

ORGANISATIONAL GUIDELINES FOR REGIONS

Prepared by

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REGIONAL COMMITTEE & CONSTITUTION

COMMITTEE MEMBERS

ESSENTIAL

President
President – Elect (Vice President)
Past President
Secretary
Treasurer
Co Development Officer/s
Committee Members
(all of whom should have functions)
Ex Committee – Hon Auditor (required by Constitution)

CONSTITUTION

A simple Constitution keeps the region operating correctly on behalf of its clubs and members.
Sample Constitution – Appendix II

Appointment of a National President

Conduct/ Conflict/Complaints

OPTIONAL

Chief Tournament Director
Membership / Masterpoints Secretary
Teaching Co-Ordinator
Competitions Secretary
Public Relations Officer
Novice & Intermediate Secretary

Operating Procedures

Procedures need to be in place to ensure appropriate geographical spread in the selection of Regional President.
Time limits on terms of office holders may be necessary to ensure a steady flow of interested members. It must be borne in mind that new officers take a period to become accustomed to their activities at Regional and National level and it would not be sensible to waste experience gained with too short a term of office.
The opportunity for a member of the Region comes up every 13 years at present. There needs to be a transparent process in place for the election / selection of an individual to fill the position.

Regions should encourage clubs to attempt to resolve internal disputes at local level. If necessary, a facilitator from outside could be suggested initially; if no resolution, then a Regional Conduct Panel of responsible individuals should attempt to affect a solution before the matter is passed to the National Conduct Panel.

FUNCTIONS OF REGIONAL COMMITTEE

CLUBS AND MEMBERSHIP

ESSENTIAL

Communicate with clubs on general matters; pass on information about Congresses and CBAI Regional / National Competitions. Pass on information from management and governing council meetings.

Notes

Regular interaction with clubs is essential, with contact from CDOs or committee members with liaison functions, operating with a Contact Sheet or checklist for each club. See Appendix I

ACTION

Prepare list of clubs in the region. Update list with names of incoming President and Honorary Secretary to include contact details. Upload list of clubs, President and Secretary, with Sec contact details on website.

Check back with clubs to see if there is a change of Secretary and President. Forward this list to CBAI Head Office. Be careful that Club Secretaries agree to have their details included on the website.

Advise Club Secretaries of date and venue of September meeting to distribute “start of season packages”.

Ask Secretaries for their diary orders of CBAI Annual Diary.

Prepare packages for start of season. Secretary’s meeting to include regional calendar, membership cards, master point lists, Newsletter, CBAI Diaries, info on collection of master points.

Regional calendar to be uploaded to the regional website and sent to CBAI Head Office.

Write and inform clubs in region about affiliations, their purpose and timing of their return to region.

Remind clubs of the return of master points and then ensure their return.

Guide and help regional clubs on the calculation, collection and return of master points.

Regular contact and interaction with clubs is to be recommended.

Prepare list of non-affiliated clubs and give details to CBAI Head Office for non-affiliated database.

Keep in contact with clubs which have dis-affiliated.

FUNCTIONS OF REGIONAL COMMITTEE

FINANCE

ESSENTIAL

Prepare regional budget.
Ensure that affiliation fees are collected and returned to CBAI Head Office.
Ensure that competition accounts are correctly recorded and surpluses lodged.
Keep accounts.
Ensure adequate insurance cover is in place.

Notes

Refer to previous years' accounts.

ACTION

Produce individual competition reports. See Appendix III.
Summarise money activity; income/payments.

Prepare annual accounts for AGM.
Have books/bank account checked annually/audited by Regional Hon Auditor.

Prepare annual accounts to show comparative figures year on year. See Appendix IV.

BRIDGE ACTIVITIES

ESSENTIAL

Prepare regional calendar to include National (CBAI and IBU), Regional Congresses and local events, and date of regional AGM.
Include dates of Regional Tournament Director seminars and any Regional /National activities taking place that year where known.

Notes

ACTION

Organise venues and Tournament Directors for regional competitions – ensure all categories / grades are adequately catered for.

Tournament Directors should be required to submit a report similar to that required at National Level, detailing incidents, complaints, psyches etc. Appoint Observers if appropriate. Prepare list of players for T.D.

Receive entries for competitions.

Decide on prizes for major competitions.

Source prizes if not money.

Decide on sponsorship of regional winners progressing to National Finals.
Organise league for all categories.

Receive and collate match results.
Organise presentation of league prizes.

Keep a record of trophy location.
Organise regional stationery, supplies & equipment.

Arrange engraving of all trophies.

Keep up-to-date on current health regulations.
 Prepare or gather master point awards for all competitions listed in regional calendar.
 Review competition reports – TD’s, observer’s, participation, financial outcome.

