

# **THE CHANNEL ISLANDS CONTRACT BRIDGE ASSOCIATION COUNTY CONSTITUTION (4 Nov 2023)**

## **1. TITLE AND CONSTITUENT MEMBERSHIP**

1.1 The Channel Islands Contract Bridge Association (“CICBA”) is an Association as defined in the Bye Laws of the English Bridge Union Ltd., and shall be referred to as the “Association” throughout this Constitution.

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

## **2. OBJECTS OF THE ASSOCIATION**

2.1 To promote Duplicate Contract Bridge in the Channel Islands and the encouragement of inter-club, inter-island, inter-county and national competitions.

2.2 To organise and run bridge competitions in the Channel Islands.

## **3. MANAGEMENT OF THE ASSOCIATION**

3.1 The management of the affairs of the Association shall be vested in the following Officers –

- (a) County Chairperson (who acts as Chairperson of the County Management Committee)
- (b) County Secretary
- (c) County Treasurer
- (d) County Tournament Secretary
- (e) Plus five other members of the Association

Together these nine people will form the County Management Committee (the “County Management Committee”). The Chairpersonship shall rotate two-yearly between Guernsey and Jersey and the other members of the County Management Committee shall consist of four who shall be Guernsey members and four who shall be Jersey members. These members together with the Chairperson shall be nominated by their respective district committees and their election shall be automatic but not to individual posts. All Officers other than the Chairperson must be elected annually at the Annual General Meeting by a simple majority of the paid up members of the Association.

Voting for the election of officers shall be in writing and secret. Voting for all other matters shall be by show of hands unless at least one third of the members present demand a written ballot.

3.2 The County Management Committee shall meet from time to time as it deems fit, normally twice within a calendar year. Meetings shall normally be held in person, but may, if the County Chairperson agrees, be held by video conferencing or other suitable electronic method of meeting. A quorum shall consist of six members and, in the event of a tie on votes cast, the Chairperson of the meeting shall have the casting vote only to be used to maintain the status quo.

3.3 The County Management Committee shall have the power to co-opt and to fill any casual vacancies.

3.4 The County Management 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 County Management Committee.

3.5 The County Management 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 books of account. The Treasurer shall account to the County Management Committee for all financial transactions as and when required and prepare a report and statement of account, independently examined, for each Annual General Meeting. Two authorised signatures shall be required on the paperwork for the payment of monies out of the Association.

#### **4. ACCOUNTS**

4.1 The Financial Statements of the Association shall be made up in the form of a receipts and payments account or such other form of financial statements as may be agreed by the members to the end of July in each year and shall be prepared, independently examined and presented at each Annual General Meeting ("AGM"). The Independent Examiner shall not be a member of the County Management Committee and shall be appointed annually at the AGM of the Association. There shall be deemed to be one account in the books of the Association which shall be used for all approved income and expenditure at both county and district levels. There shall be a bank account in both Guernsey and Jersey under the control of the Association and the County Management Committee may delegate the use of any funds to the District Committees. The Treasurer of the Association shall be responsible for amalgamating the Financial Statements of the Guernsey and Jersey Districts into County results solely for presentation to the AGM.

4.2 In the event of a vacancy for the role of Independent Examiner, the County Management Committee shall appoint a replacement Independent Examiner until the next AGM.

#### **5. MEMBERSHIP**

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

5.2 A Player Member of the EBU shall become a member of the Association when their primary allegiance to the Association is recorded with the EBU and either –

- (a) residing in the Channel Islands, or
- (b) not being resident in the Channel Islands being a member of a club affiliated to this Association provided that such a member is certified by their club each year as a regular playing member.

Members of the Association may also be members of other County Associations but they can represent the Channel Islands only if –

- (a) they have not in that year played for another County Association and
- (b) are resident in the Channel Islands.

5.3 A Player Member of the EBU whose primary allegiance is with another Association or who does not have primary allegiance to any Association can become a member of the Association by meeting its terms and conditions in force at the time of the request for membership.

5.4 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.

5.5 The Membership Year shall run for the twelve month period from 1<sup>st</sup> April to 31<sup>st</sup> March.

5.6 A member of the Association becomes a paid up member through payment of any Association Pay to Play county component when participating in events at an affiliated Duplicate Bridge Club and/or through payment of an annual subscription for their Association membership category.

5.7 If any Association member has not paid their annual subscription by 30<sup>th</sup> September then that Association member will not be able to vote at the following AGM as a paid up Association member.

5.8 An Association member ceases to be a paid up Association member on 30<sup>th</sup> September if at that date the Association member has not paid any outstanding annual subscription. That member can subsequently become a paid up Association member on payment of the current Membership Year's subscription, but this late payment shall not override clause 5.7 above.

5.9 For the avoidance of doubt, if an Association member is within a membership category that has a nil Association Pay to Play county component and a nil annual subscription for a Membership Year, then that member shall automatically become a paid up Association member for that Membership Year.

5.10 The Association Pay to Play county component and each of the Association member category's annual subscription for the Membership Year starting in the following 1<sup>st</sup> April, shall be determined by a simple majority of the paid up members at the preceding AGM.

