

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 AND APPROVED BY THE EBU**

1. TITLE AND CONSTITUENT MEMBERSHIP

1.1 The Yorkshire Contract Bridge Association is an Association as defined in the Bye Laws of the English Bridge Union Ltd. and shall be referred to as the YCBA throughout the Constitution.

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

2. OBJECTS OF THE YCBA

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

2.2 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 non-profit making body.

3. MANAGEMENT OF THE YCBA - THE MANAGEMENT BOARD

3.1 The management of the affairs of the YCBA shall be vested in the following Officers:-

- (a) Chairman (who acts as the chairman of the Management Board)
- (b) Vice Chairman
- (c) Secretary
- (d) Treasurer

(e) One or more Assistant Secretaries (with or without specific duties) and other Members of the YCBA, who together will form the Management Board. The Management Board shall consist in total of not more than ten members. 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 present at the meeting.

3.2 The Management Board shall meet from time to time as it deems fit, but not fewer than three times within a calendar year. A quorum shall consist of five members and, in the event of a tie in votes cast, the chairman of the meeting shall have a second or casting vote.

3.3 The Management Board shall have the power to co-opt and to fill any casual vacancies and the power to appoint from among Members of the YCBA officials to perform specific duties.

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

3.5 The Management Board is responsible for the control of all monies and assets of the YCBA. The Treasurer shall be 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 a report and statement of accounts duly audited, for each Annual General Meeting. The Management Board shall appoint from its members or as appropriate, appointed officials (as in 3.3), three authorized signatories of whom one shall be the Treasurer and any two of them shall be required to sign paperwork for the payment of monies out of the YCBA.

3.6 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 for the time being of the EBU.

THE COUNCIL

3.7 The Council is a non-legislative body whose purpose is to be a forum for discussion and to enable an interchange of news, views, opinions and ideas between the Management Board, the Affiliated Clubs and through them, the Members. Whereas it may pass resolutions, they will not be binding upon the Management Board.

3.8 The Council shall consist of representatives appointed in accordance with Rule 3.9 ("Representatives"), the members of the Management Board; any co-opted members of the Management Board as defined in Rule 3.3; any appointed officials as defined in Rule 3.3; and any President or Vice President as defined in Rule 4.

3.9 Each Affiliated Club may appoint one Representative to attend Council meetings for every 75 members of YCBA or part thereof who are also members of that Affiliated Club. Affiliated Clubs may change their Representatives as frequently as they wish. No Affiliated Club shall have more than three Representatives (excluding elected officers of the YCBA, members of the Management Board, any appointed officials and any President or Vice President who may or may not be counted as Representatives as the Affiliated Club shall decide).

3.10 The meetings of the Council shall be held twice in each year one of which meetings shall immediately follow the AGM and the other shall be held as nearly as practicable six months thereafter. Additional meetings of the Council may be called:

(a) by resolution of the Management Board at such times as in the opinion of the Management Board the business for consideration or discussion is sufficient to warrant such meeting being called; or

(b) at the written request to the Secretary of not less than one fifth in number of the members of the Council.

3.11 A resolution put to a meeting of the Council shall be decided by a show of hands or at the discretion of the Chairman of the meeting, or at the request made before or after a show of hands of not less than one third of those present, by a ballot and shall be decided by simple majority of those present.

3.12 An attendance record shall be kept in which each Representative shall declare which Affiliated Club he is representing. No individual shall represent more than one club at any one meeting.

4. PRESIDENTS AND VICE PRESIDENTS

4.1 The Management Board, having first obtained the approval of the Council, 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.

4.2 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.

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

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

5. MEMBERSHIP

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

5.2 Ordinary Member. A Player Member of the EBU shall become an Ordinary Member of the YCBA by recording with the EBU his primary allegiance to the YCBA and by being a member of a club affiliated to YCBA.

5.3 Dual Member. A Player Member of the EBU whose primary allegiance is with another Association may become a Dual Member of the YCBA on payment of the appropriate fee.

5.4 Direct Member. A Player Member of the EBU who is not a member of an affiliated club may become a Direct Member of YCBA on payment of the appropriate fee.

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

5.6 An Ordinary Member shall cease to be a Member of YCBA if he ceases to be a member of an affiliated club.

5.7 A Dual Member and a Direct Member cease to be Members on 31st May if at that date any outstanding annual subscription fee has not been paid.

5.8 The YCBA Pay to Play county component and the subscription for each category of YCBA membership for the Membership Year starting on the following 1 April, shall be determined by a simple majority of the Members present at the preceding Annual General Meeting.

6. GENERAL MEETINGS OF MEMBERS

6.1 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.

6.2 The venue, date and time of the AGM shall be published in the annual Competitions Brochure and in the YCBA Bulletin both of which will be distributed to all Members via the affiliated clubs or by post as appropriate not less than six weeks before the date of the meeting.

6.3 A request for a Special Resolution from a Member, which shall require a vote of the 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 another Member.

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 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.

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

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

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 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.

6.9 A resolution put to an AGM or an EGM shall be decided by a show of hands or at the discretion of the Chairman of the meeting, or at the request made before or after a show of hands of not less than one third of those present, by a ballot and shall be decided by simple majority of those present. Any vote at an AGM or an EGM, which is tied, shall be split by the casting vote of the chairman of the meeting.

6.10 Notices regarding an EGM shall be deemed to have been published three days after written details are posted (and this shall include email posting) by the Secretary to the secretaries of the YCBA's affiliated clubs and by post direct to Members where appropriate.

6.11 The quorum for an AGM and EGM shall be thirty paid up Members.

6.12 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.

6.13 If the additional EGM 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.

7. MEMBERS' BEHAVIOUR

7.1 Each Member 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 YCBA shall have the powers and the procedures for the enforcement of the requirement in clause 7.1. They are set out in the Schedule to the Constitution, and shall stand as part of the Constitution and be subject to the same provisions of the Constitution for its amendment.

7.3 In this section, "Member" shall include any person who participates in an event held under the auspices of the YCBA, the EBU or of any club affiliated to YCBA.

8. AFFILIATED DUPLICATE BRIDGE CLUB

A Duplicate Bridge Club affiliated to the EBU can 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 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 Members present.

10. DISSOLUTION OF THE YCBA

The YCBA may be dissolved at an EGM provided at least two thirds of the total Members present at the EGM positively vote for its dissolution. 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.

11. INTERPRETATION

On all questions of interpretation of the Constitution the decisions of the Management Board shall be binding until or unless upset at an AGM or EGM. The Management Board 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. Words importing the masculine gender shall be deemed to include the feminine gender.

YORKSHIRE 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 YCBA shall act through its Conduct and Disciplinary Committees for the enforcement of standards prescribed in clause 7.1 of the Constitution. The YCBA shall have additional powers as set out in the clauses below.

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. 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.'

2. RECEIPT OF ALLEGATION

Any person making a complaint against one or more Members of the YCBA, under the terms of clause 7.1 of the Constitution must do so in writing to the Secretary or the Chairman of the YCBA.

3. CONDUCT COMMITTEE

The Management Board of the YCBA shall appoint its Conduct Committee through its powers to appoint committees under clause 3.4 of the Constitution. The Conduct Committee shall be responsible for investigating complaints against Members of the YCBA and to determine whether a 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 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 Board of the YCBA shall appoint the Disciplinary Committee through its powers to appoint 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, 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 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.

No person may be a member of both the Conduct and Disciplinary Committees simultaneously.

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. If it so considers 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 YCBA 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 YCBA 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 shall have the power to 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

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. Words in this document importing the masculine gender shall be deemed to include the feminine gender.