MEETINGS

ESSENTIAL

Set dates and times for regional management & executive meetings.

Prepare agenda (if necessary).

Conduct meeting.

Minutes.

Notes

To be successful a meeting requires: A suitable venue; quiet, comfortable and uninterrupted.

The agenda is the plan of the meeting – a list of topics to be covered during the course of the meeting. Keep the number of items realistic.

Start the meeting on time; do not reward latecomers by holding on. Agree a time frame for the meeting and stick to it. An effective chairperson is essential. This person’s role is to control the meeting, keep it focused on agenda items, encourage participation, clarify points and summarise positions. “Standing Orders” for the conduct of meetings should be established – covering the use of a casting vote, acceptance of proposals where the proposer is absent, etc.

Minutes are a summary of events from the meeting and should include any decision taken, action required, who will take the action and a deadline. Actions to be taken should be highlighted. Review with meeting Chairman to ensure accuracy and circulate.

ACTION

See Appendix V

See Appendix VI

FUNCTIONS OF REGIONAL COMMITTEE

DUTIES PARTICULAR TO REGIONAL SECRETARIES ESSENTIAL

Deal with correspondence.

Liaise with President of the Region.

NATIONAL DUTIES

- Attend Management Meetings

Notes

If unable to travel, arrange an alternate to attend to ensure that the Region is represented.

-Attend Governing Council Meetings

Also, Regional President, CDOs & additional delegates (if appropriate).

Advise and report back to Regional Committee on Management Meetings & Governing Council Meetings

VITAL FUNCTION

Advise secretaries in clubs of the region on reports from Regional, Management and Governing Council Meetings.
Liaise with General Secretary of CBAI.

EDUCATION/DEVELOPMENT ESSENTIAL

Promote lessons for all grades

Determine areas in need of priority attention.

Support new bridge players

Support bridge teachers

Advise members of teaching and bridge development taking place in region.

Notes

Remember youth/junior bridge activity in particular 2nd & 3rd level. These areas should include the development of certain bridge grades or categories.

Develop activities for beginners – workshops, competitions, etc.

Pass on information about clubs who are willing to take new novice players

ACTION

ACTION

Train club Tournament Directors

Advise members of TD seminars taking place in region.

Encourage members to enter competitions outside their clubs.

Open events, charities, Congresses, Regional & National competitions.

Select President Elect or President to succeed.

Identify & recruit new Committee members

Link with Public Relations function on publicising initiatives in the area.

PUBLIC RELATIONS

ESSENTIAL

Publicise days and times that bridge takes place in each club in the region.

Publicise lessons/workshops, etc.

Develop and maintain website.

Advise club secretaries who their regional development officers are.

Remind club secretaries of President's Award and ask for nominations.

Acknowledge regional members' success in national competitions, congresses and trials, wish members well in trials for international events.

Encourage junior players.

Provide photos and accounts of significant regional events on regional website

Promote upcoming competitions, both regional and national.

Prepare regular flyers for tables to promote upcoming competitions both regional and national.

Promote Charities and Open Club

Notes

Include contact details or an overall contact if appropriate.

Use email, website, texts to assist.

At workshop/lessons/seminars request email addresses for future contact for promotions.

Suggest to club secretaries that they hold a CBAI night where the presentation of membership cards and newsletters be the feature and members could be given a short talk on CBAI, congratulations to those upgraded, those who have won regional or national competitions and those who have played in international trials.

Keep up-to-date on website.

Use group texts, emails, sites such as 'my local news' or social networking sites such as Twitter and Facebook to promote competitions.

ACTION

Competitions.

Set up a regional website to link in with club websites in region, as well as sister regional and national website.

Advise local newspapers of members playing in international events with accompanying photo if possible.

Establish contacts with local papers.

**SOCIAL
ESSENTIAL**

Fundraising, supporting charities.

Notes

Fundraising is essential to ensure that a region is in a position to engage in all the activities deemed necessary and should be conducted in line with the aspirations of the Regional Committee, eg. support for the Junior Committee's efforts.

NB: If including a charity event in the annual regional calendar, it is important that the event is backed by a club.

ACTION

Club Visits.

Interaction with clubs is key to the vibrancy of a region. A policy should be established to ensure that every club is visited annually.

Send congratulations/
condolences/expressions of sympathy.

Establish a standard policy and standard documentation.

