

OXFORD BRIDGE CLUB CONSTITUTION

Revised Constitution adopted at Extraordinary General Meeting on 26th March 2008

TABLE OF CONTENTS

1	Name.....	2
2	Aims and objectives	2
3	Headquarters	2
4	Affiliations.....	2
5	Membership	2
6	Responsibilities of Membership	4
7	Officers.....	4
8	Committee Structure	6
9	Management functions.....	7
10	General meetings.....	8
11	Notices	9
12	Failure to Hold an AGM in Accordance with the constitution	9
13	Nominations	10
14	Subscriptions and fees.....	10
15	Financial Provisions	11
16	Rules, Regulations and Bylaws.....	12
17	Guests and visitors.....	12
18	The Provision of Intoxicating Liquor	13
19	Conduct.....	13
20	Alterations to the constitution	14
21	Winding-up	14

Note This constitution supersedes the constitution adopted at AGM May18th 1992; updated at AGM May 24th 2004 and at EGM October 13th 2004

1 NAME

The name of the club shall be The Oxford Bridge Club, hereinafter referred to as the OBC.

2 AIMS AND OBJECTIVES

The objectives of the OBC are:

- 2.1 To teach and promote interest in, the playing of contract bridge.
- 2.2 To organise and run bridge competitions.
- 2.3 To provide facilities for playing bridge, both duplicate and rubber, according to demand.
- 2.4 To provide facilities for less experienced players to learn and to play contract bridge in a friendly and supportive atmosphere.
- 2.5 To maintain suitable premises for these activities.

3 HEADQUARTERS

The headquarters of the OBC shall be situated at 147 Banbury Road, Oxford, OX2 7AN.

4 AFFILIATIONS

The OBC shall be affiliated to the Oxfordshire Bridge Association (OBA) and to the English Bridge Union (EBU).

5 MEMBERSHIP

5.1 There shall be the following categories of membership:

- Full: Such members shall be entitled to attend all club duplicates, competitions, social events and other specified events, except where ineligible under the bylaws of a particular event.
- Associate: Such members shall be entitled to attend seminars, No Fear duplicates, supervised duplicates, OBC social events or other specified events, except where ineligible under the bylaws of a particular event.
- Associate members shall not be entitled to participate in full duplicate sessions (other than No Fear and supervised duplicates referred to above), unless they are introduced as guests/visitors under Clause 17.1, nor shall they be entitled to participate in OBC Tournaments unless so specified.
- Associate Members wishing to graduate to Full Membership shall apply in accordance with the provisions of Clauses 5.2 to 5.13.
- Life: Full or Associate members may apply to the Management Committee for Full Life Membership or Associate Life Membership. The granting of such Life Membership shall be at the discretion of the Management Committee and shall be decided in accordance with Management Committee Regulations (see Clauses 14.6 and 16.1).
- Honorary Life: It shall be within the power of the Management Committee to grant Honorary Life Membership to an individual in recognition of services rendered to the OBC or to the bridge world in general. Such membership has the same entitlement as a Full Member.
- Student: Full-time students aged between eighteen and twenty-five shall be eligible for Student Membership of the OBC which has the same entitlement as a

Full Member. Prospective student members must apply in accordance with Clauses 5.2 to 5.16.

Junior: Those under the age of eighteen shall be eligible for Junior Membership of the OBC which has the same entitlement as Full Members except that they shall not be eligible for election to the Management Committee or its sub-committees, nor shall they be entitled to vote at General Meetings of the OBC but may attend as observers.

Visiting: The Membership Secretary shall be empowered to accept a pro-rata subscription from short-term residents of Oxford and its neighbourhood. Such membership to be limited to a maximum of six months in any one membership year and have the same entitlement as a Full Member except that they shall not be eligible for election to the Management Committee or its sub-committees, nor shall they be entitled to vote at General Meetings of the OBC but may attend as observers.

Lapsed: Members who fail to pay their subscription after a written request to do so and who have not tendered their resignation in writing shall be deemed lapsed and shall lose all rights and privileges as members of the OBC. They may re-instate their membership at any time by paying all their outstanding subscriptions (or such parts as the Management Committee deems appropriate). Lapsed members may be introduced to the OBC as guests, in accordance with Clauses 17.1 and 17.3.

