

**CONSTITUTION**  
**EAST DISTRICT of the SCOTTISH BRIDGE UNION**

**GENERAL**

The organisation is an unincorporated association of individual members.

The name of the association shall be the EAST DISTRICT of the SCOTTISH BRIDGE UNION; hereinafter respectively referred to as "District" and "SBU".

The purpose of the District shall be the development of bridge and the organisation of bridge events and activities within a geographical area specified by the SBU.

The EAST District geographical area currently specified by the SBU is South Fife, City of Edinburgh, West Lothian, Midlothian, East Lothian, Clackmannanshire, Falkirk and the Borders.

Membership of the District is composed solely of SBU members whose 'home club' resides within the geographical area of the District; hereinafter referred to as a "District Member". An SBU member's home club (of which there can only be one) is the club through which he/she pays their annual SBU subscription.

**OFFICE BEARERS of the ASSOCIATION**

The four office bearers of the District are:-

Chairman, Vice Chairman, Secretary and Treasurer.

The Chairman shall hold no other office bearer position, but any two of the other office bearer positions may be held by one person.

**GOVERNANCE of the ASSOCIATION**

Management of District affairs shall be vested in an Executive Committee;  
subject to (in descending order of authority)

- the laws of Scotland
- this constitution
- motions passed at General Meetings of the District
- SBU Council decisions

The Executive Committee (hereinafter referred to as the "Committee") shall consist of the District Office Bearers and no more than twelve Ordinary Members.

The Committee shall take office from the conclusion of an Annual General Meeting and automatically demit at the following Annual General Meeting.

If the Chairman resigns or is unable to continue in office, the Vice Chairman shall be invited to serve as acting Chairman until the next election. If he/she declines or is otherwise unavailable, a replacement shall be elected by the Committee from amongst the Committee members. If an officer bearer other than the Chairman resigns or is unable to continue in office, a replacement shall be selected by the Committee from within the Committee.

## **EXECUTIVE COMMITTEE - MEETINGS**

There shall be at least three Committee Meetings per year.

Six members of the Committee shall form a quorum.

The District Chairman, if present, shall be chairman of the meeting. If he/she be absent, the Vice Chairman, if present, shall be chairman of the meeting. Failing that the Committee will elect a chairman.

All matters shall be decided by vote. Each member of Committee has one vote except the chairman of the meeting who shall have only a casting vote. There shall be no proxy voting.

The Secretary shall keep and timeously publish minutes of all meetings of the Committee.

## **EXECUTIVE COMMITTEE - DUTIES AND POWERS**

The Committee shall be responsible for the finances of the District and responsible to District Members for the safekeeping and security of all financial, physical and intellectual assets of the District.

The Committee shall decide questions of dispute including any interpretation of this Constitution where such arise.

The Committee shall organise competitions within its specified geographical area under such conditions as it deems fit.

The Committee may appoint District Officials to carry out its policy in areas where it sees fit. Such District Officials need not be members of Committee but shall have executive powers in the day-to-day running of such business of the District as is permitted by the Committee.

***The Committee may appoint up to a maximum of three additional committee members as it sees fit, provided the limit of twelve ordinary members is respected. Appointed members shall have full voting rights.***

All members of the Committee and District Officials are entitled to reasonable out-of-pocket expenses when they are engaged on Committee business.

## **ACCOUNTS**

***The financial year of the District shall be from 1<sup>st</sup> April to 31<sup>st</sup> March each year.***

***Proper books of account shall be kept by the Treasurer.***

***The Treasurer will report on the state of finances at each meeting of the Committee and at the AGM.***

***Accounts shall be prepared by the Treasurer at the end of each financial year.***

***An Independent Examiner shall be appointed each year at the AGM of the District. He/she shall not be a member of the Committee. The Examiner shall examine the accounts, have access to all related documentation, and report thereon to the Committee.***

## **GENERAL MEETINGS**

There are two kinds of General Meeting; an Annual General Meeting and an Extraordinary General Meeting.

Each District Member is entitled to be present and vote at any District General Meeting.

Fifteen District Members shall form a quorum.

The Secretary shall give at least twenty-one days notice of a General Meeting to each East District Affiliated Club, which shall be responsible for informing its members of the date, time and venue of the District General Meeting. All General Meetings shall also be announced on the District website.

If the District Chairman is present, he/she shall be the chairman. If he/she be absent, the Vice Chairman shall be chairman of the meeting, whom failing the General Meeting shall elect a chairman from among the District Member attendees.

Each District Member shall have one vote.

The chairman of the meeting shall have a casting vote only.

There shall be no proxy voting.

## **ANNUAL GENERAL MEETING (AGM)**

There shall be an AGM of the District in April or May of each year.

The business of each AGM shall include:

### Accounts

The accounts and the Independent Examiner's report shall be presented to the AGM for approval.

### Election of the District Office Bearers

Nominations for District Office Bearers for the ensuing year shall be made to the Secretary at least twenty-eight days before the AGM.

### Election of Ordinary Committee members

Nominations for District Ordinary Committee member positions may be made to the Secretary up to the commencement of the AGM.

### Election of Delegates to the SBU

The AGM shall select, by vote if necessary, the appropriate number of SBU Council delegates.

N.B. The SBU Constitution provides that the Chairman of each SBU District is ex-officio a Vice-President of the SBU.

### Appointment of an Independent Examiner

The Independent Examiner of the accounts for the forthcoming financial year shall be appointed at the AGM.

### AGM motions

Any District Member may present seconded motions to an AGM. Such motions shall reach the Secretary in writing at least 28 days before the meeting. The Secretary shall promulgate all such motions along with the notice of the meeting.

### **EXTRAORDINARY GENERAL MEETING (EGM)**

The Committee may call an EGM at any time, giving four weeks' notice.

An EGM may be called for at any time by at least fifteen District Members submitting a written request to the Secretary. The EGM shall be held within six weeks of the receipt of such a request.

Each notice of an EGM shall include the reason for the meeting, which shall be the sole business of that EGM. Any notice calling an EGM shall include a copy of the request and reason for the meeting.

### **CONSTITUTION**

Copies of this Constitution shall be sent to all District Affiliated Clubs and shall be available on the District website, and from the Secretary on request.

No alterations shall be made to the Constitution without approval by voting of at least two-thirds of District Members attending a General Meeting at which the alterations are proposed.

Notice of any amendment or alteration, together with the names of proposing and seconding District Members, shall be submitted in writing to the Secretary at least twenty-eight days prior to the date of the General Meeting. Within seven days thereafter, a copy of the notice shall be sent by the Secretary to each District-Affiliated Club, whose responsibility it shall be to bring the notice to the attention of its members. The notice shall be posted on the website at the same time. It shall be open to the Committee to make proposals and to place amendments to the Constitution before any General Meeting, subject to the provisions of notice and majority contained within this clause.

### **DISSOLUTION**

In the event of the District being dissolved, any funds remaining after all debts have been paid shall be transferred to the SBU, whom failing to a suitable organisation supporting bridge in Scotland.