

YORKSHIRE CONTRACT BRIDGE ASSOCIATION

CONSTITUTION

**ADOPTED AT THE AGM ON JUNE 19, 2009 AND APPROVED BY THE EBU
AMENDED AT THE AGM ON JUNE 17, 2011 AND APPROVED BY THE EBU AMENDED
AT THE AGM ON JUNE 15 2012 AND APPROVED BY THE EBU (ratified at the AGM on
14 June 2013)**

AMENDED AT THE AGM ON 6 JUNE 2014

AMENDED AT THE AGM ON 19 JUNE 2015

AMENDED AT THE AGM ON 10 JUNE 2016

AMENDED AT THE AGM ON 2 JUNE 2018

AMENDED AT THE AGM ON 11 JUNE 2022

AMENDED AT THE AGM ON 10 JUNE 2023

The footnotes are for information and do not form part of the Constitution

1. DEFINITIONS AND INTERPRETATION

In this Constitution:

1.1 The term 'EBU' means English Bridge Union Limited and the terms 'Association', 'Constituent Member', 'Player Member', 'Duplicate Contract Bridge' 'Disciplinary Rules' and 'Disciplinary Offence' have the meanings set out in the Bye Laws* of the EBU for the time being.

1.2 Words importing the masculine gender shall be deemed to include the feminine gender.

1.3 The term 'general meeting' means an Annual General Meeting, an Extraordinary General Meeting or a Members' Meeting as the context requires.

1.4 Any 'meeting' referred to in this Constitution, including but without limitation general meetings and meetings of the Management Board or of any committees appointed under clause 4.4 below, may be held in person, online using video conferencing, or hybrid with some members attending in person and others by video conferencing.

1.5 References to 'writing' include email or any other form of electronic communication, and any requirement for publication of any notice, nomination or other matter or thing is satisfied by posting the same on the home page of the YCBA website and by sending the same by email to the secretaries of all clubs affiliated to YCBA and also to all members whose email addresses appear on the membership list maintained by the Secretary or other person to whom the Management Board has delegated that responsibility.

*Link here to the current edition of the Bye Laws of the EBU:

<https://www.ebu.co.uk/documents/official-documents/Bye-Laws-November-25-2020.pdf>

1.6 At any online or hybrid meeting, voting online shall be by means of the 'raised hand' facility organised by the administrator of the video conference, or any similar facility arranged by the Secretary, that identifies the voting participant. To vote online the member must name himself or herself on the video facility and be visible to the participants and the administrator

1.7 On all questions of interpretation of the Constitution the decisions of the Management Board shall be binding until or unless overruled by a simple majority of Members voting at a general meeting.

1.8 The Management Board shall determine any point or matter that is not covered by the Constitution.

2. TITLE AND CONSTITUENT MEMBERSHIP

2.1 The Yorkshire Contract Bridge Association ('the YCBA') is an Association as defined in the Bye Laws of the EBU.

2.2 The YCBA is a Constituent Member of the EBU. The YCBA shall abide by the EBU's Bye Laws, Rules and Policies.

3. OBJECTS OF THE YCBA

3.1 To promote Duplicate Contract Bridge in the historic County of Yorkshire and the encouragement of inter-club, inter-county and national competitions.

3.2 To employ the funds of the YCBA in the best interests of the game of Duplicate Contract Bridge, having regard to the fact that the YCBA is a not for profit body.

4. MANAGEMENT OF THE YCBA - THE MANAGEMENT BOARD

4.1 The management of the affairs of the YCBA shall be vested in the Management Board which shall consist of the following Officers:-

(a) Chair (who acts as the chair of the Management Board)

(b) Vice Chair

(c) Secretary

(d) Treasurer

(e) one or more Assistant Secretaries (with or without specific duties)

and other Members of the YCBA, of which one shall hold a position to represent women's interests and one a position to represent the interests of ethnic minority groups who together will form the Management Board.

The Management Board shall consist in total of not more than eleven persons. All Officers and other Management Board members must be elected annually at the Annual General Meeting by a simple majority of the Members of the YCBA voting at the meeting. For the avoidance of doubt all members of the Management Board including Officers must be members of the YCBA.

4.2 The Management Board shall meet from time to time as it deems fit, but not less than three times within a calendar year. All such meetings shall be called in writing. A quorum

shall consist of five members and in the event of a tie in votes cast, the chair of the meeting shall have a second or casting vote.

4.3 The Management Board may co-opt to fill any casual vacancies and appoint from among Members of the YCBA officials to perform specific duties

4.4 The Management Board may appoint and disband committees as may be deemed necessary and may delegate powers or duties to them. Such committees shall conduct their business as directed by the Management Board.