- 5.2 Candidates for membership shall apply on the appropriate form provided by the Membership Secretary.
- 5.3 The application shall include the names of a proposer, who shall be an Officer or committee member of the OBC, and a seconder, who shall be a Full, Honorary or Student member of the OBC. The application shall be handed to the Membership Secretary or other Officer of the OBC.
- 5.4 The name of the applicant shall be circulated to all Officers and committee members for consideration and the application form shall be displayed prominently for at least fourteen days on a designated area of notice board. In the case of applications for full membership, during this period the prospective member shall be encouraged to play with an Officer or committee member.
- 5.5 The Management Committee shall be empowered to set reasonable criteria for admission to full membership of the OBC, such criteria to include aspects such as speed and quality of bidding and card play, and familiarity with the laws and ethics of bridge and with procedures at the bridge table.
- 5.6 Any member wishing to object to an application for membership should notify the Secretary in writing.
- 5.7 In the case of applications for full membership the Membership Secretary shall convene an ad hoc meeting (which may be virtual) of at least four other Officers to consider the application, in the light of the defined criteria. In the absence of any objection the applicant shall be confirmed in membership.
- 5.8 Should any objection be raised, the Management Committee shall have sole discretion as to whether the application be accepted. Such discretion shall be exercised as a matter of urgency and within 28 days of the date of application.
- 5.9 Once a decision is reached, the Membership Secretary shall promptly notify the applicant of the acceptance or otherwise of the application, and require payment of the subscription, if the application is accepted.
- 5.10 In declining an application, the Management Committee shall not normally give a reason, but shall give a reason at the request of the applicant.

- 5.11 In considering applications for membership the Management Committee shall have regard to the playing facilities available, and may from time to time decide that the OBC shall be closed to new applications for membership for such period as it may decide. Notwithstanding the above, the Management Committee shall have the power to accept applications from applicants who in its judgement are likely to make an exceptional contribution to the well-being of the OBC.
- 5.12 Applicants for membership shall pay such fees for participation in OBC activities as are appropriate to actual members while awaiting the outcome of their application.
- 5.13 Applicants for membership shall receive a copy of the Rules of the OBC and shall have the right to request a copy of the Constitution and Bylaws.
- 5.14 Any member may resign their membership by giving the Membership Secretary written notice to that effect. Members resigning prior to May 1st in any year may, at the discretion of the Management Committee, be entitled to a refund of their subscription for that year.
- 5.15 A member whose resignation in writing is delivered to the Secretary or who is expelled from the OBC under the provisions of Clause 19.3 shall cease to be a member of the OBC immediately. Any person on ceasing to be a member shall forfeit all rights and claims upon the OBC, its property and its funds and shall have no right to the return of any part of their subscription, subject to Clause 5.14.
- 5.16 Candidates who previously resigned or whose membership had lapsed may apply for re-admission as members as in Clauses 5.2 to 5.13, but the success of their application shall always be subject to ratification by the Management Committee.
- 5.17 Former members who have been expelled from OBC may not apply for readmission.
- 5.18 The Membership Secretary shall maintain a list of the names and addresses of all members of the OBC and shall update it at least twice a year. The membership list shall be kept on the premises.

6 RESPONSIBILITIES OF MEMBERSHIP

- 6.1 All members shall abide by the rules of the OBC and EBU and shall observe any instructions or regulations promulgated by the Management Committee.
- 6.2 All members shall abide by such standards of ethics, conduct, dress and behaviour as are appropriate to the playing of Bridge and participation in communal activity. The more experienced players are expected to encourage less experienced players and put them at their ease. Where any matter cannot be resolved at the table (e.g. by the Tournament Director for a duplicate event), it shall be referred to the Management Committee for resolution.
- 6.3 All members are expected to make some practical contribution on a voluntary basis to the running of the OBC.
- 6.4 All Full, Life and Honorary Life Members are expected to participate in any hosting system which the OBC may organise, unless they are granted dispensation because of extenuating circumstances, such as total dependence on other member(s) for transport, or long travelling time.
- 6.5 Every member shall immediately give to the Membership Secretary written notice of any change of their address.

7 OFFICERS

- 7.1 There shall be the following elected honorary posts, awarded in recognition of distinguished service to the OBC:

President Nominated by the Management Committee and elected for life by a vote of all Full Members at the AGM. In the event of the President not completing a

term of office a new President shall be elected for life at the next AGM. In the interim the Chairman shall perform the duties of President. The President shall preside at each General Meeting and shall be entitled to attend all meetings of the Management Committee.

Honorary Vice-Presidents Nominated by the Management Committee and elected for life by a vote of all Full Members at the AGM. The Honorary Vice-Presidents shall be entitled to attend all meetings of the Management Committee.

7.2 There shall be the following elected honorary officers:

Chairman Responsible for chairing meetings of the Management Committee. Ex officio member of all committees and sub-committees.