5.11 The Association membership categories shall be as follows:-

5.11.1 Ordinary Member – a Player Member of the EBU who has their primary allegiance recorded with the Association.

5.11.2 Dual Member – a Player Member of the EBU who has their primary allegiance recorded with another Association.

5.11.3 Direct Member – a Direct Player Member of the EBU who does not have primary allegiance to any Association.

## **6. MEETING OF THE ASSOCIATION MEMBERS**

6.1 An AGM of the Association shall be held in each year and shall normally take place at the time of the Inter-Island teams event held in alternate years in Jersey and Guernsey in the months of October or November or as near as possible thereto. The place, date and time of the AGM shall be determined by the County Management Committee. A notice convening the meeting shall be sent to each member of the Association at least 21 days before the date of the meeting and a copy of an agenda listing the ordinary and special business to be transacted shall be sent to each affiliated club at least 21 days before the date of the meeting. Such notices shall be deemed to have been given if delivered by hand, sent by post or e-mail or placed on the Association websites for the Guernsey and Jersey Districts. The ordinary business of the meeting shall comprise submission of the Reports of the County Management Committee, adoption of the Financial Statements, election of Officers of the County Management Committee, ratifying the membership subscriptions, appointment of an Independent Examiner and election of the EBU Shareholder.

6.2 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 four weeks before the date of the AGM. The request must be supported in writing by two other paid up members of the Association.

6.3 An Extraordinary General Meeting (“EGM”) may be convened –

- (a) By the County Management Committee upon giving not less than 28 days’ notice or –
- (b) By a written request to the Secretary signed by not less than 10 members and stating the purpose of such a meeting, upon receipt of which the Secretary shall call an EGM not less than 28 days nor more than 56 days of the receipt of such a request. Any such EGM shall be held in either Jersey or Guernsey.
- (c) The provisions relating to place, date, time and notice methods and periods of an AGM contained in clause 6.1 above shall also apply to the holding of an EGM.

6.4 General Meetings – All members of the Association shall be entitled to attend and vote at a General Meeting. There shall be no voting by proxy. A quorum shall consist of 10 members. The Chairperson shall have a casting vote only to be used to maintain the status quo. General Meetings shall normally be held in person, but may, if the County Chairperson agrees, be held by video conferencing or other suitable electronic method of meeting.

6.5 The Secretary shall be required to arrange a further EGM if an AGM or EGM respectively fails to reach a quorum. In both circumstances the additional EGM shall be scheduled to occur within the period of 28 days to 42 days after the aborted AGM or EGM. The Secretary shall publish the date, venue and time of the EGM at least three weeks before the date of the additional EGM.

6.6 If the additional EGM once again fails to reach a quorum, the County Management 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, whether at or away from the bridge table, 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, including the fundamental principles set out in the EBU's "Best Behaviour at Bridge".

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 this Constitution and shall stand as part of this Constitution and be subject to the same provisions of this Constitution for its amendment.

## **8. AFFILIATED DUPLICATE BRIDGE CLUB**

8.1 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 AGM through a simple majority of its paid up members, the annual club affiliation fee to be charged for the twelve month period from the following 1<sup>st</sup> April.

8.2 Elections for the Regional Club Committee

All affiliated Clubs are entitled to propose and vote for a County Representative to sit on the Regional Club Committee. All nominations for this must be submitted to the County Secretary in writing (or e-mail) at least 28 days prior to the AGM. In the event that there is more than one nomination for the post, each affiliated club shall have one vote to be exercised (by letter or e-mail) to the County Secretary to arrive prior to the commencement of the AGM. The representative for the Regional Club Committee should be independent of the County Management Committee.

8.3 Team Selection

A Selection Committee of three shall be chosen by the County Management Committee at their first meeting after each AGM.

8.4 Competitions

These shall be subject to such rules and fees as the County Management Committee shall prescribe or as laid down specifically in General Meeting or by the EBU where appropriate.

8.5 Chairperson

The Chairperson shall be an ex officio member of all Committees except the Selection Committee unless specifically elected as a member of that Committee.

## **9. COSTS**

It shall be the responsibility of each of the Guernsey and Jersey Districts of the Association to meet their own costs and to carry out their own fund raising activities as they see fit to meet such costs.

## **10. 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.

## **11. 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 a dissolution shall be distributed equally amongst the Guernsey and Jersey Districts or donated to a charity or charities decided by the paid up members attending the dissolution meeting.

## **12. INTERPRETATION**

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

## **13. DEFINITIONS**

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

## **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 the Chairperson of the Association.

The County Association will deal with any disciplinary allegations referred to it from its affiliated clubs using the Disciplinary Procedures set out in this constitution.

This may involve investigation, a hearing and an appeal, however if a proper hearing has already been held then the County Association should only convene an appeal hearing.

### **3. Conduct Committee**

The Management Committee of the Association shall appoint its Conduct Committee through its powers to appoint sub committees under clause 3.4 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 chairman, or whomsoever in his 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 Management Committee of the Association shall appoint the Disciplinary Committee through its powers to appoint sub committees under clause 3.4 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, to 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 chairman, or whomsoever in his 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 Process**

### **6.1. Notice of Meetings**

Where a written complaint is made, or a matter otherwise comes to the attention of the Conduct Committee, it shall first consider whether such complaint or matter falls within the scope of the Disciplinary Rules and whether further action is warranted. 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. If it does take action 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 Laws and Ethics Committee, and to obtain external legal advice.

### **6.2. Complaint not justified**

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

### **6.3. 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.



#### **6.4. Disciplinary Committee's Sanctions**

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

- (a) Give a written reprimand to the offending member(s), or
- (b) 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 Management Committee then in addition to any other sanctions applied, the Disciplinary Committee shall have the power to suspend such member from the Association's Management 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.

No sanction shall come into effect until the time limit for an appeal has expired. If an appeal is made the sanction will not come into effect until the appeal has been determined, and will be modified or cancelled if that determination so requires.

#### **6.5. 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.

#### **6.6. Referral to the EBU Laws & Ethics Committee**

At any time the Disciplinary Committee may refer a complaint to the EBU Laws & 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.