Club Contact Sheet

CLUB NAME	
Premises	
Day / Time of Play	
Club Secretary	
Club President	

Have you any capacity to accept new members?						
Are you willing to accept new Novice players?						
Do you need help in organising classes?						
Have you a member willing to do Teacher Training?						
Do you have any members interested in doing a Tournament Director's course?						
Have you any difficulties that we can help with?						
Do you intend to run any open event that we can help to promote?						
Is there any event that one or two of our Regional Committee members could attend?						
Have you had an opportunity to review the Organisational Guidelines for Clubs document?						
Is there anything in it that we can help with?						
Dates of Contact:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>					

APPENDIX II – SAMPLE CONSTITUTION

CONSTITUTION OF THE DUBLIN SOUTH REGION

OF THE CONTRACT BRIDGE ASSOCIATION OF IRELAND

The following Constitution and Rules for the Dublin South Region of the Contract Bridge Association of Ireland are hereby adopted by Annual General Meeting held this 31st day of May 2007 (as amended). The following constitution and rules for the Dublin South Region of the Contract Bridge Association of Ireland are in every way subject to the Constitution and Rules of the Contract Bridge Association of Ireland 1977 (as amended on the 5th day of July 2008) and in the event of any discrepancy or inconsistency between them the said Constitution and Rules of the Contract Bridge Association of Ireland shall prevail.

AREA

1. The Dublin South Region (hereinafter referred to as the DSR) is a geographical area as set out by the Governing Council of the Contract Bridge Association of Ireland (hereinafter referred to as the CBAI)

MEMBERSHIP

2. Any Person who:

(i) Is a member of any club which is affiliated to the CBAI and which is situated in the DSR as defined
AND

(ii) Has paid his current affiliation fee to the CBAI through any club which is situated in the DSR as defined

shall be a member of the DSR, notwithstanding that he may be a member of another region or other regions of the CBAI.

MANAGEMENT COMMITTEE

3. The Management Committee shall consist of the Honorary President, Deputy President, Honorary Secretary, Honorary Treasurer (the Officers), the Outgoing President and four ordinary members of the DS as may be elected at the Annual General Meeting of the DSR together with not more than three further ordinary members of the DSR that the Management Committee may co-opt. No person shall concurrently hold two or more Officer positions. The Management Committee of the DSR may appoint a member of the Management Committee as its County Development Officer (who must be different to the Honorary Secretary).

4. The Management Committee shall have power to appoint a substitute from among the members of the DSR for any Officer of the Management Committee who shall resign or be unable to act during his term of office.

5. All the powers of the DSR and the administration of its affairs including the control and power of disposition of its funds (save as hereinafter limited) shall be vested in and exercised by the Management Committee.

6. The Management Committee will have such powers as are delegated to it by the Governing Council of the CBAI and in particular shall be responsible for the organisation and promotion of tournament play in the DSR.

7. Any member of the Management Committee may retire by giving three weeks' notice to the

Honorary Secretary of the DSR and in any event shall retire at the end of each Annual General Meeting of the DSR but shall be eligible for re-election at that meeting, save as hereinafter provided. An Officer who resigns his officer position during the year may remain on the Management Committee.

8. A minimum of six (6) meetings of the Management Committee shall be held each year. Not less than seven days written or oral notice shall be given by the Honorary Secretary of the DSR to the members of the Management Committee of every meeting, but in an emergency at the discretion of the Honorary President or of any three members of the Management Committee, a meeting of the Management Committee may be called on not less than twenty-four (24) hours' notice.

9. The Honorary President of the DSR shall be the Chairman of the Management Committee and in his absence the Deputy President of the DSR shall be Chairman of the Management Committee and in the absence of both from a meeting, the Management Committee may elect a Chairman from its members present at that meeting, to chair that meeting only. The quorum for a meeting of the Management Committee shall be four (4) members entitled to be present at such meeting.

10. The Honorary Treasurer shall administer the funds of the DSR and be responsible for keeping the financial accounts of the DSR. All withdrawals from the bank account(s) of the DSR shall require the signature of two officers of the DSR authorised by the Management Committee. The Honorary Treasurer shall keep the Management Committee informed of the state of the finances of the DSR at each meeting of the Management Committee.

11. The Management Committee shall appoint such sub committees as are deemed necessary. Such sub committees may include persons who are not members of the Management Committee but the Chairman of any such sub committee must be a member of the Management Committee. The Chairman shall furnish a report of the findings of the sub committee at the following Management Committee meeting.

12. The Management Committee shall fix entry fees and prizes for Championships and Competitions as it may see fit and may stipulate that competitors shall jointly and/or severally hold a certain number of registered master points to compete in said Championships and Competitions.

13. The Management Committee may invite anyone to attend any of the DSR meetings.

REGIONAL COMMITTEE

14. The Regional Committee shall consist of the Management Committee and at least one representative nominated by each affiliated club in the DSR. Any affiliated club in the DSR having more than one hundred (100) registered members shall be entitled to one additional representative on the Regional Committee. i.e. a club has a maximum of two delegates.

