

# **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**

### **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 less 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 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 who is reasonably believed by the Management Board to have the requisite ability and practical experience to carry out a competent examination of the accounts. The Management Board shall appoint from its members or as appropriate, appointed officials (as in 3.3), four 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.

#### **4. PRESIDENTS AND VICE PRESIDENTS**

4.1 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.

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 Any person becomes a member of the YCBA when they are a member of a bridge club that is an affiliated Duplicate Bridge Club of the YCBA.

5.2 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.

5.3 At the point when a person agrees to join the YCBA, they will have been made aware of the YCBA Constitution and they will have given express notice that their personal information can be shared between the YCBA and the EBU.

5.4 A YCBA member continues to be a member until:

- a) they state in writing to the YCBA (by letter or by email) 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.

5.5 Members of YCBA at 1 April 2018 will retain membership under the membership conditions in place at 31 March 2018, for a period of 12 months up to 31 March 2019. From 1 April 2019, the membership criteria under 5.1 to 5.3 will apply.

5.6 There is no annual subscription for YCBA membership. The YCBA element of Pay to Play fees levied on players participating in YCBA affiliated Duplicate Bridge Club events, or in YCBA events, is unaffected by YCBA membership status.

5.7 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, the conditions for which will be determined on an annual basis by the YCBA.

## **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 or Members Meeting, 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 or Members Meeting no later than two weeks before the date of the AGM or Members Meeting.

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, Members Meeting 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, Members Meeting 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, Members Meeting and EGM shall be twenty five 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.

6.14 In addition to the Annual General Meeting a second meeting of members will be held approximately six months after the AGM at a venue, date and time to be agreed at the AGM.

## **7. MEMBERS' BEHAVIOUR**

7.1 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 Behavior at Bridge.

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 1 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.