

## **RULES OF LEEDS BRIDGE CLUB TRUST**

### **1. OFFICERS**

- 1.1. The officers of Leeds Bridge Club Trust (the charity) shall be its directors (two of whom will act as chairperson and vice-chairperson of the committee), committee secretary and treasurer. The officers may undertake within their respective area of responsibility any matter delegated to the committee by the charity's directors.
- 1.2. No member of the charity shall simultaneously hold the post of committee secretary and treasurer or hold such posts whilst a director.
- 1.3. Unless no such candidate is available, no member of the charity shall be eligible for the posts of committee secretary and treasurer unless that person has served in any of the two previous years on the committee.
- 1.4. The committee secretary and treasurer shall be elected at the annual general meeting (AGM) of the charity, and shall retire annually at the following AGM.
- 1.5. In the event of the office of committee secretary or treasurer falling vacant during the year, the Committee may appoint any suitable member to fill such vacancy until the following AGM.
- 1.6. No individual shall hold a particular post in excess of 5 years continuously unless there is no other person willing to stand.

### **2. COMMITTEE**

- 2.1. The committee of the charity shall consist of the officers, together with at least 3 and no more than 10 other members of the charity who shall be elected at the AGM to hold office until the next AGM, and who shall retire annually at the following AGM, but shall be eligible for re-election.
- 2.2. Subject to clause 2.1 the committee may from time to time co-opt further members of the charity to serve on the committee until the ensuing AGM, whether to fill a vacancy, or as additional members. Co-opted members shall be entitled to participate fully in the proceedings of the committee.
- 2.3. A quorum at meetings of the committee shall be five members.
- 2.4. With the approval of the charity's directors, the committee may from time to time appoint sub-committees to undertake on its behalf such aspects of the administration of the charity as it shall think fit, and members of such sub-committees may include members of the charity who are not members of the committee.
- 2.5. Proceedings of the committee and of any sub-committees shall be regulated in such manner as the committee may from time to time decide and voting shall be by a simple show of hands by those present with a chairman's casting vote:
- 2.6. For reasons of urgency or detail, directors may take action before such is reported to the next committee meeting.
- 2.7. Decisions may be taken by any appropriate method of communication. Where appropriate the relevant documentation shall be provided to the next committee meeting.

### **3. MANAGEMENT**

- 3.1. Subject to the specific approval of the directors, the general business of the charity shall be managed by the committee.
- 3.2. Committee proposals on other matters will be referred to the directors for consideration. Where such are approved they may be carried out by the officers or other person.

### **4 MEMBERSHIP**

- 4.1 Any application for membership may be advertised on the charity's notice board for 14 days and elsewhere as the committee shall decide.
- 4.2 Matters of conduct and discipline shall be dealt with in accordance with these Rules. By participating in the charity a person accepts the application of these rules in connection with their membership of the charity.
- 4.3. In considering applications for membership the committee shall have regard to the playing facilities available, and may from time to time decide that the charity shall be closed to new applications for membership for such period as it may decide.

### **5. SUBSCRIPTIONS and FEES**

- 5.1. Each member of the charity shall pay an annual subscription, table money and any other monies due, the basic amount of which for the time being shall be decided by the directors of the charity. Subscriptions shall be due for payment by 1 April in each year in respect of the year to the following 31st March. Unless the committee decides otherwise, any member whose subscription remains unpaid after the due date shall pay table money at the rate applicable to visitors until his subscription has been paid in full.
- 5.2. Each member, and each guest and visitor, shall pay table money on each occasion when they play at the charity's premises, the amount of which shall be decided by the directors.
- 5.3. The directors may determine variations on the basic amounts of subscriptions and table money for members, guests and visitors in different circumstances, and may waive subscriptions or table money in the event of hardship or for any other good cause.
- 5.4 The directors may determine from time to time the amount of fees including table money and subscriptions to be charged for use of its facilities or equipment of the charity, or for any other purpose for which it is of the opinion that fees ought to be charged.

### **6. GENERAL MEETINGS**

- 6.1 All general meetings of the charity shall be held at the premises of the charity unless, in the opinion of the directors, circumstances arise which render this impracticable.
- 6.2 Any member may propose a motion to be discussed at a general meeting provided that written notice of the proposed motion is delivered to the company secretary no later than 10 days prior to the date fixed for the meeting.
- 6.3 The chairperson of the meeting may permit discussion of other business at a general meeting if that person thinks fit.
- 6.4 At the discretion of the chairperson of the meeting where a poll is taken it may be by secret ballot.

## **7. NOMINATIONS**

- 7.1 Written nominations for the posts of officers, who are not directors, and committee members shall be posted on the charity notice board, and shall be signed by the person nominated as well as, a proposer and a seconder, all of whom shall be members of the charity.
- 7.2. Nominations must be received no later than ten days prior to the date fixed for the AGM

## **8 CONDUCT of MEMBERS and VISITORS, COMPLAINTS and DISCIPLINARY PROCEEDINGS**

- 8.1 A tournament director has the power to direct that any player or spectator, whose behaviour disrupts, or in the reasonable opinion of the tournament director is likely to disrupt, the orderly conduct of the game being or to be played leaves the premises forthwith. This direction may or may not be preceded by a warning to the member(s) in question as the tournament director sees fit.
- 8.2 Each member of the charity shall be required in connection with the game of duplicate and Chicago bridge, to conform to the standards of fair play, courtesy and personal deportment prescribed by the bye laws for the time being of the English Bridge Union (EBU) including the fundamental principle of safety and non-discrimination set out in the EBU's Best Behaviour at Bridge policy. The EBU bye laws themselves are binding on all members of the EBU as well as any affiliated club.
- 8.3 The charity shall have the powers and the procedures for the enforcement of the requirement in clause 8.2. They are set out in Schedule 1 to these Rules and shall stand as part of the Rules and be subject to the same provisions of these Rules for its amendment.
- 8.4 Complaints on matters not within clause 8.2 should be referred to the committee chairperson.
- 8.5 Gambling or wagering by individuals between themselves in any form is prohibited without the consent of the directors.