15. The Honorary Secretary of the DSR shall call at least three Regional Committee meetings between the months of September and June of each year. At least two weeks' notice in writing shall be given by the Honorary Secretary of the DSR of the date of each Regional Committee meeting to the Honorary Secretary of each affiliated club in the DSR.

16. Regional Committee meetings shall be chaired by the Honorary President of the DSR and in his absence by the Deputy President of the DSR and in the absence of both from a meeting, the Regional Committee may elect a Chairman from its members present at that meeting, to chair that meeting only. The quorum for a meeting of the Regional Committee shall be twelve (12) members entitled to be present at such meeting.

17. At each Regional Committee meeting, the Officers of the Management Committee shall report to the meeting on the affairs of the DSR. The Regional Committee shall have the power to discuss and vote on all the affairs of the DSR and the Management Committee shall be bound by the decisions of the Regional Committee.

18. A Management Committee meeting may be held in conjunction with a Regional Committee meeting.

ANNUAL GENERAL MEETING

19. The Annual General Meeting of the DSR (hereinafter referred to as the AGM) shall be at a venue in the DSR in the month of May or June of each year. At least four (4) weeks' notice in writing will be given by the Honorary Secretary of the DSR of the date of the AGM to the Honorary Secretary of each affiliated club of the DSR.

20. The Chair at the AGM shall be taken by the Honorary President elected at the last preceding AGM (or Special General Meeting where appropriate) or where necessary by the acting Substitute President and he shall retain the Chair at that meeting to its conclusion. In the absence of the Honorary President, the Deputy President and the Substitute President (if any) the A.G.M. will elect a chairman for the meeting.

21. All members of affiliated clubs in the DSR shall be entitled to attend at and speak at the AGM. The quorum for an AGM shall be twelve (12) members entitled to be present at such meeting.

22. The business of the Annual General Meeting shall be transacted as follows:-

(i) The minutes of the previous Annual General Meeting (and Special General Meeting if any) shall be read and approved (with amendments if necessary).

(ii) The Honorary Secretary shall present his annual report for the preceding year.

(iii) The Honorary Treasurer shall present a statement of Income and Expenditure for the preceding financial year and a balance sheet as at 30th April of preceding financial year certified by the Honorary Auditor for adoption.

(iv) The Deputy President shall be elected as Honorary President. The Honorary President elected at the AGM shall take office immediately after the conclusion of the AGM and his term of office shall terminate at the conclusion of the next following AGM. In the event of the Deputy President being unable or unwilling to serve his term as Honorary President, the AGM shall elect an Honorary President. In the event of it being necessary to elect an Honorary President at the AGM, the Honorary Secretary shall notify the Honorary Secretaries of the affiliated clubs of the DSR of the necessity of such an election. If necessary, the AGM may be adjourned for a sufficient period to facilitate such notice and nominations.

(v) The AGM shall elect a Deputy President, Honorary Secretary and Honorary Treasurer.

(vi) The AGM shall elect four ordinary members of the Management Committee.

(vii) The AGM shall elect an Honorary Auditor.

(viii) The AGM shall discuss and vote on all motions moved by affiliated clubs and/or members of the DSR.

(ix) The AGM shall be informed of appointments and motions that will be proposed at the next Annual General Meeting of the CBAI.

(x) The AGM shall appoint the Honorary President, the Honorary Secretary, the County Development Officer plus the appropriate number of members of the DSR as Council members of the Governing Council of the CBAI.

(xi) The AGM shall appoint the Honorary President, the Honorary Secretary plus the appropriate number of members of the DSR as delegates to the Annual General Meeting of the CBAI.

(xii) The AGM may award the title of Honorary Life Vice President to any member of the DSR that has given outstanding service to the administration of bridge in the DSR provided that the total Honorary Life Vice Presidents does not exceed five (5). Honorary Life Vice Presidents may attend and speak at Management Committee meetings and Regional Committee meetings but cannot vote.

(xiii) The AGM shall then proceed to any other business.

NOMINATIONS

23. (i) No person shall be nominated to serve successive terms as Honorary President of the DSR.

(ii) No person shall be nominated to serve as Honorary President or Deputy President of the DSR until

two years have elapsed since the termination of his previous term of office as Honorary President.

(iii) No person shall be nominated to serve as Honorary Secretary for more than three (3) consecutive years.

(iv) No person shall be nominated to serve as Honorary Treasurer for more than three (3) consecutive years.

