

Scottish Bridge Union (SCIO Reg No SC051361)

Bye-Laws

These Bye-Laws came into force following their approval by the Board of Trustees on 6 June 2023

1. Members

1.1 Member is one category of membership as defined in clause 11.1 of the Constitution. In addition, there are two sub-categories of the Member category as follows:

Ordinary Member – Members who have reached the age of 31 by 1 September which is the start of the membership year.

Youth Member – Members who have not reached the age of 31 by 1 September which is the start of the membership year.

1.2 An individual becomes a member of the SBU upon payment of the annual subscription fee (where applicable) unless they are not in good standing with the SBU or known not to be in good standing with any other International Bridge Organisation (IBO). The amount of the subscription will be determined by the trustees by way of a resolution at each AGM and shall be paid directly to the SBU or paid to the relevant club and then passed to the SBU, as appropriate.

1.3 Members of the SBU have the right to attend and vote at meetings of members including the Annual General Meeting (AGM) of members, provided have paid the current year's membership fee by the time of the AGM.

1.4 It is a condition of membership that persons agree to abide by these Bye-Laws and the policies and procedures of the SBU.

2. Clubs

2.1 To fulfil its role as the National Bridge Organisation for Scotland, the SBU will offer an Affiliation Agreement to any established club in Scotland, where all its bridge playing members are members of the SBU.

2.2 An established club would be a club that has at least one named official and has a named bank account thus having powers to manage its affairs and control its finances, including the holding of tournaments or other regular bridge events that it chooses to organise.

3. Districts

3.1 Where Affiliated Clubs in Scotland chose to group themselves into Districts (based on their geographical location) the SBU will offer Districts an Affiliation Agreement.

- 3.2 The geographical boundaries for each District will be agreed upon between the Districts and may change from time to time as best suits the needs of Clubs and Districts.
- 3.3 Each District would have the form of a separate entity with a constitution plus elected officers, thus having powers to manage its affairs and control its finances, including the holding of Tournaments, Congresses, and other regular bridge events that it chooses to organise.
- 3.4 The Chairs of the District Committees will nominate one of their number to be a member of the SBU's Operational Management Team.

4. Areas

- 4.1 Within a District or Districts there may groupings of Affiliated Clubs and members of the SBU who wish to organise Bridge events in order to promote the game of Bridge. These groupings will be known as Areas.
- 4.2 The SBU will offer Areas an Affiliation Agreement.
- 4.3 Each Area would have the form of a separate entity with a constitution plus elected officers, thus having powers to manage its affairs and control its finances, including the holding of Tournaments, Congresses, and other regular bridge events that it chooses to organise.

5. Affiliation Agreements

- 5.1 A standard Affiliation Agreement will be offered to Clubs and a separate standard Affiliation Agreements will be offered to Areas and Districts.

An agreement will be agreed and dated by the relevant Club/Area/District Official and sent by electronic means to the SBU. A Club, Area or District may cancel the Agreement with at least one month's notice. The SBU must provide notice until at least the end of the season unless a shorter period is recommended by the Laws and Ethics Committee.

- 5.2 Affiliation Agreements will give Clubs, Areas and Districts the authority to award masterpoints at their designated level and require them to seek a license to award masterpoints at a higher level. Affiliation Agreements will also allow Clubs, Areas and Districts to participate in the various SBU Educational Programs, and benefit from SBU contractual arrangements with outside suppliers such as insurance providers (under certain conditions) and the services of online bridge platforms.
- 5.3 Should the SBU intend to change the conditions of any Affiliation Agreement it will inform Clubs and/or Areas and /or Districts of their intention and take account of any views expressed.
- 5.4 Affiliation to the SBU requires the Club, Area or District to follow the rules contained within the Master Points Scheme.

6. Behaviour

- 6.1 All members are expected to follow and promote “Better Behaviour at Bridge”, as agreed by the Board of Trustees, and published on SBU’s website. Failure to adhere to these guidelines may result in an offence to be dealt with under the Disciplinary Code.
- 6.2 All affiliated Clubs, Areas and Districts are expected to adopt “Better Behaviour at Bridge” and enforce its requirements as appropriate.

7. Communication with External Bodies

- 7.1 All communication and media activities on behalf of the SBU must be approved by the General Manager and/or the Chair of Trustees and should conform to GDPR legislation.
- 7.2 All written communications, including emails to external organisations and the production of material on web pages, must use the appropriate logo and layout as agreed by the trustees. Guidance will be produced from time to time and published on the website.

