

GLASGOW BRIDGE CENTRE

CONSTITUTION

1. THE CLUB.

The name of the Club shall be Glasgow Bridge Centre (GBC).

2. LOCATION.

The Club is located at 1055 Pollokshaws Road, Shawlands, Glasgow G41 3YF and at such premises as may from time to time be appropriate.

3. OBJECTIVES.

GBC is a club established for the sport of Bridge in a social, supportive, learning environment for the game at all levels from beginner to expert.

4. AFFILIATION.

The Club is affiliated to the Scottish Bridge Union through the West District and operates tournaments according to SBU regulations.

5. MEMBERSHIP.

The categories of membership are:

- a. Ordinary Member: those who belong to the Club by virtue of the annual membership fee.
- b. Country Member: those who reside outwith a radius of 30 miles of the Club's home premises. Such members will pay a reduced subscription fee.
- c. Associate Member: restricted to those who are in the first and second year of lessons. Associate members pay a reduced subscription and are the only group within the Club who do not qualify as full members.
- d. Junior/Student Member: those who are below the age of 25 years and/or in full-time study. Junior/Student Members also pay a reduced subscription.
- e. Honorary Member: the Committee may nominate a member for Honorary Membership of the Club at a General Meeting. Such a nominee will be a well-respected, distinguished individual in the field of bridge who is likely to reflect credit on the Club or has rendered special services to the Club.
- f. Honorary Life President and Honorary Vice Presidents: the Club will nominate an Honorary Life President to be ratified by vote of the members at a General Meeting. Through a similar process, the Club may also elect up to a maximum of three Honorary Vice Presidents, each appointed for a three-year period and may stand for re-election.

Admission to all categories of membership shall be subject to Committee approval.

6. ADMISSION OF MEMBERS.

- a. Any person wishing to become a member of the Club shall apply for membership by completing and forwarding the prescribed application form to the Membership Secretary.
- b. Unless the Committee decide otherwise, all applications for membership of the Club must be proposed and seconded by existing members who should normally know the applicant.
- c. All membership application forms received by the Membership Secretary shall be displayed prominently on the Club's noticeboard for a minimum period of two weeks.

- d. Any member wishing to object to an application for membership should notify the Membership Secretary in writing.
- e. After the expiry of the two week period detailed above, the Committee shall decide at its next meeting whether to grant membership. During this period, however, the applicant shall be entitled to the privileges of full membership with the exception of attendance and voting at General Meetings.
- f. On election of a new member by a proportion of three quarters of those present at the Committee meeting, notification will be given to him/her in writing by the Membership Secretary. The annual subscription must be paid at this time. New members joining from January onwards will be eligible to pay a half-year subscription (for that year only) with the addition of the appropriate SBU fee.
- g. In declining an application, the Committee may give a reason but shall not be obliged to do so.
- h. An individual will cease to be a member of the Club immediately if expelled from the Club or if his/her resignation in writing is accepted by the Committee.
- i. A member whose subscription has not been paid by the last day in August shall cease to be a member and will be liable to pay table money at visitor rates.
- j. A former member of the Club who wishes to take up membership again must go through formal application process which applies to prospective new members.
- k. The Committee shall reserve the right to request applicants to pass a card test before the application is approved.
- l. No person who has been rejected by the Committee for whatever reason will be permitted to reapply as a candidate until the expiry of one year.
- m. New members of the Club will be provided with a copy of the current Constitution and are required to accept that the Club's properly constituted Disciplinary Procedure shall be the final arbiter of any dispute about breaches of the Club's Code of Conduct, its regulations, rules, policies and procedures.
- n. Existing members of the Club shall on the first renewal of their subscription agree to accept the conditions of the revised Constitution as the ultimate means of determining its affairs.

7. MANAGEMENT OF THE CLUB.

- a. The management of the Club shall be vested in the General Management Committee consisting of a Chair, Vice Chair, Honorary Treasurer and Honorary Secretary who will be known as the Executive and up to eight ordinary members. A quorum shall be defined as sixty per cent (60%) of the eligible voting members of the Committee, one of which must be a member of the Executive. Where required the number determined for the quorum shall be rounded up
- b. The Honorary Life President and Honorary Vice Presidents shall be eligible to attend Committee meetings with no vote.
- c. The General Management Committee and Executive shall be elected by the members to serve for a minimum of one year and shall be subject to annual re-election except as specified below.