(v) Nominations for the positions of Honorary President, Deputy President, Honorary Secretary and Honorary Treasurer shall be submitted in writing to the Honorary Secretary not less than twenty-one (21) days before the date fixed for the Annual General Meeting. Such proposals must be signed by the proposer and seconder each of whom must be members of the affiliated clubs in the DSR. In order for a nomination to be valid, the person nominated must submit with the nomination a written note of his willingness to accept the position for which he is nominated. If there are no nominations received for any of the Officer positions up to twenty-one (21) days before the AGM, then the Management Committee may propose persons from the membership of the DSR to fill that position.

(vi) In the event of the resignation or incapacity of the Honorary President during his term of office, then the Deputy President shall act as Substitute President, and in the event of the Deputy President also resigning or being unable to act as Substitute President, then the Management Committee may at its absolute discretion nominate one of its members to act as Substitute President until the conclusion of the following AGM. In the event of the resignation or incapacity of Deputy President, Honorary Secretary or Honorary Treasurer, the Management Committee may at its absolute discretion nominate one of its members to the vacant post.

(vii) Nominations for ordinary members of the Management Committee of the DSR, Council members of the Governing Council of the CBAI and delegates to the Annual General Meeting of the CBAI may be submitted in writing to the Honorary Secretary of the DSR or may be made from the floor of the AGM.

(viii) The members of DSR appointed as Council members of the Governing Council of the CBAI and to the Annual General Meeting of the CBAI may be mandated by the AGM to vote in a particular way in respect of any appointments and/or motions on the agenda at those meetings of the CBAI.

RESOLUTIONS

24. (i) Any affiliated club of the DSR may submit a resolution to the AGM by submitting same in writing signed by the Honorary Secretary of the club and the proposer and seconder of the resolution, to be received by the Honorary Secretary of the DSR on or before the 30th of April preceding the date of the AGM.

(ii) Any member of the DSR may submit a resolution to the AGM by submitting same in writing signed by himself and one other member of the DSR to the Honorary Secretary of the DSR on or before the 30th of April preceding the date of the AGM.

SPECIAL GENERAL MEETINGS

25. A Special General Meeting of the DSR (hereinafter referred to as an SGM) must be summoned by the Management Committee or by the Honorary Secretary on a requisition in writing signed by the Honorary President or the Honorary Secretary of each of any four (4) affiliated clubs in the DSR or by the Honorary Secretary of the DSR on a requisition in writing signed by seventy-five (75) members of the DSR. At least fourteen (14) days' notice in writing of the date, time and place of the SGM shall be given by the Honorary Secretary of the DSR to the Honorary Secretary of each affiliated club in the DSR. Any such requisition as aforesaid and the notice convening a SGM shall set out the terms of any resolution to be proposed. No other business shall be transacted at a SGM other than that for which it has been convened.

26. The Chair at any Special General Meeting shall be taken by the Honorary President of the DSR and in his absence by the Deputy President of the DSR and in the absence of both from the meeting, the Special General Meeting may elect a Chairman from its members present at that meeting.

27. All members of affiliated clubs in the DSR shall be entitled to attend at and speak at an SGM. The quorum for a SGM shall be twelve (12) delegates entitled to be present at such a meeting.

VOTING

28. Voting at the AGM and SGM shall be by delegates duly appointed by the affiliated clubs of the DSR and by members of the Management Committee of the DSR except where hereinafter provided. Each club shall be entitled to one delegate. Any affiliated club having more than one hundred (100) registered members shall be entitled to one additional delegate. Each delegate shall be entitled to one vote only. In order to be eligible to vote, each delegate must be present at the meeting and must produce to the Honorary Secretary a note of his appointment as delegate signed by the Honorary Secretary of the affiliated club in the DSR that he represents.

29. If there are three or more candidates nominated for any of the Officer positions, voting will be by proportional representation. If no one candidate has achieved more than 50% of the total valid poll, the candidate with the lowest vote is eliminated and a new vote is taken. This process will continue until a candidate has achieved more than 50% of the total valid poll or until two candidates remain in which case the candidate with the higher vote is elected. Members of the Management Committee of the DSR are not entitled to vote in the election of any officer position of the DSR.

30. If there are more than four candidates for the positions of ordinary members of the Management Committee of the DSR, each delegate or delegates of the affiliated clubs of the DSR and each member of the Management Committee present at the AGM may cast up to four votes. The four candidates with the highest votes are elected.

31. Resolutions and motions at all meetings of the DSR, but excluding resolutions to alter the constitution of the DSR, shall be passed by a simple majority of the votes entitled to be cast at that meeting. In the event of equality of voting at Management meetings, Regional meetings and Annual General Meetings, the Chairman (or Acting Chairman) of that meeting shall have a casting vote but there shall be no second or casting vote on any resolution proposed at a Special General Meeting.