Secretary Responsible for the efficient administration and management of the OBC, including the following. Circulation of agenda for all committee and general meetings. Accepting and recording booking of premises. Maintaining list of keyholders. Keeping notice boards up to date. Liaison with OBA, re county prospectus. Liaison with police and magistrates, re bar licence and changes to the Constitution. Updating of honours boards. Publicity for bridge lessons. Ex officio member of all committees and sub-committees.

Minutes Secretary Responsible for keeping minutes of all meetings of the Management Committee and of such committees and sub-committees as shall be determined from time to time by the Management Committee.

Treasurer Responsible for the handling of all charges and monies being the income of the OBC and for paying of bills and accounts due. The Treasurer will maintain proper books of account and operate banking and other accounts as directed by the Management Committee. The Treasurer will prepare an annual budget, annual accounts for audit and a financial report for presentation to the members at the AGM. Ex officio member of all committees and sub-committees.

Match Secretary Convenes and chairs the selection sub-committee. Responsible for ensuring that the OBC is adequately represented in the Wessex League and other relevant competitions.

Tournament Director Responsible for ensuring that all OBC duplicate events are correctly run and have an appropriately experienced member directing and that Clause 6.2 is observed. Recommends Full Members for training as directors and scorers. Chairs the Laws and Ethics sub-committee. Responsible for assisting and encouraging members of the OBC to keep up to date with any changes in the Laws and the Orange Book.

Membership Secretary Responsible for keeping membership lists up to date, managing the procedure for application for membership, collecting subscriptions and joining fees. The Membership Secretary shall also be responsible, in accordance with Clause 5.18, for ensuring that a correct, up to date list of OBC members together with their addresses is kept on the OBC premises and is available for inspection on request by appropriate authorities. This list shall normally be kept in a register.

Training Officer Responsible for developing and maintaining a comprehensive programme of education and training, including daytime and evening and/or weekend bridge classes at all levels. Responsible for liaison with Training Officers at the OBA and EBU.

Catering Officer Responsible for ensuring that the catering requirements of the OBC are adequately met and that all catering arrangements are in accordance with national and local health and safety legislation and best practice.

House Officer Responsible for ensuring proper cleaning and maintenance of the OBC premises. Also responsible for ensuring that cleaning materials and toilet requirements are kept in stock. The House Officer shall also act as Safety Officer responsible for ensuring that all statutory requirements and reasonable measures are taken to provide for the safety of members whilst on OBC premises. The House Officer is also responsible to the Management Committee for the supervision of cleaners and, with the consent of the Management Committee and in association with the Trustees, such contractors as shall from time to time be required for internal works.

Bar Officer Responsible to the Management Committee for the efficient running of the bar; and specifically for correct legal stocking, regular stocktaking, storage and sale of drinks, the staffing of the bar whenever it is open, the provision of floats, the setting of prices, the collection and safe keeping of money, accurate keeping of accounts and reporting of accounts to the OBC Treasurer. The Bar Officer may delegate any of these duties to other Full Members of the OBC and may convene a Bar Sub-committee.

Web Officer Responsible for the design, maintenance and updating of the OBC web site.

- 7.3 No member of the OBC shall simultaneously hold the office of more than one Officer of the OBC, except in case of a vacancy arising during the year (see Clause 7.6).
- 7.4 Each of the Officers of the OBC and the Associate Members' Representative and the Rubber Bridge Representative specified in Clause 8.1 shall be elected annually by a vote of the Full, Associate, Honorary Life, Life and Student Members at the AGM of the OBC, and shall retire annually at the ensuing AGM, but shall be eligible for re-election. Officers should normally serve for no more than three consecutive years in one post, unless no other candidate is nominated.
- 7.5 Each of the ordinary committee members specified in Clause 8.1 shall be elected biennially by a vote of the Full, Associate, Honorary Life, Life and Student Members at the Annual General Meeting of the OBC, and shall retire biennially at the ensuing Annual General Meeting; such committee members shall not be eligible for immediate re-election as ordinary committee members.
- 7.6 In the event of a vacancy arising during the year in the post of any Officer or committee member of the OBC, the Management Committee may choose one of their number to fill such vacancy until the ensuing Annual General Meeting, or may co-opt a Full Member to fill the post.
- 7.7 In the event of any Officer, Trustee, committee member or holder of any other post failing to discharge their duties to the satisfaction of the Management Committee, the Management Committee may remove that person from the post by a two-thirds majority of those present and voting at a meeting of the Management Committee. Any Officer, Trustee, committee member or holder of any other post so removed may appeal to a General Meeting of the OBC, where the Management Committee's decision may be confirmed or overturned by a simple majority vote of those present and eligible to vote.