- d. The Chair shall not hold this office for more than three years and on his/her retiring shall not be eligible for re-election to this office until the expiry of two years.
- e. No member shall be eligible for election to the Committee or any office if he/she is absent from the meeting at which election takes place unless his/her consent has previously been obtained in writing. The Committee shall have the power to co-opt members to fill vacancies for Executive and ordinary Committee members that arise throughout the year although they will need to stand for election at the next AGM.
- f. The affairs of the Club shall be managed by the Committee, who shall have power to determine any issue arising in connection with the affairs of the Club which is not specifically provided for in this Constitution.
- g. The Committee may from time to time formulate and publish policies, guidelines and rules, eg opening times, fire procedures and seating policy which are required for the efficient and harmonious running of the Club, but which must be compliant with the Club's Constitution.
- h. Any regulations issued by the Committee may be varied by a resolution of members at a General Meeting of the Club provided that such resolution is not in conflict with this Constitution and is not retrospective in application.

8. THE CHAIR.

- a. The Chair shall preside at all meetings at the Club. He/she shall convene all Executive, Committee and General Meetings.
- b. In the event of an equality of votes, the Chair shall have a casting vote in addition to the vote he/she is entitled to as a member.
- c. In the absence of the Chair, the Vice Chair shall preside.
- d. In the absence of both Chair and Vice Chair, the Committee shall elect an acting Chair from their number.

9. HONORARY TREASURER.

- a. The Honorary Treasurer shall keep correct books and accounts of the financial affairs of the Club made up to the end of April each year. The said books and accounts will be duly audited annually by an elected Auditor, and will be made available for inspection by the members at the Club at least six days before the Annual General Meeting.
- b. An Auditor or Honorary Auditor shall be elected annually. In the event of a vacancy occurring, the Committee will appoint a replacement for the remainder of the year.
- c. A bank account shall be kept in the name of the Club in a bank or banks fixed by the Committee.
- d. The bank accounts shall be operated only by the Treasurer and the Executive. Any two out of four signatures of the Executive will be sufficient for the signing of cheques and documents. The Treasurer can, with the written authority of at least two members of the Executive, authorise expenditure via internet banking.
- e. Any revenue or capital expenditure over £1,000 (one thousand) requires Committee approval.

10. HONORARY SECRETARY.

The Honorary Secretary shall keep full and correct minutes of all proceedings of the Club and of the Committee. He will also be responsible for all correspondence with external bodies.

11. MEMBERSHIP SECRETARY.

The Membership Secretary, elected by the Committee, shall be responsible for the proper keeping of the register of members.

12. THE COMMITTEE.

- a. The Committee shall meet whenever called by the Honorary Secretary or by the Chair.
- b. Normally at least seven days notice in writing (or in the case of an emergency, three days) of any such meeting shall be given to each member of the Committee.
- c. Three or more members of the Committee can request in writing a special meeting of the Committee for the discussion of a particular matter or matters. Seven days notice must be given and the Chair informed of the issue(s) to be discussed.
- d. The Management Committee shall meet at least 5 times per year with not more than three calendar months between meetings. Failure to do so may result in the Secretary calling an EGM with the purpose of forming a new Committee.
- e. Matters coming before the Committee shall be decided by vote, the Chair shall have a casting vote as well as a deliberative vote.
- f. The Committee shall at their first meeting appoint House, Match, Finance or other Sub-Committees as required and delegate to them any of their powers on such conditions as they may determine.
- g. Ordinary members shall be eligible to serve on Sub-Committees but at least two-thirds of each Sub-Committee shall be elected from the Committee.
- h. The Chair *ex officio* shall be a member of all Sub-Committees.
- i. The Committee shall appoint the Executive Committee of the Club as Trustees who shall be responsible for the administration and safe keeping of the Club's Funds and Property in accordance with the regulations laid down by the Committee
- j. The Committee shall appoint the Trustees and the Club Premises shall be vested in the Trustees.
- k. The Trustees must deal with the Club Premises as directed by resolution of the Committee and an entry in the Committee's minute book shall be conclusive evidence of such resolution.
- l. The Trustees shall be indemnified (i) against properly incurred expense out of Club funds; and (ii) against risk incurred in the proper performance of their duties out of Club funds and any applicable Club insurance policy.
- m. Where by reason of the death or resignation of a Trustee, or on removal of a Trustee by resolution of the Committee, a new Trustee needs to be appointed, or if the Committee deems it expedient to appoint an additional Trustee or Trustees, the Committee may by resolution, nominate the person or persons to be appointed as the new Trustee or Trustees.