8. Teaching

- 8.1 The Board of Trustees support and encourage the teaching of Bridge throughout Scotland. Teaching materials produced by the SBU are available for anyone to use free of charge and there is no claim to copyright on the material.

9. General Manager and Committees

- 9.1 The duties of the General Manager are defined by the job description as determined by the Board of Trustees. Such duties will include being responsible for the operational management of the SBU.
- 9.2 If at any time there is no General Manager their duties shall be allocated by the Board of Trustees to other trustees, officers, or volunteers of the SBU.
- 9.3 The Board of Trustees will establish a Laws and Ethics Committee which will be a Standing Committee of the Board. The Board of Trustees will approve the Terms of Reference for this committee, and these will be appended to the Bye-Laws. The Chair of this committee will not be a trustee.
- 9.4 The Board of Trustees will establish a Finance Committee which will be a Standing Committee of the Board. The Board of Trustees will approve the Terms of Reference for this committee, and these will be appended to the Bye-Laws.
- 9.5 The Board of Trustees in consultation with the General Manager may establish Operational Committees to facilitate the operation of the SBU. The Board of Trustees will approve the Terms of Reference for any such committee, and these will be appended to the Bye-Laws.

10. Alteration of these Bye-Laws

10.1 These Bye-Laws can be amended, or new Bye-Laws adopted by the Board of Trustees.

Dates of Amendments to these Bye-Laws

2 August 2022

14 November 2022

6 June 2023

Appendix A Committee Terms of Reference

Scottish Bridge Union

Law & Ethics Committee

Terms of Reference

Purpose

The Committee is the national authority for the interpretation and enforcement of all matters relating to the Laws of Duplicate Contract Bridge and any SBU guidelines or practices relating directly to these Laws.

Reporting

The Committee reports directly to the Board of the SBU.

Membership

Chair – appointed by the Board of the SBU

Members will be appointed by the Board and will include at least one trustee. The Chief Tournament Director, the Chair of the Investigation Panel and the Convenor of the Disciplinary Panel will be *ex officio* members of the Committee.

Remit

- L&E has overall responsibility for approving the policies, procedures and guidelines relating to the enforcement the Laws of Duplicate Contract Bridge.
- L&E acts as the final appeal body for appeals arising from decisions made by Tournament Directors regarding the Laws of the Duplicate Contract Bridge.
- L&E has responsibility for preparing the SBU's Disciplinary Code. It submits updates to the Board for approval. It also maintains and publishes subsidiary disciplinary procedures.
- L&E monitors the work of both the Investigation Panel and the Disciplinary Panel and in the light of this may propose to the Board changes to the Disciplinary Code and subsidiary procedures.
- L&E appoints an Investigating Officer to investigate allegations of unacceptable behaviour (excluding online cheating) by members of the SBU.
- L&E manages appeals arising from decisions made by a Disciplinary Tribunal, but the composition of an Appeals Panel will be subject to approval by the Board of Management.
- L&E maintains an up-to-date record of SBU membership suspensions, publishing them on the website and notifying all internal and external contacts including the European Bridge League to ensure compliance. The Chair is required to record details of any international player suspensions as notified by the Secretary of the European Bridge League, liaising with SBU Member Services to ensure compliance.
- L&E is responsible for overseeing and trying to raise ethical standards by preparing and publishing guidance regarding good and unacceptable behaviour.

Frequency of Meetings

The Committee will meet as and when required.

Papers

Should be submitted to the Committee Secretary in advance for distribution.

Discussions will be on the basis that all participants have read papers.

An action log will be maintained alongside the minutes.

| | |
|------------------------------|-------------------|
| Document Control | |
| Date of Approval/Last Review | October 2023 |
| Date of Next Review | October 2025 |
| Approved by: | Board of Trustees |

Scottish Bridge Union

Finance Committee

Terms of Reference

Purpose

The Finance Committee is responsible for informing the Board on all financial matters.

Membership

The Finance committee reports directly to the board. Committee members shall be appointed by the board and shall consist of at least two trustees, the general manager and treasurer. The committee has the power to co-opt up to three other members. A quorum shall be three. The chairman of the committee shall be a trustee appointed by the board.