4.5 The Management Board is responsible for the control of all monies and assets of the YCBA. The Treasurer is responsible for the collection of all monies due to the YCBA, payment of all accounts and for keeping the books of account. The Treasurer shall account to the Management Board for all financial transactions as and when required and prepare for each Annual General Meeting a report and statement of accounts duly certified by an independent person with the requisite ability and practical experience to carry out a competent examination of the accounts.

The Treasurer may make payments by cheque, BACS or any other form of money transfer. Any single payment over £2500 (or alternative amount approved by a resolution of the members at a general meeting) shall, before payment is released, require confirmation by the Chair, Vice Chair or Secretary or, if none of those officers is available, by any other member of the Management Board.

4.6 The Management Board shall appoint holders of shares in the EBU and proxies in accordance with YCBA's entitlement as specified in the Articles of Association of the EBU.

5. PRESIDENTS AND VICE PRESIDENTS

5.1 The Management Board, having first obtained the approval of the Annual General Meeting, may invite a Member who has made a notable contribution, or rendered outstanding service to the YCBA and/or to the EBU, to be the President or a Vice President of the YCBA.

5.2 A Member who accepts the Management Board's invitation will thereupon be appointed President or a Vice President as the case may be and shall hold the position until resignation.

5.3 There may not be more than one President and six Vice Presidents at any one time.

5.4 The functions of the President or Vice Presidents shall be as agreed between each of them and the Management Board from time to time.

6. MEMBERSHIP

6.1 Any person becomes a member of the YCBA when they are a member of a Duplicate Bridge Club affiliated to the YCBA.

6.2 Any person also becomes a member of the YCBA when they are an Individual Player Member of the EBU and they have given express notice, either directly to the YCBA or via the EBU, that they wish to become a member of the YCBA.

6.3 When a person agrees to join the YCBA, they are deemed to have knowledge of the YCBA Constitution and to have consented to the sharing of their personal information with the YCBA and the EBU. Such information shall include their full name, address, phone number and email address. Subject to any constraints and requirements imposed by the Data Protection Act 2018 (or any amendment or re-enactment of that Act for the time being in force) they agree that such information may be used for the promotion to them of duplicate bridge and to inform them of duplicate bridge events

6.4 A YCBA member continues to be a member until:

- (a) they give written notice to the YCBA that they wish to terminate their membership, or
- (b) the YCBA receives notification from the EBU that the person wishes to terminate their YCBA membership, or
- (c) the individual ceases to be a member of the EBU.

6.5 There is no annual subscription for YCBA membership.

6.6 All events organised by the YCBA are open to members and non-members. However, membership of the YCBA is required in order for a person to represent the county in certain events.

7. GENERAL MEETINGS OF MEMBERS

7.1 There shall be an Annual General Meeting (AGM) to be held during the months of June or July in each calendar year. All Members shall be entitled to attend.

7.2 The venue, date and time of the AGM shall be published with a video conferencing link where appropriate not less than six weeks before the date of the meeting.

7.3 In addition to the AGM, a second meeting of members ('Members' Meeting') will be held approximately six months after the AGM at a venue, date and time to be agreed at the AGM.

7.4 A request from a Member for a Special Resolution 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 another Member.

7.5 The Secretary shall publish all Special Resolutions received for a general meeting no later than two weeks before the date of the meeting.

7.6 A nomination for a Member to serve on the Management Board must be received in writing by the Secretary three weeks before the date of the AGM. The nomination must be made by a Member and supported by another Member.

7.7 The Secretary shall publish all nominations to serve on the Management Board no later than two weeks before the AGM.

7.8 A request for an Extraordinary General Meeting ('EGM') by a Member must be sent in writing to the Secretary together with the text of the proposed Special Resolution(s). The request must be supported in writing by at least twenty current Members. No other business shall be discussed at that meeting

7.9 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 shall publish the date, venue and time and the purpose of Special Resolution(s) of the EGM at least three weeks before the date of the EGM.

7.10 A resolution put to a general meeting shall be decided by a vote of members. Voting at general meetings may take place in person or online. In respect of the election of officers and members of the Management Board voting may be in person or by post only. Online and postal voting shall be in accordance with arrangements to be decided by the Secretary, who shall publish details of those arrangements at the same time as notice is given of the meeting in question.

7.11 Any vote at a meeting of members, which is tied, shall be split by the casting vote of the chair of the meeting.

7.12 The quorum for a general meeting shall be twenty paid up Members.

7.13 The Secretary shall be required to arrange a further meeting, if a general meeting fails to reach a quorum. In both circumstances the further meeting shall be scheduled to occur within the period of 28 days to 42 days after the aborted meeting. The Secretary shall publish the date, venue and time of the further meeting at least three weeks beforehand.

7.14 If the further meeting once again fails to reach a quorum, the Management Board shall be empowered to take any decisions necessary so that it can continue to manage the affairs of the YCBA.