8 COMMITTEE STRUCTURE

- 8.1 The overall management of the OBC shall be vested in the Management Committee consisting of the Chairman, Secretary, Treasurer, Minutes Secretary, Match Secretary, Tournament Director, Membership Secretary, Training Officer, Catering Officer, House Officer, Bar Officer, Associate Members' Representative, Rubber Bridge Representative and four ordinary committee members. The Management Committee may invite the Trustees to nominate a representative to attend any meeting of the Management Committee, in a non-voting capacity.
- 8.2 The Management Committee shall have the power to co-opt members to fill any positions that are either not filled by election at the AGM or that fall vacant during the year or as

additional members, except that the total number of members of the Management Committee (including Officers) shall at no time exceed twenty. A co-opted Officer or member of the Management Committee shall serve until the next AGM. Co-opted members shall be entitled to participate fully in the proceedings of the Management Committee and to cast a vote.

- 8.3 A quorum at meetings of the Management Committee shall be six.
- 8.4 The day to day running of the OBC shall be undertaken by the Officers assisted by appropriate sub-committees and such reasonable assistance as they may expect from the general membership. The Management Committee shall be empowered to delegate detailed planning and management to two ad hoc committees, a Laws and Ethics Committee and a Selection Committee.
- 8.5 The Management Committee may from time to time appoint ad hoc sub-committees to undertake on its behalf such aspects of the administration of the OBC as it shall think fit, and members of such sub-committees may include members of the OBC who are not Officers or committee members.
- 8.6 The Management Committee may from time to time invite any member of OBC to attend a meeting in a consulting, non-voting capacity.

9 MANAGEMENT FUNCTIONS

- 9.1 The affairs of the OBC shall be managed by the Management Committee, which shall have power to determine any issue arising in connection with the affairs of the OBC which is not specifically provided for in this Constitution. Proceedings of the Management Committee, and of any committees and sub-committees shall be regulated in such manner as the Management Committee may from time to time decide.
- 9.2 The Management Committee may from time to time formulate and publish such rules, regulations and bylaws as it thinks expedient for the efficient and harmonious running of the OBC (but in the case of any conflict between such rules, regulations and bylaws and this Constitution, the Constitution shall prevail).
- 9.3 The Management Committee shall maintain and publish job descriptions of all OBC Officers and regulations to govern its own procedures.
- 9.4 Any issue of policy determined by the Management Committee or any rules, regulations or bylaws published by the Management Committee may be varied by a resolution of members at a General Meeting of the OBC, provided that such resolution is not in conflict with this Constitution and is not retrospective in application.
- 9.5 In the event of such variation being made, the policy or rules or regulations or bylaws (as the case may be) shall not be further varied by the Management Committee in a manner inconsistent with the resolution.
- 9.6 The function of the Management Committee shall be to plan and run a programme of bridge activities in accordance with the policies of the OBC, and specifically to run a full programme of duplicate and rubber bridge at a variety of times, to suit the needs of OBC members; organise and manage all internal OBC competitions; organise teams for inter-club competitions; maintain a comprehensive tuition programme suitable for beginners and improvers; promote the initial and ongoing training of tournament directors, teachers and scorers; encourage best behaviour at the bridge table; promote a high standard of observance of the laws and ethics of bridge; maintain the internal premises in a condition conducive to the enjoyment of the OBC members, and specifically to organise and monitor the cleaning and maintenance of the OBC interior, including the appointment of cleaners; organise the supply and storage of all goods such as bridge equipment, food, drinks, cleaning materials; plan the staffing of the kitchen and the bar at all OBC events and for other bridge organisations using the premises; ensure compliance with all health and safety requirements; and monitor the condition of the fixtures and fittings, arranging replacements when necessary.

- 9.7 An ad hoc Appeals Panel shall be convened when necessary. It shall consist of not fewer than three experienced players appointed by the session director but shall not include the session director. An appeal against a director's decision shall be heard by not fewer than three members of this panel other than the director involved.
- 9.8 The Selection Committee shall be chaired by the Match Secretary and comprise the Team Captains and such other members as the Management Committee shall appoint on the advice of the Match Secretary. It shall be responsible for the selection of all teams representing the OBC. Team captains shall be appointed by the Match Secretary following consultation with the Management Committee.
- 9.9 Except as provided for in clauses 7.7 and 19.4, decisions in all OBC committees and sub-committees shall be by simple majority vote of those Officers and committee members present in person. Holders of honorary posts (President and Honorary Vice-Presidents) shall not have a vote, but in the case of a tied vote, the President shall have a casting vote, if present. If the President is absent, the Chairman of the meeting shall have a second and casting vote.
- 9.10 The Management Committee shall make a report to each Annual General Meeting of the OBC concerning the affairs of the OBC since the previous Annual General Meeting.