## **9 VISITORS**

- 9.1. Visitors, whether introduced by a member or not may be permitted to play at the premises of the charity at any time, but if in the opinion of members of the committee present or the tournament director acting at that session the playing facilities are inadequate to accommodate all those who wish to play, priority shall be given first to members.
- 9.2. The committee may place a limit on the number of occasions on which a visitor may play at the club without being required to apply for membership. Unless otherwise agreed, the number is three in any period of 12 months.
- 9.3. If such a limit is in force, a visitor who has applied for membership may in the absolute discretion of the committee be permitted to play at the charity's premises until his application for membership has been considered by the committee.
- 9.4. Any member may introduce visitors to the club but such visitors must complete a record in an approved form giving his/her name address and other contact details including EBU number if known.

## **SCHEDULE 1: DISCIPLINARY PROCEDURES**

### **1. Requirements of the schedule**

This schedule is referred to under clause 8(3) of the Rules of Leeds Bridge Club Trust (hereafter referred to as the charity) and prescribes the powers and procedures for enforcement. It will generally comply with and follow the EBU disciplinary procedures and any variations thereof that are made from time to time. The charity shall act through its conduct and disciplinary committees for the enforcement of standards prescribed in clause 8(2) of the Rules. The charity shall follow the procedures as set out in the clauses below.

### **2. Receipt of allegation**

Any person making a complaint against one or more members of the charity must do so in writing to the committee secretary or chairperson of the committee of the charity. 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.

### **3. Conduct committee**

With the approval of the charity's directors, the committee of the charity shall appoint the conduct committee through its powers to appoint sub committees under clause 2.4 of the Rules. The conduct committee shall be responsible for investigating complaints against the charity's members and to determine whether a disciplinary offence should be referred to the charity's disciplinary committee.

The conduct committee shall consist of no fewer than three members of the charity and no more than five, none of whom shall be directors of the charity. A quorum for any meeting shall be three of its members. It shall act by simple majority vote and its appointed chairperson, or whomsoever in that person's absence the conduct committee shall select to chair its meeting, shall have a second, or casting vote in the event that there is parity of voting.

### **4. Disciplinary committee**

The directors of the charity shall all constitute the disciplinary committee through its powers in its Articles of Association. 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, to determine the sanction imposed.

The disciplinary committee may invite another person or persons to attend in an advisory capacity, such person not being a member of the conduct committee hearing the matter under review. 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 chairperson, or whomsoever in that person's absence the disciplinary committee shall select to chair its 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.

A member of the charity cannot be a member of both the conduct and disciplinary committees.

## **6. The Complaints Process**

### **6.1. Notice of meetings**

Subject to the provisions of clause 2 hereof 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 does, 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 charity and from the EBU laws and ethics committee.

### **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 caution is not accepted by the offending member, or the conduct committee does not feel a caution is appropriate, it 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 twenty-one days' clear notice of the hearing to the defendant. Where the defendant's membership may be suspended or terminated such notice must also contain the information specified or provided for in clause 8(2) of the Articles of Association of the charity and for the avoidance of doubt it is confirmed that the hearing before the disciplinary committee shall constitute a meeting of the directors of the charity as referred to in clause 8(2) of the Articles.

### **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) By a resolution passed by the directors at the hearing of the complaint that it is in the best interests of the charity to do so (i) suspend the offending member(s) from all

or some of the competitions sponsored or licensed by the charity for such period as it shall determine; or (ii) terminate the offending member(s) membership of the charity.

Any sanctions imposed by the disciplinary committee must be communicated to the offending member(s) in writing within twenty one days of the hearing.

Any sanction imposed by the disciplinary committee or directors shall take effect as soon as time for appeal has elapsed except that if the defendant has filed notice of appeal within the time allowed the sanction shall not take effect until such appeal has been determined.

### **6.5. Appeal**

Every defendant found guilty of an offence by the disciplinary committee has the right to appeal to the disciplinary committee of the Yorkshire Contract Bridge Association (the Association). Appeals must be in writing and lodged with the secretary of the Association within twenty one days of the written communication of the charity's disciplinary committee's decision to the defendant.

### **6.6. Referral to the EBU laws & ethics committee**

At any time the disciplinary committee of the Association may refer a complaint to the EBU laws & ethics committee for its consideration. In doing so the county disciplinary committee shall have fully discharged its responsibilities under this Schedule.

Leeds Bridge Club Trust

A company limited by guarantee registered in England and Wales no: 9490140

Registered charity no: 1161317

Registered Office: Moor Allerton Sports & Social Centre, Stonegate Road, Leeds, LS17 6EL

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