8. MEMBERS' BEHAVIOUR

8.1 Each Member 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 principle set out in the EBU's Best Behaviour at Bridge. The requirements of this clause apply but are not limited to conduct at the bridge table, elsewhere on premises where a bridge event is taking place, during online play and on social media.

8.2 The YCBA shall have the powers and the procedures for the enforcement of the requirement in clause 8.1. They are set out in the Schedule to the Constitution, and shall stand as part of the Constitution.

8.3 In this clause, “Member” shall include any person who participates in an event run by the YCBA, the EBU or any club affiliated to YCBA.

9. AFFILIATED DUPLICATE BRIDGE CLUB

A Duplicate Bridge Club affiliated to the EBU may also affiliate to the YCBA. The YCBA has the right to determine at an Annual General Meeting through a simple majority of its Members the county component, if any, of the annual club affiliation fee to be charged for the twelve month period from the following 1 April.

10. CONSTITUTION AMENDMENTS

The Constitution may be amended at an AGM or EGM by a resolution approved by at least two thirds of Members voting.

11. DISSOLUTION OF THE YCBA

The YCBA may be dissolved at an EGM by a Special Resolution approved by at least two thirds of Members. After discharging all liabilities the net assets of the YCBA on a dissolution shall be donated to a charity or charities decided by the Members present.

YORKSHIRE CONTRACT BRIDGE ASSOCIATION

SCHEDULE OF DISCIPLINARY PROCEDURES

1. REQUIREMENTS OF THE SCHEDULE

This Schedule is referred to under clause 8.2 of the Constitution and prescribes the powers and procedures for enforcement. It will comply with and follow the EBU disciplinary procedures and any variations thereof that are made from time to time*. The YCBA shall act through its Conduct and Disciplinary Committees for the enforcement of standards prescribed in clause 8.1 of the Constitution. The YCBA shall have additional powers as set out in the paragraphs below.

The YCBA 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 YCBA should only convene an appeal hearing. 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.

*Link to the current EBU disciplinary procedures here:

<https://www.ebu.co.uk/documents/laws-and-ethics/Disciplinary-Panel-Manual.pdf>

2. RECEIPT OF ALLEGATION

Any person making a complaint against one or more Members of the YCBA, under the terms of clause 8.1 of the Constitution must do so in writing to the Secretary or the Chair of the YCBA.

3. CONDUCT COMMITTEE

The Management Board shall appoint its Conduct Committee under clause 4.4 of the Constitution. The Conduct Committee shall investigate complaints against Members of the YCBA and determine whether an alleged Disciplinary Offence should be referred to the YCBA's Disciplinary Committee.

The Conduct Committee shall consist of no fewer than three Members of the YCBA and no more than five. A quorum for any meeting shall be three of its members. It shall act by simple majority vote and, if there is a tie, the committee Chair shall have a second, or casting vote.

4. DISCIPLINARY COMMITTEE

The Management Board of the YCBA shall appoint the Disciplinary Committee under clause 4.4 of the Constitution. The Disciplinary Committee shall hear charges of offences, if necessary determine whether those charges are proved and, if the charges are admitted or proved, determine the sanction imposed.

The Disciplinary Committee shall consist of no fewer than three members of the YCBA 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, if there is a tie, the committee Chair shall have a second, or casting vote.

The hearing may take place in person, by post, online or by video conference in accordance with arrangements to be decided by the Disciplinary Committee, after first informing the defendant of the proposed arrangements and considering any representations made by the defendant in response.

5. CONFLICTS OF INTEREST AND INDEPENDENCE OF THE CONDUCT AND DISCIPLINARY COMMITTEES

Any member of either the Conduct or Disciplinary Committee who is personally involved in the allegations within a complaint will be disqualified from participating in either Committee's handling of the complaint.

No person may 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 consider whether such complaint or matter falls within the scope of the Disciplinary Rules and whether further action is warranted. If it so considers the Conduct Committee secretary shall write to the Defendant seeking the Defendant's comments on the substance of the complaint or matter. The Conduct Committee may make further investigations and enquiries. The Conduct Committee may also seek advice both from within the YCBA and from the EBU Laws and Ethics Committee, and 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 that shall be the end of the matter.

6.3 Complaint justified

If the Conduct Committee decides that the complaint is justified, it may offer a verbal caution to the offending member which, if accepted, shall be the end of 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 of his right to make a written submission to the Disciplinary Committee and to attend the hearing. The Defendant may be represented by legal counsel of his choice or 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 the complaint is upheld, the Disciplinary Committee may:

- (a) Give a written reprimand to the offending member, or
- (b) Suspend the offending member(s) from all or some of YCBA's competitions for such period as it shall determine.

If the complaint is against a member of the Management Board or a member of a committee or sub-committee appointed by the Management Board then, in addition to any other sanctions applied, the Disciplinary Committee may suspend such member from the Management Board and any of its committees or 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.

6.5 Appeal

A 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.

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.