32. Voting for all Officer positions, for members of the Management Committee at the AGM, delegates to the Annual General Meeting of CBAI and delegates to Executive Committee of CBAI shall be by written poll.

33. Voting on motions and resolutions at all meetings of the DSR shall be by show of hands but by a written poll if such a poll is requested by a delegate entitled to vote at that meeting and the Chairman deems it necessary that such a poll be taken.

34. Voting at the Management Committee meetings and Regional Committee meetings shall be by members duly appointed to those committees and present at the meeting.

MINUTES

35. The Honorary Secretary shall cause minutes to be kept of Annual General Meetings, Special General Meetings and Regional Committee meetings. Copies of such minutes shall be sent to the Honorary Secretary of all affiliated clubs in the DSR within three months of the date of the meeting took place. Copies of such minutes shall be available to the Honorary Secretary of any affiliated club in the DSR on application within two (2) years of the date that the meeting for which the minutes are required took place.

36. The Honorary Secretary shall cause minutes to be kept of all Management Committee meetings and

copies of such minutes shall be made available to the Honorary Secretary of any affiliated club in the DSR upon request in writing received within twelve (12) months of the date on which the meeting for which the minutes are requested took place.

CLUB REGISTRATION

37. The registration fee payable to the DSR by each affiliated club in the DSR shall be such fee as set from time to time by the Governing Council of the CBAI together with such sum (if any) in addition as is determined by the Regional Committee of DSR. In addition, each club shall pay to the Honorary Treasurer of the DSR the appropriate affiliation fee for the CBAI according to the number of its members. The registration and affiliation fees must be paid before the 31st December each year and must be accompanied by a list in triplicate of the registered members of each club. Failure to pay its registration and affiliation fees and to supply a complete list of its members before the appointed date may result in the automatic suspension of the club concerned and its members from participating in the activities of the DSR and all rights of the club and its members to attend Regional Committee meetings or vote thereat and of all rights of the club and its members to take part in regional tournaments and competitions.

38. Only persons on the registered list of a club will be recognised as members entitled to participate in regional competitions and to attend meetings of the DSR. A club may forward additional lists of registered members that joined the club after the original list has been sent. The additional list shall be accompanied by the additional affiliation fee, if any. A member of an affiliated club in the DSR whose name and fee is forwarded for registration after the 31st December shall be entitled to participate in subsequent competitions and tournaments as a registered member.

ALTERATION

39. The constitution of the DSR shall be capable of addition, amendment or repeal by ordinary resolution at an Annual General Meeting of the DSR or by special resolution at a Special General Meeting of the DSR and any such resolution shall be passed only if the resolution receives at least two-thirds of the votes cast by the delegates present at that meeting. Any such resolution passed shall be in force at the conclusion of that meeting.

INTERPRETATION

40. In this constitution the masculine gender includes the feminine gender. The paragraph headings and paragraph numbers are for assistance only and shall not form part of the constitution.

AMENDMENTS

31 MAY 2010

ANNUAL GENERAL MEETING

MOTION

That, in Section 15 of the Constitution of the Dublin South Region, 'three (3) Regional Committee meetings' be replaced with 'two (2) Regional Committee meetings'.

Proposed: by Martha Tuite Seconded by: Gerry McKenna

22 SEPTEMBER 2010

SPECIAL GENERAL MEETING

MOTION

That Section 22 (xii) of the Constitution of the Dublin South Region be amended to read as follows. (xii) A member of the DSR who has given outstanding services to the administration of Bridge in the DSR may be proposed as an Honorary Life Vice President of the DSR by any member or club of the DSR. Such a proposal must be put to a Regional Meeting and must be approved of by not less than two thirds of the members at this meeting who are entitled to vote.

(a) The AGM may award the title of Honorary Life Vice President.

(b) The total of Honorary Life Vice Presidents shall not exceed three (3).

(c) An Honorary Life Vice President shall be entitled to attend all Management Committee Meetings and Regional Committee Meetings of the DSR but shall have no vote.

Proposed by: Thomas MacCormac Seconded by: Gerry McKenna.

