



Hampshire & Isle of Wight Contract Bridge Association

CONSTITUTION

1 NAME:

- a) The Association shall be called the 'Hampshire & Isle of Wight Contract Bridge Association', hereinafter referred to as the Association or designated HIWCBA.
- b) The Association shall be a constituent member of the English Bridge Union Ltd. (hereinafter referred to as the EBU) and shall abide by its Bye Laws, Rules & Policies.

The Association's area of activity shall comprise the geographic county of Hampshire and the Isle of Wight and by agreement with the EBU affiliated clubs just outside these boundaries.

3 OBJECTS OF THE ASSOCIATION :

- a) To promote and assist in the development of Contract bridge.
- b) To organise tournaments, congresses, leagues and other bridge competitions.
- c) To assist in the organisation of English Bridge Union Events, and to be responsible to that body for such events.
- d) To employ the funds of the Association in the best interest of the game, regard being had to the fact that the Association is a non-profit making body.

4 MEMBERSHIP :

- a) Members of clubs within the stated catchment area designated which are affiliated to the EBU are automatically members of the Association.
- b) Any Player Member of the EBU who has chosen the Association as his/her county of primary allegiance shall be a member of the Association.
- c) Any other Player Member of the EBU may join as a Dual Member.

A Player Member of the EBU is either someone who is a member in good standing of a club affiliated to the EBU or who has joined the EBU directly by paying the appropriate subscription.

- d) The Membership and Financial Year shall run for the twelve month period from 1st April to 31st March.
- e) The Association Pay to Play county component and each category of annual subscription for the membership year starting in the following 1 April, shall be determined by the Committee and agreed by the members at the AGM.
- f) Life Members: The Association may honour members for service to the Association by electing them to life membership. Such elections shall be carried out at the time of, and in the manner of, the election of members to the Committee. At no time shall there be more than THREE Life Members.
- g) Selection: No member may be selected to represent the Association unless he/she is a current member and has not represented any other county association during the year in question. Subject thereto, the Committee, (or its Selection Sub-Committee), shall conform to such criteria for eligibility for selection as the committee or the membership in general meeting, may from time to time determine.

5 AFFILIATED CLUBS:

- a) Any Duplicate Bridge Club affiliated to the EBU within the stated catchment area designated in 2 is automatically affiliated to the Association.

- b) Any Duplicate Bridge Club affiliated to the EBU outside the prime catchment may affiliate to the Association if approved by the EBU. The Association's committee has the right to determine the annual club affiliation fee to be charged for the twelve month period from the following 1 April. Clubs whose primary allegiance is not to the Association may affiliate as Dual clubs and shall pay the equivalent of the said annual club affiliation fee to the Association.
- c) All clubs affiliated to the Association shall be affiliated to the EBU.
- d) All affiliated Clubs are entitled to propose and vote for a prime member of the Association to sit on the Regional Club Committee. All nominations for this must be submitted to the County Secretary in writing (or email) at least 28 days prior to the A.G.M. 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 email), to the County Secretary to arrive prior to the commencement of the A.G.M.

6 OFFICERS AND COMMITTEE :

- a) The Association shall be managed by the Committee consisting of three Officers - namely the Honorary Chairman, the Honorary Secretary, the Honorary Treasurer and up to eight other members. One such member of the committee shall be the representative of the Isle of Wight District, who, being resident on the island, shall be elected at the Annual General Meeting of the said District Association to serve on the HIWCBA committee for one year. All other committee members shall be elected at the Annual General Meeting.
- b) The committee shall meet at least FOUR times a year at such times and places as it may from time to time decide. Notice of every meeting shall be sent to all members of the committee, at least seven days prior to the date fixed for such meeting. Four committee members, of whom at least one must be an officer of the Association, shall constitute a quorum.
- c) The committee shall have the power to co-opt any member to assist in the furtherance of the Association. Such members shall not have voting rights, and shall be excluded for the purposes of a quorum.
- d) The committee shall from time to time set up committees or sub-committees as are thought proper, necessary and desirable for the conduct of the business of the Association, and shall delegate to such committee or sub-committee such power and authority as may be considered necessary for the purpose for which they were formed. The terms of reference, authority and period of operation of such committees or sub-committee shall be laid down in their minute of appointment.

7 SUBSCRIPTIONS :

- a) Subscriptions from Full Members to the HIWCBA come from the P2P component registered with clubs' weekly results which is refunded to the Association by the EBU at regular intervals.
- b) Dual members shall pay a subscription to HIWCBA as recommended by the committee (see paragraph 4c), and approved at a General Meeting. This shall be due on 1st April, for the year to the following 31st March.,
- c) The committee is empowered to recommend reduced subscription rates for Junior members.
- d) The association may honour members for exceptional service to the Association by electing them as honorary life members. Such elections shall be carried out at an Annual General Meeting in the manner of elections of members of the committee.