- n. To give effect to such nomination, the Chair (or failing him/her, the Vice Chair) is nominated as the person to appoint new Trustees.
- o. The Chair (or Vice Chair) shall formally appoint the person or persons nominated by the Committee as the new Trustee or Trustees of the Club.

13. MEETINGS OF THE CLUB.

- a. The Annual General Meeting of the Club shall be held within ten weeks of the end of the Club's financial year on a date fixed by the Committee. A member may submit a motion in writing for consideration at the AGM which is to be received by the Honorary Secretary at least three weeks prior to the date of the meeting.
- b. At this meeting, the Executive and members of the Committee shall be elected, and a duly audited statement of the Club's affairs for the past financial year shall be submitted. All such meetings shall be Ordinary Meetings and all others Extraordinary Meetings.
- c. The Committee shall have power to call an Extraordinary Meeting of the Club at any time and shall be bound to call an Extraordinary Meeting to be held within one month of receiving an original (i.e. not a photocopy) written requisition with the printed names and signatures of at least twenty members. Any such requisition shall specify the object of the Meeting and shall be convened only for the purpose stated in the requisition.
- d. All meetings of the Club shall be called by circular giving at least fourteen days' notice, and specifying the place, day and hour of the meeting. The circular will also state the general nature of the business to be considered. Non-receipt of such notice by any member for any reason whatsoever shall not invalidate the proceedings at any General Meeting.
- e. For the AGM and any EGM of the Club, 25 full members of the Club shall form a quorum.
- f. Votes shall be given by a show of hands. For contested elections to the Executive or Committee, the Chair of the meeting has the option to choose an appropriate method of voting. In the event of a tied vote, the Chair will have the casting vote.
- g. The Chair may, with the consent of the Meeting, adjourn the Meeting but no other business shall be transacted at any adjourned Meeting, other than the business left unfinished at the Meeting at which the adjournment took place.

14. CONDUCT.

Each member, visitor or guest shall be required to conform to the standards of fair play, courtesy and personal deportment outlined in National Guides including the EBU white book which has been adopted by the SBU and incorporated into the Club's regulations. Any individual in breach of these may be subject to the Club's disciplinary procedures.

15. GUESTS AND VISITORS.

Visitors and Guests may be permitted to play at the Club at any time but in the event of there being insufficient room to accommodate all those wishing to play, priority will be given to members and guests of members.

The Committee has the right to refuse admission to non-members of the Club without reason.

16. ALTERATIONS TO THE CONSTITUTION

- a. No alterations shall be made to this constitution except at a General Meeting of the Club or an EGM called for this specific purpose.
- b. In order for a resolution to alter this constitution to have effect, at least two-thirds of the votes cast on the resolution must be in favour.

17. WINDING-UP

- a. In order for a resolution that the Club should be wound up to have effect, at least two-thirds of the votes cast on the resolution must be in favour. In addition the number of votes cast in favour of the resolution must exceed one-half of the number of members of the Club entitled to attend and vote at the General Meeting at which the resolution is put.
- b. If a resolution that the Club is to be wound up is effectively passed, the Committee shall be responsible for winding up the affairs of the Club. Unless the winding up has been initiated with a view to amalgamating the Club with some other club (in which case any surplus assets and funds may be transferred to such other club), any surplus assets shall be allocated according to the decision of the Committee.

18. ANNUAL SUBSCRIPTIONS, TABLE MONEY AND OPENING TIMES.

- a. The Annual Subscription shall be decided at the Annual General Meeting for the ensuing year and becomes payable immediately afterwards.
- b. The Club will be open on such days and times as determined by the Committee for tournaments, matches, lessons and seminars.
- c. A charge per session or part thereof will be made for card table money payable by each player in amounts to be determined by the Committee.
- d. Special table money charges and other charges for use of Club premises will be determined by the Committee.

19. GENERAL.

The Club is a non-profit making organisation. All profits or surpluses will be used to improve the Club's facilities. No profit will be distributed other than to another non-profit making body or to members on winding up or dissolution of the Club.

The Club has a number of regulations listed in an Appendix including a Disciplinary Procedure, Key Policy, Health and Safety, and Fire Rules. Copies of these are kept on the Club premises and can be obtained from the Honorary Secretary.