

Bristol Bridge Club – Bye-laws

1. Constitution and byelaws

These byelaws supplement the club's constitution, dealing with matters not referred to in the constitution. Should these byelaws be in conflict with anything contained in the constitution, then the constitution shall take precedent.

2. Bar and catering services

The bar and catering services are provided by a company which is separate from, but owned by, the club, as required by charity law. It has its own board of directors, who shall be appointed by the trustees of the charity, and will donate its profits to the club, as advised by the treasurer. Regulations concerning the operation of these services are contained within these bye-laws.

3. Other Officers

In addition to the officers and trustees who are elected by the members at the AGM, the following officers shall be appointed:

- (a) **Membership Secretary** – the charity trustees shall appoint a volunteer as Membership Secretary, who must be a member of the club, but may or may not be one of the trustees. He or she is responsible for the maintenance of the club's membership records and the processing of membership applications and renewals. The membership secretary will be expected to report regularly to the trustees on all matters relating to membership of the club, including, but not limited to, progress on renewals and significant changes in membership.
- (b) **Health and Safety Officer** - the charity trustees shall appoint a volunteer as Health and Safety Officer, who may or may not be one of the trustees. He or she shall:
 - Carry out an annual review of the club's premises, with the assistance of a trustee as agreed by the board of trustees, to ensure that the club remains a safe environment for members, staff and visitors.
 - Maintain records to ensure that all annual service calls by external contractors are undertaken on a timely basis and that any faults are repaired swiftly, or reported to the Board, via the Secretary.
 - Monitor changes in health and safety legislation and recommend amendments that are required to the Health and Safety manual as a consequence.
 - Ensure that the procedures set out in the health and safety manual are followed by all staff, members and visitors, as appropriate.
- (c) **Club Manager** – the charity trustees shall appoint the Club Manager, who may be a paid employee, on terms that they regard as appropriate for the post. His or her responsibilities include:
 - the appointment of tournament directors for all playing sessions
 - Managing the club's competitions and tournaments
 - ensuring that all the club's income is properly banked and accounted for to the treasurer
 - managing the club's list of keyholders and ensuring that the club's premises are left secure when the club is closed
 - the procurement of playing equipment, as needed, including tables, tablecloths, bidding boxes, bridgemates, playing cards, scorecards etc.

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(d) **Catering Manager** – the directors of the bar and catering company shall appoint the catering manager, who may be a paid employee on terms that they regard as appropriate for the post. His or her responsibilities include:

- ensuring that the bar adequately staffed during its opening hours;
- procuring supplies for the bar and catering operation;
- ensuring that the club's catering and bar area is kept clean and tidy at all times; and
- ensuring that the club complies with appropriate legislation, including licensing laws and appropriate hygiene standards.

4. **Opening hours**

- (a) The club will not open on Christmas Day. Otherwise the opening hours shall be determined by the trustees.
- (b) The hours during which alcoholic drinks may be sold in the club will be determined by the Board of the catering company in agreement with the trustees, as permitted by licencing laws. It is not expected that the opening hours of the bar will be outside the hours of 12 noon to 11.00pm.

5. **Guests**

- (a) Members may introduce guests to the club. The member and guest must sign their names in the visitors' book on arrival at the club.
- (b) Members must not introduce any guest who has previously been rejected as a member, has had their membership terminated by the club or is currently under suspension.
- (c) No guest may be invited to the club on more than three occasions in any one year, unless approved by the chairmen, at his sole discretion.
- (d) Guests will be charged a supplement in addition to the members' rate of table money, in lieu of temporary membership.
- (e) Guests are not permitted to purchase alcoholic drinks at the bar.

6. **Life members**

As permitted under the club's constitution, the club may confer Honorary Life Membership on any member who has rendered special service to the club.

- (a) Nominations for Honorary Life Membership must be proposed and seconded by current members of the club, by way of a written proposal explaining the reasons for recommending the award.
- (b) Nominations must be made to the trustees for approval at a regular meeting of the trustees. If the trustees approve the proposal, it will be tabled at the next AGM as a resolution for ratification by the members, such resolution to include the details of the reasons for the proposal.

7. Membership

(a) Temporary membership

Persons other than members may apply for temporary membership for a period not exceeding three months in any year, and may be accepted without following the nomination process described in the constitution. They will be expected to pay a membership fee equal to one third of the annual subscription.

(b) Competitions

Competitions which are open to club members only shall be restricted to players who were members at the start of the competition and remained so throughout the duration of the competition.

8. Conduct and complaints

Clause 26 of the club's constitution sets out the general expectation that members will conform to the standards of fair play, courtesy and personal deportment.

(a) Directors' rulings

Disputes or clarification of the Rules of contract bridge are routinely made by tournament directors when they are in charge of playing sessions at the club. Players are expected to comply with such rulings at the time, but are permitted to appeal against such rules and interpretations in accordance with the EBU's procedures.

(b) Manners and conduct

Players are expected to behave in a polite and courteous manner to other players, tournament directors and staff at all times when they are playing at the club, or representing the club at bridge events and tournaments taking place elsewhere. In particular, members are expected to be welcoming and friendly towards new members, and to those less experienced than themselves (all players were new and inexperienced once, even if it was long ago).

(c) Dress code

Although the club has not defined a specific dress code, members and guests are expected to deport themselves in such a way as is likely to be accepted by their fellow players.

(d) Complaints

Appendix A of the Club's constitution deals with complaints against other individuals playing or otherwise involved with the activities of the club (including but not limited to tournament directors, players, guests and staff). Other complaints will be dealt with in the same way as the club deals with suggestions.