10 GENERAL MEETINGS

- 10.1 An Annual General Meeting of the OBC shall be held in each year no later than two months after the end of the financial year. At the Annual General Meeting the following business shall be conducted:
 - (a) The presentation and (if accepted) the passing of the accounts for the previous financial year ended on the 31st day of March prior to the meeting, which accounts shall first have been verified by an inspector with suitable qualifications and/or expertise.
 - (b) The presentation of reports by individual officers for the year.
 - (c) The election of the Officers and committee members.
 - (d) The appointment of an inspector with suitable qualifications and/or expertise to verify the accuracy of the accounts.
 - (e) Such other business as in accordance with this Constitution shall have been communicated to the Secretary and included in the notice of the meeting.
- 10.2 An Extraordinary General Meeting shall be convened within twenty-eight days of the receipt by the Secretary of a written request signed by not fewer than 30 members of the OBC. Such request must state the purpose for which such meeting is required.
- 10.3 A simple majority of the Management Committee may require the Secretary to convene an Extraordinary General Meeting for a specified purpose. Such meeting to be convened within twenty-eight days of the Committee's decision.
- 10.4 All General Meetings of the OBC shall be held at the headquarters of the OBC unless circumstances arise which render this impracticable.
- 10.5 The Chairman of the OBC shall preside at all meetings of the OBC but if the Chairman is not present within fifteen minutes after the time appointed for the meeting or has signified inability to be present at the meeting, the members present and entitled to vote shall choose some other member of the Management Committee to chair the meeting.
- 10.6 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 Secretary no later than one week prior to the date fixed for the meeting.
- 10.7 The business at a General Meeting shall be limited to that provided by this Constitution and those further matters set out in the notice convening the meeting. However, the chairman of

the meeting may permit discussion of other business at a General Meeting if he/she thinks fit, but may not put such matters to a vote, and if he/she does so, such a vote shall not be valid.

- 10.8 A quorum at General Meetings of the OBC shall be twenty members present in person.
- 10.9 At all General Meetings of the OBC all paid-up members present in person except Junior members shall be entitled to vote.
- 10.10 If fifteen minutes after the time fixed for a General Meeting of the OBC no quorum shall be present, the meeting shall be adjourned to a new date (of which the like notice shall be given to members as was required to be given for the meeting which has been adjourned). In the case of a General Meeting which has been adjourned due to the lack of a quorum (but not of a meeting adjourned for any other reason) such number of members as are actually present at the adjourned meeting shall constitute a quorum.
- 10.11 All contested elections shall be decided by paper ballot with each voting member entitled to cast a single vote in each election for Officers of the OBC and one vote per vacant position in elections for members of committees and sub-committees.
- 10.12 In the first instance, all other votes shall normally be by show of hands. The Chairman may require a paper ballot in cases where the result is not clear, or where the Chairman judges a paper ballot to be in the best interests of the OBC, and in the event of parity of voting the chairman of the meeting shall have a second or casting vote.

11 NOTICES

- 11.1 The Secretary shall cause a notice giving the date, time and place of a General Meeting to be prominently displayed on the OBC premises at least 15 days before any such meeting. At that time sufficient copies of the notice convening the meeting shall be made available at the OBC premises so that all members may collect their own copies.
- 11.2 Notices of any Extraordinary General Meeting of the OBC, and of an AGM at which in the opinion of the Management Committee any business of a non-routine nature is likely to be discussed, shall be given to members by hand at the OBC where possible, otherwise by e-mail, otherwise by post to the last address of each member notified to the Membership Secretary.
- 11.3 Notices of any AGM at which in the opinion of the Management Committee no business of a non-routine nature is likely to be discussed, shall be given to members by hand at the OBC, and by displaying a notice in a prominent position at the headquarters of the OBC.
- 11.4 Notices of any other matters to be brought to the attention of members shall be made by displaying a notice in a prominent position at the headquarters of the OBC. Where considered appropriate, the Management Committee may send notices to members by e-mail or by post.
- 11.5 Any notice required by this Constitution to be given or sent to a member shall be deemed to have been duly given or sent on the next working day after it is posted if sent by post to the address of the member appearing in the OBC membership register.

12 FAILURE TO HOLD AN AGM IN ACCORDANCE WITH THE CONSTITUTION

- 12.1 Should an AGM be convened without complying strictly with this Constitution its actions shall be:
 - i) Strictly limited to those matters required for the continued operation of the OBC. No alterations to rules, regulations, bylaws, the Constitution or modifications to current practice shall have any effect. Any other business that it attempts to carry out shall be invalid.
 - ii) Subject to being over-ruled by a validly convened AGM if there is sufficient time for such and should any member make a written request for such to the Secretary.