Appendix III

REGIONAL COMPETITION SUMMARY

	TOTAL	A	B	C	D	E	F
Event							
No of Pairs		20	24	21	17		
No of Teams						8	12
Complimentary Entries		1	1	1	1	1	1
Entry Fee per person		20	20	20	20	20	20
Students		2	2	2	2	0	1
GROSS INCOME	4670	760	920	800	640	620	930
Prizes	2160	360	280	360	360	320	480
T D	720	120	120	120	120	120	120
Rent	300	50	50	50	50	50	50
Pre-dealt Boards	252	42	42	42	42	42	42
Sundries	72	12	12	12	12	12	12
TOTAL EXPENSES	3504	584	504	584	584	544	704
Net Surplus / Deficit	1166	176	416	216	56	76	226

A
B
C
D
E

Appendix IV

XXX REGION OF CONTRACT BRIDGE ASSOCIATION OF IRELAND

INCOME AND EXPENDITURE ACCOUNT

	Year ended 30 April		Year ended 30 April	
	2011		2010	
	€	€	€	€
INCOME				
Affiliation Fees received from Clubs in Region		21210		20780
Remitted to CBAI		<u>19089</u>		<u>18702</u>
Balance retained by Region		2121		2078
Regional Levy		4242		4156
Regional Competitions				
Entries	5432		5176	
Prizes	2400		2230	
Expenses	<u>1766</u>		<u>1678</u>	
Net Surplus	1266	1266	1268	1268
Sundry Income		24		18
TOTAL INCOME		7653		7520
EXPENDITURE				
Support for Regional Representatives at National Competitions		245		245
Contribution to Irish Youth Bridge		300		300
Competition Stationery		261		173
Printing Regional Programme		250		250
Meeting Room Rent		164		182
Special Meeting Expenses		424		375
Committee Expenses		1777		1687
Officers' Expenses		1237		1154
Honoraria		1640		1640
Engraving		127		67
Bank Interest/Charges		77		65
Advertising		240		215
Miscellaneous Expenses		77		98
Depreciation - Trophies / equipment		25		25
TOTAL EXPENDITURE		6844		6476
Excess of Income over Expenditure		809		1044
BALANCE SHEET		As at 30 April		As at 30 April
		2011		2010
	€	€	€	€
Fixed Assets				
Trophies - written down value		80		105
Current Assets				
Stocks of stationery	554		340	
Prize Bonds	78		78	
Cash in Bank/on hands	1651		439	
	2283		857	
Less: Creditors & Accruals	657		65	

Net Assets		<u>1626</u>	792
		<u>1706</u>	897
Capital Account as at 1/06/09	01/05/2010	897	-147
Excess of Income over Expenditure		<u>809</u>	<u>1044</u>
		<u>1706</u>	<u>897</u>

Oswald Jacoby
Hon Treasurer

I have examined the books and records of the XXX Region of the Contract Bridge Association of Ireland and have obtained all the information and explanations which I considered necessary. I confirm that the Income & Expenditure Account for the year ended 30 April 2011 and the Balance Sheet as at the 30 April 2011 are correct and in accordance therewith.

Bassano Capalletti, FCA

Hon Auditor

Appendix V **MODEL STANDING ORDERS**

1 Introduction

These Sample Standing Orders are provided as an example of Standing Orders for Club Meetings. The Orders are applicable to all general meetings and committee meetings of the Club and, as far as appropriate, to meetings of subcommittees, and shall be construed subject to the Club Constitution. A Glossary defines the meaning of various terms used in these Standing Orders, (see page 22).

2 Guiding Principles of Standing Orders

- Committee procedures should be fair and contribute to open, transparent and informed decision-making.
- Committee procedures should reflect levels of formality appropriate for the nature and scope of the responsibilities exercised at the meeting.
- Committee procedures should be sufficiently certain to give the membership and decision-makers confidence in the deliberations undertaken at the meeting.

3 Meetings

- A meeting schedule for the year should be set at the first Committee meeting of a new season. The Club constitution requires the club to hold an annual general meeting.
- Notice of Committee meetings shall be sent in writing to all members 7 days prior to the date of the meeting; notice of the Annual General Meeting shall be sent in writing to all Club Members 21 days prior to the date of the meeting.
- The Agenda for Committee and General meetings should be established by the Chairperson / President of the Club with the Secretary.
- Under the agenda item “any other business” at the meeting, members can seek to have additional items addressed at the meeting or be placed on the agenda to be dealt with at a later time.
- Meetings shall, subject to the presence of a quorum, start at the time set out in the notice of the meeting, and shall continue until all business on the agenda is disposed of.

- If there is no quorum present within 30 minutes of the starting time as set out in the notice of the meeting, the meeting will stand adjourned, until a date and time to be determined.
- The Committee will deal with the items of business set down for the meeting in the order in which they appear on the agenda unless otherwise determined by the chair.
- Attendance at Committee meetings by persons other than members of the Committee shall be by invitation of the Chairperson or resolution of the Committee.

