



Constitution and Rules

1. NAME

- 1.1 The full name shall be the "Hadley Wood Association Bridge Club" (hereinafter referred to as the "Club").

2. OBJECTIVES

- 2.1 The objectives of the Club shall be:
- to promote the playing of Duplicate and Rubber Bridge according to the Rules of the Game as promulgated by the Portland Club, and as amended and authorised by the English Bridge Union (E.B.U.).
 - to encourage such auxiliary activities as may from time to time be proposed by the "General Committee of the Club" (hereinafter called "The Committee").

3. MEMBERSHIP

- 3.1 Membership of the Club will be restricted to "Full" or "Associate" Members of the Hadley Wood Association. The number of "Associate" members shall not at any time exceed 50% (1/2) of the total Club Membership (or such other percentage as the Committee shall from time to time consider to be appropriate for the well being of the Club) except that for this purpose "Associate" Members who have been "Full" Members will continue to be treated as "Full" Members.
- 3.2 The Membership shall not exceed ninety (90), or such number which the Committee may from time to time decide. The Committee may confer "Honorary" Membership on any Member of at least 5 year standing, and who has left the area permanently.
- 3.3 Suitability of any applicant for Membership of the Club will always be at the sole discretion of the Club Committee.
- 3.4 If the conduct of any Member shall, in the opinion of the Committee, be injurious to the character or interests of the Club, the Committee shall have the power to ask such a Member to resign. If the Member does not resign, the Committee may expel such Member after holding a meeting at which such Member has the right of attendance to put forward his explanation.

4. ANNUAL SUBSCRIPTIONS

- 4.1 A subscription shall be paid by each Member on admittance to the Club, and thereafter they shall pay annually on the 1st Day of October, or such other date as may be fixed by the Committee. ("Honorary" Members would be exempt).
- 4.2 A Member will cease so to be if the subscription is not paid within six (6) Months of the due date.

- 4.3 The amount of the subscription shall be determined by the Committee from time to time.

5. GENERAL MEETINGS

- 5.1 Once every Calendar Year, the Club shall hold an Annual General Meeting (**AGM**) at such place time and date as the Committee shall appoint.
- 5.2 The Committee may convene any such other General Meeting, to be known as an Extraordinary General Meeting (**EGM**), as they think fit. EGMs may also be convened by any ten (10) Members, who shall deposit sufficient funds with the General Secretary of the Club, to defray the reasonable costs of such action. Such Meetings shall be summoned within forty two (42) days by the Secretary on receiving the request signed by the ten (10) Members, together with the deposit monies.
- 5.3 Both the AGM and any EGM shall be called by giving twenty one (21) days notice in writing, specifying the place, Date and Time of such Meeting, and the nature of the business to be transacted. Notice shall be given to all Members and to the Auditor.
- 5.4 A Quorum shall consist of at least five (5) Members for any General Meeting.
- 5.5 The business to be transacted at the AGM shall consist of:-
- the consideration of the Accounts and Auditor's Report.
 - the Election of Officers and Members of the General Committee.
 - the Appointment or Confirmation of the Auditor.
 - the giving of Notice of Special Business to be transacted at the next AGM.
 - Special Business of which due notice has been given.
 - any other matters not involving additions or alterations to the Rules.
- 5.6 Notice of Special Business to be transacted at the AGM may be given at the previous AGM or in writing to the Committee not less than forty-two (42) days before the Meeting. Notice of such Business shall be included in the Notice calling the Meeting.
- 5.7 At any General Meeting a Resolution put to the vote of the Meeting shall be decided on a show of hands. On an equality of Votes the Resolution shall be deemed as not being adopted.
- 5.8 The venue for all meetings of the Club shall be at the discretion of the Committee.



Constitution and Rules

6. OFFICERS

- 6.1 The Officers of the Club shall be the Chairman, the Treasurer, the 'Master Points' Secretary, and the General Secretary. They shall ex-officio be Members of the 'Committee of the Club'.
- 6.2 The tenure of the office of all Officers shall be three (3) years. On completion of this term the Officer may continue to serve the Club in the same capacity, but must offer himself/herself for re-election annually at the AGM.
- 6.3 Any nomination for election as Officer or as Committee Member must be made in writing to the Club Secretary twenty-eight (28) days prior to any General Meeting of the Club, and shall clearly show:-
- The name of the nominated Member and the Office for which that Member is proposed.
 - A signed statement by the nominated Member stating a willingness to stand for the Office in question.
 - The name and signature of the Member nominating the Candidate.
 - The name and signature of another Member acting as a Secunder to the nomination.

7. COMMITTEE

- 7.1 The day-to-day affairs of the Club shall be run by a Committee consisting of the Officers, and up to six (6) other Members of the Club.
- 7.2 The present Committee are listed on the club notice board and website.
- 7.3 The General Secretary shall keep Minutes of Proceedings of the Committee and of General Meetings.
- 7.4 The Chairman of the Club shall be Chairman of the Committee.
- 7.5 The Committee shall meet as and when they think fit, except that any Member of the Committee may request the Secretary to summon a Meeting of the Committee.
- 7.6 Two of the Members of the Committee, other than the Officers of the Club, shall retire at each AGM. The Members to retire each year shall be those who have been longest in Office since their last election. In the case of conflict due to several Members with similar service, an alphabetical sequence will apply.
- 7.7 Members retiring will be eligible for re-election. Any casual vacancy arising amongst the Officers of the Club, or the Members of the Committee, may be filled by Resolution of the Committee, except that any such Member so appointed shall resign at the next AGM in addition to those retiring by rotation. Any person so retiring shall be eligible for election.

Should such a vacancy arise less than twenty-eight (28) days prior to the scheduled AGM the Committee shall appoint a replacement, who shall remain in office until the AGM of the following year. At that time he/she must retire, but may stand for re-election.

8. ACCOUNTS

- 8.1 The Treasurer shall keep an account of Receipts and Payments, and shall prepare an Annual Account for presentation to the AGM.
- 8.2 The Auditor, shall verify the Assets shown in the Treasurer's Annual Accounts, and shall report on such Accounts to the AGM, either personally or in writing.
- 8.3 A Bank Account in the name of the Club will be opened with a Bank determined from a resolution by the General Committee of the Club. The Bank will be authorised to honour all cheques or other orders for payment, so long as such instructions carry the signature of the Treasurer of the Club, together with the signature of one other of the approved signatories. Any changes to the mandate, or to the signatories will be by formal Resolution of the General Committee, and notified to the Bank.
- 8.4 An Auditor to report on the Accounts presented to the AGM shall be appointed by the Members. Any person, other than an Officer of the Club may be appointed, and such person need not be a Member of the Club. Such appointment shall be confirmed at each AGM. In the event that the appointment is not confirmed, then a further appointment shall be made at the meeting. If no appointment is made then the Committee shall appoint until the next AGM.
- 8.5 An Auditor shall be entitled to attend a General Meeting at which Accounts are to be presented, and on which he/she has reported.

9. TERMINATION

- 9.1 In the event that the Hadley Wood Association should cease to exist then the Committee shall have the option either to:-
- Change the name of the Club and/or find an alternative venue for the Club to meet, or
 - Disband the Club. In which case the Committee shall, after the payment of all liabilities and disposal of any property, distribute all remaining assets equally to the members with a minimum membership of two years.