

Winchester Tennis & Squash Club (“The Club”)
Bridge Sub Committee (“the Committee”)
Terms of Reference

1. **Objectives**

- 1.1 Represent the Bridge Section within *the Club* and at Management Committee level.
- 1.2 Actively encourage the game within *the Club* and seek new members.
- 1.3 Be involved in budget setting for Bridge within *the Club*.
- 1.4 Organise tournaments and events.
- 1.5 Recommend Honorary Members to the Management Committee.

2. **Membership**

- 2.1 All Bridge Members of *the Club*.
- 2.2 The Bridge Section is registered with the English Bridge Union as Winchester Bridge Club and this name reflects the history of the Section. The name “Winchester Bridge Club” may continue to be used informally and also for organising and participating in tournaments and other events. On letterheads “Winchester Bridge Club” should be subtitled “Winchester Tennis and Squash Club, Bridge Section”.

3. **The Committee**

- 3.1 The Committee will consist of members, elected annually, to cover the following offices:
 - Chairman (nominated for formal election at *the Club* AGM)
 - Secretary
 - Treasurer/Membership
 - Four Elected members
- 3.2 The Committee will have the ability to co-opt additional members on to the Committee as and when required.
- 3.3 The Chairman will only be eligible to hold office for a maximum of three (3) years and then will stand down from the post for at least one year.
- 3.4 All Committee Members, once elected, will stand for one year.
- 3.5 A quorum will consist of 4 Members of the Committee, one of whom must be either the Chairman or the Bridge Secretary or the General Manager.
- 3.6 The following shall be Ex-officio Members of the Committee:
 - The General Manager

4. **Meetings**

- 4.1 The Committee will meet at least four times per year, one of which will be an AGM for the Bridge Section.
- 4.2 Proper records of each meeting will be kept and circulated to Committee Members prior to meetings.
- 4.3 A copy of the notes taken at each meeting will be sent to the General Manager for circulation to the Management Committee Members.

5. **Bridge Annual General Meeting (AGM)**

- 5.1 The Bridge AGM will be held in April/May of each year prior to *the Club* AGM at a time and date to be arranged by the Committee
- 5.2 All Bridge Members of *the Club* shall be entitled to attend and participate in the Bridge AGM.

- 5.3 The voting rights at the Bridge AGM shall be as follows:
- (i) Every Bridge Member will have one vote on every question and in the case of equality of votes the Chairman, or other member taking the Chair, will have a second and casting vote;
 - (ii) Any Member may make a proposal. In order for it to be voted on by other Members, it must be seconded by another Bridge Member. The proposal must be lodged with the Bridge Secretary seven (7) clear days before the Bridge AGM.
- 5.4 All Bridge Members of the Club will be notified of the Bridge AGM by a notice, which will be placed on the notice board in the Club at least fourteen (14) days before the Bridge AGM. The notice will consist of the Agenda and ask for nominations for all positions on the Committee (see item 3 above).
- 5.5 Nominations for any Committee position should be with the Bridge Secretary no later than seven (7) clear days before the Bridge AGM.

6. **Amendments to the Terms of Reference**

- 6.1 Amendments to the Terms of Reference can be made at the Bridge AGM, and requires a majority of those present and entitled to vote. In the case of equality of votes the Chairman, or Member taking the Chair, will have a second and casting vote.
- 6.2 The Committee can call a General Meeting at any time providing the correct notice has been given (see point 5.4. above)

7. **Voting Procedure at a Bridge AGM**

- 7.1 Voting may be by a show of hands or pre-distributed voting cards.

This document was adopted as the Terms of Reference of the Bridge Sub Committee at a Management Committee Meeting held at the Winchester Tennis and Squash Club on (date)

Signed _____
Chairman of the Club

Bridge Chair

General Manager