- 12.2 Should the Secretary be unable to or refuse to convene an AGM then the task of convening such a meeting shall be undertaken by the President, or failing him/her, the Chairman or Treasurer.

13 NOMINATIONS

- 13.1 Nominations for the posts of Officers or Committee members shall be in writing, and shall be signed by a proposer and a seconder, both of whom shall be members of the OBC, and also by the person nominated.
- 13.2 Nominations shall be made no later than one week prior to the date fixed for the Annual General Meeting. Nominations may be made directly to the Secretary or on the notice prepared for the purpose and displayed on the OBC notice board. Notwithstanding the deadline for nominations, the chairman of the AGM shall have discretion to accept nominations made after the deadline.

14 SUBSCRIPTIONS AND FEES

- 14.1 Each member of the OBC shall pay an annual subscription, the basic amount of which for the time being shall be decided by the Management Committee, but may be varied by a vote of members present at the Annual General Meeting of the OBC. Subscriptions shall be due for payment by the first day of April in each year in respect of the year to the following end of March. The Management Committee shall have the power to set the annual subscription at a lower amount for those members who pay before a specified date.
- 14.2 After the due date, the Membership Secretary may give written notice to the member. This notice may either be handed to the member in person or sent to their address as recorded in the OBC Register (Clause 5.18). It shall require payment by the last day of April.
- 14.3 Any member whose subscription remains unpaid after the end of April shall pay table money at the rate applicable to guests and visitors until the subscription has been paid in full.
- 14.4 A member whose subscription has not been paid by the date of the Annual General Meeting shall not be entitled to vote at the Annual General Meeting.
- 14.5 A member whose subscription has not been paid shall cease to be a member on the expiration of the period of six months from the date on which the subscription was due for payment.
- 14.6 The fee for Life Membership shall be twenty-five times the annual subscription currently in force for Full or Associate Membership, as appropriate, for members under the age of sixty. For each year above the age of sixty, the multiplying factor shall be reduced by one.
- 14.7 There shall be no annual membership fee for Honorary Life Membership.
- 14.8 Subscription fees for students who are members of one of the bridge clubs in one of the universities in Oxford may, at the discretion of the Management Committee, be set at nil. Subscription fees for junior members may, at the discretion of the Management Committee, be set at nil.
- 14.9 Every member of the OBC, and every guest and visitor, shall pay table money on each occasion when they play at the OBC, the basic amounts of which for the time being shall be decided by the Management Committee, but may be varied by a vote of members present at the AGM.
- 14.10 The Management Committee 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.
- 14.11 Anyone may apply to the Secretary to use the OBC premises for playing Bridge or carrying on bridge-related activities at any time that they are not otherwise being used. The

Secretary will use his/her discretion to either give permission or refer the application to the Management Committee. The Management Committee shall set an appropriate fee for such use.

15 FINANCIAL PROVISIONS

- 15.1 The Management Committee shall arrange for accounts to be prepared in respect of the financial affairs of the OBC, including the OBC bar and service accounts, for each year ending on 31st March.
- 15.2 All accounts for each year shall be submitted for inspection by a suitably qualified person and presented to the Annual General Meeting of the OBC for approval.
- 15.3 The inspected accounts shall be made available to every member at least 14 days prior to the Annual General Meeting. Each member shall be entitled to collect a copy.
- 15.4 The Management Committee shall arrange for a budget to be prepared and approved before the end of each financial year, in respect of the following financial year.
- 15.5 No money or property of the OBC or any gain arising from any activity of the OBC shall be applied otherwise than for the benefit of the OBC as a whole, specific charitable or benevolent causes stated as a purpose for a specific event or for some charitable or benevolent purpose or purposes chosen by resolution of a General Meeting. This clause does not prohibit the raising of money by way of entrance fees and such like for activities run by the OBC on behalf of other organisations.
- 15.6 Except for services rendered at the request of the Management Committee and approved by them on an annual basis, no member shall receive any profit or emoluments from the funds or transactions of the OBC.
- 15.7 The property of the OBC shall be vested in four Trustees, appointed by deed by the Management Committee. The Trustees shall hold office until death or resignation or until removal from office by the Management Committee. Where by reason of such death, resignation or removal from office it is necessary that a new Trustee or Trustees be appointed, the Management Committee shall nominate the person or persons to be appointed.
- 15.8 The Trustees shall carry the responsibility for the premises on behalf of the membership, and shall always act in the best interests of the club.
- 15.9 The Trustees shall identify any buildings works, maintenance, repairs and inspections as will be required from time to time to ensure the property is maintained in good order.
- 15.10 The Trustees shall ensure the maintenance of the freehold for the benefit of the OBC and the leaseholders of 147A and 147B Banbury Road.
- 15.11 Additionally, the Management Committee may from time to time direct the Trustees by resolution (of which entry in the Minute Book shall be conclusive evidence).
- 15.12 Whilst the responsibility for identification and commissioning of buildings work lies with the Trustees, they shall require the agreement of the Management Committee for such works and expenditure. Where the Service Account is insufficient to meet the cost of required and authorised works, the Trustees shall secure the agreement of the Management Committee as to what funds are available and the scope of the works to be carried out.
- 15.13 The Trustees shall be indemnified against risk and expense arising out of their responsibility for the OBC property. Such indemnity shall be given from the assets of the OBC. In the case of the OBC being unable to meet its financial commitments, the members at large shall not be liable for such debts incurred on its behalf by the Trustees and/or the Management Committee.
- 15.14 If at any time the OBC in General Meetings shall pass a resolution authorising the Management Committee to borrow money, the Management Committee shall then be empowered to borrow for the purposes of the OBC such amount of money either at one time