8 ACCOUNTS :

The financial year of the Association shall close on the 31st March each year and a Statement of Accounts and Balance Sheet shall be prepared and completed by the Honorary Treasurer as soon as practical thereafter. The Certifying Accountant appointed at the previous Annual General Meeting shall audit the accounts to be presented for approval by the members at the AGM.

9 GENERAL MEETING:

- a) The General Meeting of the Association shall be held annually as soon as practical after 1st April and not later than 30th June. The ordinary business of the Annual General Meeting shall be to receive reports from the Honorary Chairman, Honorary Treasurer, Certifying Accountant and Honorary Secretary, and to elect the officers and members of the committee for the coming year.
- b) An Extra-Ordinary General Meeting may be called by the committee at their discretion, and in any case shall be convened on receipt of a requisition signed by at least twenty five full and/or dual members stating the purpose for which such a meeting has been called and shall be convened within six weeks of receipt of requisition.
- c) At a general Meeting every question shall be decided by a show of hands, unless a ballot is either directed by the Chairman or demanded by not less than ten persons present and entitled to vote. In the case of an equality of votes, the Chairman shall have a second or casting vote.
- d) The Honorary Secretary shall issue notices of such meetings and the notice shall contain the resolutions, or resolutions to be considered, or the general purport of matters to be discussed at least twenty one days prior to the appointed date of the meeting. Such notices shall be posted to each member and affiliated club. Where individual distribution is impossible (e.g. postal strike), notices shall be distributed via affiliated clubs.
- e) The Chairman of a General Meeting shall be the Honorary Chairman. If the Honorary Chairman is not present, the Honorary Secretary shall act as Chairman; if neither is present a member of the committee shall act as Chairman.
- f) The quorum at a General Meeting shall be twenty full members. If a quorum is not present within 15 minutes of the time appointed for the start of a meeting, the meeting shall be adjourned for a period of not less than 21 days and not more than 35 days. The notice of such reconvened meeting shall be issued as per paragraph 9(d) above, except that the period of notice shall be reduced to fourteen days. There is no quorum requirement for the second meeting.
- g) The Chairman of a General Meeting may at his discretion allow amendments to be made to resolutions of which the text has been included in the notice of the meeting provided that such amendments do not materially alter the general purport of the resolution concerned.
- h) Admission to the General Meeting shall be open to all full and dual members of the Association.
Only full members of HIWCBA attending shall be entitled to vote.
- i) Nominations of members for the positions of Honorary Chairman, Honorary Secretary, Honorary Treasurer and members of the Committee may be made, and seconded, by any member or affiliated club. Such nominations made in writing shall reach the Honorary Secretary 21 days before the date appointed for the General Meeting. If no nominations are received for vacant positions, or if there are fewer than seven nominations for membership of the committee the Chairman of a General Meeting may, at his discretion, accept nominations from the floor.

10 CONDUCT OF MEMBERS:

- a) Each member of the Association shall be required to conform to the standards of fair play, courtesy and personal deportment prescribed in the Bye-Laws and Regulations of the English Bridge Union.
- b) The Association shall have the powers and procedures for the enforcement of the requirements of Article 10a.
They are set out in the Schedule to the Constitution and shall stand as part of the Constitution.

11 AMENDMENTS TO THIS CONSTITUTION:

No alteration may be made to this Constitution except at a General Meeting, by a resolution carried by at least two-thirds of the votes cast at a meeting. Any such resolution must have been circulated in advance with the notice of the meeting.

12 WINDING UP OF HIWCBA:

In such an event the policy as recommended by the EBU must be observed.

INTERPRETATIONS

In this Constitution where the context admits, the masculine includes the feminine and the singular the plural.

Revision No. 5 MM-R 18/08/2010

Includes minor amendments by Martin Pool (EBU) 21 Sep 2010

and subsequently approved by the EBU Board.

Disciplinary Procedures are more or less the EBU's published version and follow on Pages 5 & 6

SCHEDULE OF DISCIPLINARY PROCEDURES

1 Requirements of the Schedule

This Schedule is referred to under clause 10b 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 10 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 10a of the Constitution, must do so in writing to the Secretary or the Chairman of the Association.

3 Conduct Committee

The Committee of the Association shall appoint its Conduct Committee through its powers to appoint sub committees under clause 6d 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/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 Committee of the Association shall appoint the Disciplinary Committee through its powers to appoint sub committees under clause 6d 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/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. In the event of such disqualification rendering either committee inquorate, the Association chairman shall second a qualified member or members to serve on the relevant committee for the purpose of dealing with that complaint.

A member of the Association cannot be a member of both the Conduct and Disciplinary Committees.

6. The Complaints Process

- 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 consider whether such complaint or matter falls within the scope of the Disciplinary Rules and whether further action is warranted. If it does 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.

- 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 all parties are notified and that 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/her 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/ her choice or may be accompanied by a person to speak on his/her 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 Committee then in addition to any other sanctions applied, the Disciplinary Committee shall have the power to suspend such member from the Association's 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.

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.

- f) 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