Remit

The Finance committee will support the Board by:

- monitoring the financial position of the SBU and reporting the financial position to the board;
- leading the development of the financial aspects of the strategic plan including the development of an income strategy;
- developing the SBU's operational budget and submitting this for approval to the Board
- advising the board on investments and savings policy;
- developing internal financial procedures and controls and providing assurances that they are effective;
- reviewing bids for funding, approving those that fall within the scheme of delegation for the committee and providing advice to the Board on those that require Board approval;
- ensuring compliance with statutory reporting requirements;
- advising on the appointment of the external examiner.

Reporting

The Finance Committee Chair will provide a report to the Board quarterly. These reports should identify any risks and issues and propose opportunities to better meet the goals of the SBU.

Frequency

Typically, the Committee will meet quarterly, although this frequency can be changed should matters require it.

Papers

Should be submitted to the Committee Secretary in advance for distribution.

Discussions will be on the basis that all participants have read papers.

An action log will be maintained alongside the minutes.

| | |
|------------------------------|-------------------|
| Document Control | |
| Date of Approval/Last Review | November 2022 |
| Date of Next Review | November 2024 |
| Approved by: | Board of Trustees |

Scottish Bridge Union
Operational Management Team
Terms of Reference

Purpose

The Operational Management Team is the interface between the Board of Trustees and operational committees. It oversees the implementation of the operational plan.

Membership

Chair - general manager. The general manager is the most senior member of this team and can delegate an alternate Chair.

Members – chairs of operational committees and one representative District Chair. Deputies may attend in place of appointed members and will be regarded as acting for that member.

Committee Secretary who will issue agendas, distribute papers and take minutes.

Quorum is 4.

Remit

The committee will:

- Oversee the activities of the SBU;
- Contribute to the development of the Operational Plan and monitor its progress;
- Align the activities of the committees to the delivery of SBU goals and the Operational Plan;
- Consider and make recommendations to the Trustees to identify opportunities to improve the ability to deliver goals and to identify where there are concerns;
- Contribute to the development and monitoring of the Risk Register.

Any decisions with budgetary implications (policy, outcome of scrutiny reviews or otherwise) will be referred to the Trustees for their consideration and approval unless contained within any delegated budgets.

Reporting

The general manager (Chair) will provide a report to the Operational Team of the Trustees meetings and conversely a report from the Operational Team to the Trustees.

Members of the Operational Team will provide reports to the Operational Team on their responsibilities as defined in the Terms of Reference for the relevant committee and with regard to progress against the operational plan.

Frequency

Typically, the Committee will meet monthly, although this frequency can be changed should matters require it.

Papers

Should be submitted to the Committee Secretary one week in advance for distribution.

Discussions will be on the basis that all participants have read papers.

An action log will be maintained alongside the minutes.

Scottish Bridge Union

Education Committee

Terms of Reference

Purpose

The Education Committee is responsible for promoting Bridge in Scotland by enabling and encouraging the education of current and future players.

Membership

The Chair of the Education Committee will be appointed by the General Manager.

Membership will consist of:

- District Education representatives (for adults, young persons under 18 and children)
- Junior International Convenor
- U3A education enabler
- Child Protection Officer (CPO)
- Secretary
- Education Technology enabler

The Committee will be quorate with 4 or more members.

In the absence of the Chair, the Chair will be appointed by the members present.

Remit

The Education Committee has delegated authority from the Board to:

- Coordinate the availability of material for the teaching of Bridge in Scotland
- Planning and coordinating educational initiatives, including online and face to face courses (residential and club based).
- Promote Bridge in schools and universities.
- Bring new players into the game through the promotion of learning opportunities.
- Organise mentors to help people progress learning.
- Train up new teachers.
- Coordinating and sourcing the resources needed to promote Bridge across Scotland.
- Identify and manage the risks inherent in educating young and vulnerable people.
- The budget for education will be agreed with the Board at the beginning of each financial year. Any overspend of the budget will be referred to the Operations management team (OMT).
- manage their delegated budget to fulfil their remit and authorise expenditure within the limits set by the Board of Trustees.

Reporting

The Chair of the Education committee will sit on and report to the OMT.
The minutes of the Education Committee will be circulated to the OMT.

Frequency

Typically, the Education Committee will meet every 6 weeks.

Papers

Are submitted to the Committee Secretary in advance for distribution prior to the meeting.

| | |
|------------------------------|-------------------|
| Document Control | |
| Date of Approval/Last Review | August 2022 |
| Date of Next Review | August 2025 |
| Approved by: | Board of Trustees |