or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in the resolution and the Trustees shall at the direction of the Management Committee make all such dispositions of the OBC property or any part of the OBC property and enter into such agreements in relation to that property as the Management Committee may deem proper for giving security for such loans and interest. All members of the OBC whether voting on such resolution or not and all persons becoming members of the OBC after the passing of such resolution shall be deemed to have assented to the resolution as if they had voted in favour of it.

- 15.15 The Trustees shall maintain a service account to deal with the maintenance of the building, and shall secure contributions from the OBC and the lessees of the two leasehold flats in order to meet any necessary expenditure. The service account shall be subject to independent inspection, in accordance with Clause 15.1.
- 15.16 The Bar Officer shall maintain a bar account to deal with the income and expenditure of the OBC bar. The bar account shall be subject to independent inspection, in accordance with Clause 15.1.
- 15.17 The Management Committee shall arrange adequate insurance cover for the building, securing appropriate contributions from the lessees of the two flats. The Management Committee shall also arrange adequate insurance cover for the contents of the OBC premises, public liability risks and employer's liability.

16 RULES, REGULATIONS AND BYLAWS

- 16.1 The Management Committee shall from time to time make, repeal and amend all such rules, regulations and bylaws (not inconsistent with this Constitution) as it shall think expedient for the internal management and well-being of the OBC and the use of the premises. All such rules, regulations and bylaws shall be binding on the members until repealed by the Management Committee or set aside by resolution of a General Meeting of the OBC. The rules, regulations and bylaws shall be prominently displayed on the OBC premises.

17 GUESTS AND VISITORS

- 17.1 Any member shall be entitled to introduce guests to the OBC provided that no person whose application for membership has been declined or who has been asked to resign from the OBC shall be introduced as a guest. Associate Members of OBC may be introduced as guests in the same way as non-members. The member introducing a guest shall enter the name and address of the guest together with his/her own name in a book which shall be kept on OBC premises. No member shall introduce more than three such guests on any one occasion. In the event of the playing facilities being inadequate to accommodate all those who wish to play, priority shall be given to members.
- 17.2 Visitors may be permitted to play at the OBC at any time, but in the event of the playing facilities being inadequate to accommodate all those who wish to play, priority shall be given to members and the guests of members.
- 17.3 The Management Committee may determine a maximum number of times that a guest or visitor may participate in playing Bridge organised by the OBC during a specified period, after which they shall be required to join the OBC if they wish to continue to participate in playing Bridge at the OBC.
- 17.4 If such a limit (defined in accordance with Clause 17.3) is for the time being in force, a non-member who has applied for membership shall (subject to available playing facilities) be permitted to play at the OBC until his/her application for membership has been considered by the Management Committee, even if the limit imposed by the Management Committee is thereby exceeded.
- 17.5 Guests attending the OBC for the purpose of playing Bridge shall be permitted to purchase intoxicating liquor for immediate consumption (but see Clause 18).

