such meetings. Members of affiliated clubs will have notification sent to them via their clubs or directly by post or e-mail and Direct Members will be sent notification by post or e-mail. Notification may also be made via the county column in English Bridge magazine and the county web-site. Other methods may be used when available.

6.11 The quorum for an AGM or EGM shall be twelve paid-up members.

6.12 The Secretary shall be required to arrange a further General Meeting, if a General Meeting fails to reach a quorum. The additional General Meeting shall be scheduled to occur within the period of 28 to 42 days after the aborted General Meeting. The Secretary shall publish the date, venue and time of the additional General Meeting at least three weeks before the date of the additional General Meeting.

6.13 If the additional General Meeting once again fails to reach a quorum, the Executive Committee shall be able to take any decisions necessary so that it can continue to manage the affairs of the Association.

7. MEMBERS' BEHAVIOUR

7.1 Each member of the Association shall be required, in connection with the game of Duplicate Contract Bridge, 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.

7.2 The Association shall have the powers and the procedures for the enforcement of the requirement in Clause 7.1. They are set out in the Schedule of the Constitution and shall stand as part of the Constitution and be subject to the same provisions of the Constitution for its amendment.

8. AFFILIATED DUPLICATE BRIDGE CLUBS

Any Duplicate Bridge Club may affiliate to the Association and all such clubs shall be affiliated to the EBU. The Association has the right to determine at an Annual General Meeting, through a simple majority of those paid-up members present, the annual club affiliation fee, if any, to be charged for the twelve month period from the following 1st April.

9. CONSTITUTION AMENDMENTS

Alterations to the Constitution shall be made only at an AGM or EGM through the positive votes of at least two thirds of the paid-up members present.

10. DISSOLUTION OF THE ASSOCIATION

The Association can be dissolved at an EGM provided at least two thirds of the total paid-up members present on the date of the EGM positively vote for its dissolution. The assets of the Association on dissolution shall be distributed according to the wishes of the paid-up members attending the dissolution meeting.

11. INTERPRETATION

On all questions of interpretation of the Constitution the decisions of the Executive Committee shall be binding until or unless upset at an AGM or EGM. The Executive Committee shall determine any point or matter that is not covered by the Constitution.

12. DEFINITIONS

The terms Association, Constituent Member, Duplicate Contract Bridge and Playing Member have the meanings set out in the Bye-Laws of the EBU.

LANCASHIRE CONTRACT BRIDGE ASSOCIATION

SCHEDULE OF DISCIPLINARY PROCEDURES

1. REQUIREMENTS OF THE SCHEDULE

This schedule is referred to under Clause 7.2 of the Constitution and prescribes the powers and procedures for enforcement. It will comply with and follows the EBU disciplinary procedures and any variations thereof that are made from time to time. The Association shall act through its Conduct and Disciplinary Committees for the enforcement of standards prescribed in Clause 7.1 of the Constitution. The Association 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 Association under the terms of Clause 7.1 of the Constitution must do so in writing to the Secretary or Chairperson of the Association

3. CONDUCT COMMITTEE

The Executive Committee of the Association shall appoint its Conduct Committee through its powers to appoint sub-committees under Clause 3.6 of the Constitution. The Conduct Committee shall be responsible for investigating complaints against the Association's members and to determine whether a Disciplinary Offence should be referred to the Association's Disciplinary Committee.

The Conduct Committee shall consist of no fewer than three members of the Association 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 Chairperson, or whomsoever in his/her absence the Conduct Committee shall select to chair a meeting, shall have a second or casting vote in the event that there is parity of voting.

4. DISCIPLINARY COMMITTEE

The Executive Committee of the Association shall appoint the Disciplinary Committee through its powers to appoint sub-committees under Clause 3.6 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, determine the sanction imposed.

The Disciplinary Committee shall consist of no fewer than three members of the Association 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 chairperson, or whomsoever in his/her absence the Disciplinary Committee shall select to chair a 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 Association cannot be a member of both the Conduct and Disciplinary Committees.

6. THE COMPLAINTS PROCEDURE

(a) NOTICE OF MEETINGS

Where a written complaint is made, or a matter otherwise comes to the attention of the Conduct Committee, it shall first rule whether such a complaint or matter falls within the scope of the Disciplinary Rules and whether further action is warranted. If it does so decide, 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 Association and from the EBU Law and Ethics Committee and to obtain external legal advice.

(b) COMPLAINT NOT JUSTIFIED

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

(c) 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 Defendant does not accept the verbal caution, or the Conduct Committee decides a verbal caution is inappropriate, the Conduct Committee 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.

(d) DISCIPLINARY COMMITTEE'S SANCTIONS

If after the hearing the complaint is upheld, the Disciplinary Committee may in its absolute discretion:

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

If the complaint is against a member of the Executive Committee then, in addition to any other sanctions applied, the Disciplinary Committee shall have the power to suspend such member from the Association's Executive 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 in writing within twenty-one days of the hearing.

(e) APPEAL

Each member found guilty of a Disciplinary Offence by the Disciplinary Committee has the right to appeal to the EBU Laws and Ethics Committee. Appeals must be in writing and lodged with the Secretary of the EBU Laws and Ethics Committee within twenty-one days of the written communication of the Disciplinary Committee's decision to the offending member.

(f) REFERRAL TO THE EBU LAWS AND ETHICS COMMITTEE

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

7. DEFINITIONS

The terms Disciplinary Rules and Disciplinary Offence have the meaning set out in the Bye-Laws of the EBU.