18 THE PROVISION OF INTOXICATING LIQUOR

- 18.1 The purchase and supply of intoxicating liquor shall be at the absolute discretion of the Management Committee. They shall arrange the supply thereof to members at such prices as may be fixed by them subject to the following restrictions:
- There shall be no supplying of intoxicating liquor for consumption off the premises, except to a member in person.
 - Intoxicating liquor shall be supplied neither to any member under the age of 18 nor to any guest not known to be over 18.
 - No intoxicating liquor shall be supplied otherwise than to:
 - a) A member who has been a member of the OBC for at least two days, or whose nomination or application for membership was made at least two days before his admission to the privileges of membership;
 - b) Members and officials of teams visiting the OBC premises for the purposes of playing a match or fulfilling a social engagement;
 - c) Bona fide guests of members in pursuance of the rules;
 - d) Persons attending the OBC in pursuance of Section 49 (4) Licensing Act 1964, which includes members of any other club registered in the locality which is temporarily closed.
- 18.2 The times at which intoxicating liquor may be sold and/or consumed on OBC premises shall be as determined by the Management Committee and in accordance with the licence held by the OBC, having due regard to such alterations to legal requirements that occur from time to time.
- 18.3 Within the times determined by the Management Committee the Bar Officer shall arrange for the bar to be open to members at such times as appear convenient within the hours of 6.30pm and midnight on weekdays and 7 pm and 10 pm on Sundays, subject to any restrictions imposed by the relevant licensing authority.
- 18.4 No person shall at any time be entitled to receive at the expense of the OBC or of any member of the OBC any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the OBC; nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the OBC to members or guests or others so entitled apart from any benefit accruing to the OBC as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the OBC.

19 CONDUCT

- 19.1 In the event of a complaint being made to the Management Committee about the conduct of a member of the OBC the Management Committee may (and if a written complaint is received signed by at least three members of the OBC, it shall) investigate the complaint.
- 19.2 On investigating such a complaint the Management Committee shall give the member about whose conduct the complaint has been made an opportunity to be heard and put forward evidence in his/her defence (this includes witnesses if appropriate). If a live hearing takes place the member may be accompanied by a friend or representative who need not be a member of the OBC. Additionally, the member has the right to have questions put to the complainant and supporting witnesses (if any) by the Management Committee.
- 19.3 If on investigating such a complaint the Management Committee is of the opinion that the member has behaved in an unacceptable manner or in such a manner as to cause injury to the interests of the OBC, then the Management Committee may reprimand the member, suspend the member from the privileges of membership for such period as it may think fit, or expel the member from the OBC.

- 19.4 A decision to expel a member must be upheld by at least two thirds of the Management Committee present. This majority must also constitute an absolute majority of the Management Committee.
- 19.5 The Management Committee shall forthwith notify the member of any decision made on the investigation of a complaint about his/her conduct, and may if it thinks fit publicise the decision by displaying a notice at the headquarters of the OBC.
- 19.6 An appeal shall lie to a General Meeting of the OBC against any decision to reprimand, suspend or expel a member of the OBC following the investigation of a complaint about his/her conduct.
- 19.7 Notice of such an appeal must be in writing, and delivered to the Secretary normally within two weeks of the notification to the member of the decision of the Management Committee.
- 19.8 In the event of an appeal being made against it, the decision of the Management Committee shall not be put into effect until the appeal has been determined.
- 19.9 On the appeal being heard by a General Meeting of the OBC, the General Meeting shall have power to overrule the conclusion of the Management Committee, or to uphold it, in which event the sanction imposed by the Management Committee may be confirmed or varied (to any sanction which the Management Committee was empowered to impose, or to none).
- 19.10 Nothing in this Constitution shall preclude the Management Committee from referring a matter of conduct to the Conduct Committee of the Oxfordshire Bridge Association, if any, or to the Laws and Ethics Committee of the English Bridge Union if it considers it appropriate to do so.

20 ALTERATIONS TO THE CONSTITUTION

- 20.1 No alterations or additions to this Constitution shall be made except by a resolution carried by a majority of at least three quarters of members present at a General Meeting the notice of which shall have contained particulars of the proposed alteration(s) or addition(s).
- 20.2 The Secretary shall as soon as possible and in any case within twenty-eight days of the meeting making any such alteration or addition to this Constitution give written notice of such alteration or addition to the Police Local Authority and to the Local Magistrates Court.

21 WINDING-UP

- 21.1 In order for a resolution that the OBC shall be wound up to have effect at least two-thirds of the votes cast on the resolution must be in favour, and in addition the number of votes cast in favour of the resolution must exceed one-half of the number of members of the OBC entitled to attend and vote at the General Meeting at which the resolution is put.
- 21.2 If a resolution that the OBC shall be wound up is effectively passed, the Management Committee shall be responsible for winding up the affairs of the OBC, and unless the winding up has been initiated with a view to amalgamating the OBC with some other bridge club (in which case any surplus assets and funds may be transferred to such other club), any surplus assets and funds shall be transferred to such of the organisations mentioned in Clause 21.3 as may be specified in the resolution initiating the winding up, and if no such organisation is so specified, to such of those organisations as the Management Committee may think fit.
- 21.3 The organisations referred to in Clause 21.2 are
 - The English Bridge Union;
 - The Oxfordshire Bridge Association; and
 - any Registered or recognised charitable body.