4 Minutes

- Minutes are to be kept of all meetings. The minutes should be an accurate record of all decisions of the meeting.
- Minutes are a permanent record and a signed copy should be kept on file.
- All motions should be recorded and read back to ensure they are correct.
- The minutes must contain a list of those present, apologies, names of guests or observers, outcomes of business in the order it was dealt with, copies of reports and state the date and time of the next meeting.
- The minutes should not be a verbatim record of the meeting but should be sufficient to set out issues raised and the decisions taken.

5 Order

- The President or Chairperson of the Club shall chair Committee and General meetings.
- In the absence of the Chairperson, where there is a Deputy Chairperson, they shall chair the meeting. If there is no nominated deputy, the Committee members shall choose one of the members to chair the meeting.
- A person addressing the Committee shall be heard in silence unless a point of order is raised.
- The Chairperson shall maintain order and conduct the meeting in accordance with these standing orders.

6 Points of Order

- The Chairperson may call to order a member who is in breach of the constitution.
- A member may draw to the attention of the Chairperson a breach of the constitution, and must state briefly the nature of the alleged breach.
- A point of order takes precedence over all other business until it is resolved.
- The Chairperson will rule on the point of order.

7 Interruption of Meetings by Members

- A Committee member or Ordinary Member at a General Meeting, must not —
 - (a) behave in an improper or disorderly manner; or
 - (b) cause an interruption or interrupt another member who is speaking.
- The Chairperson will rule on any instances of interruptions by members. The Chairperson may seek an apology, have a short adjournment, ask the member to leave the meeting or adjourn the meeting until the next scheduled date. The Chairperson's ruling will be final.

8 Debate

- Any person wishing to speak shall seek permission from the Chairperson to speak to the meeting.

- The Chairperson should vacate the chair before entering any debate. The deputy Chairperson will take over the role of chair during this time. If there is no deputy, then the council members will appoint a member to chair during this time.
- Not more than half an hour shall be allowed for discussion of any subject unless time is extended by resolution of the meeting.

9 Motions

- A motion is required to have a proposer and a second, and it is put to the Committee or General meeting for consideration.
- A motion shall lapse if there is no seconder.
- No substantive motion or amendment may be proposed at a meeting which is in substance the same motion as has previously been proposed and dealt with in the same meeting.
- A Committee member (or Ordinary member at a General Meeting) may move an amendment/s to any substantive motion provided that, if the amendment is carried, the amended motion would not be contrary to the intention expressed by the original motion.

10 Voting

- The Chairperson shall read out the motion before a vote is taken.
- A motion shall be decided on a show of hands unless a secret ballot has been requested.
- At the request of any Committee member, a motion shall be decided by a secret ballot.
- The Chairperson has a deliberative vote only, therefore in the event of a tied vote, then the motion must be taken as defeated. The Chairperson does not have a casting vote.
- If a member abstains from voting, they have exercised their right to refrain from voting. A decision on the motion is arrived at by those persons present and voting. Abstaining does not count as voting and that member cannot be counted in relation to the total numbers for or against the motion.

11 Committees

- The Annual General Meeting will determine which committees will be formed to assist the council.
- Each committee is required to have terms of reference and membership which is approved by the Annual General Meeting and reviewed annually.
- Each committee is to report to the Governing Council at the next meeting and provide the minutes of its meeting (either confirmed or unconfirmed) for noting.

12 Amendments to Standing Orders

- Amendments to these Standing Orders shall be made only by resolution of which not less than 7 days' notice has been given.
- These Standing Orders may be amended by resolution carried by a majority of those present and voting.

GLOSSARY:

<i>Abstain</i>	Where a member is present but does not cast a vote for or against.
<i>Agenda</i>	The list of items of business before a meeting and the order in which it is proposed that the meeting should deal with them.
<i>Casting vote</i>	A second vote sometimes given to the chair of a meeting by the rules, exercisable only in the event of a tied vote, to break the tie.
<i>Committee</i>	A small group of people appointed to carry out a specific task.
<i>Constitution</i>	The rules made specific to the governing council.
<i>Deliberative vote</i>	The vote that expresses an individual's opinion on a matter for decision. All members attending any meeting have a deliberative vote.
<i>Executive</i>	This is made up of the office holders of council, usually the chair, treasurer, secretary and the principal.
<i>Minutes</i>	The formal brief summary of proceedings at meetings and especially of decisions.
<i>Motion</i>	A proposal made for the purpose of obtaining a decision and is read into the minutes for accuracy (e.g. "That the school uniforms are purchased from....").
<i>Point of Order</i>	Not a motion; it is an allowable interjection that directs the chair's attention to an apparent or alleged breach of order (e.g. absence of quorum, breach of standing order or introduction of subject matter not relevant to the motion).
<i>Proposer</i>	The person who proposes the motion and explains the motion.
<i>Quorum</i>	The minimum number of persons who need to be present to constitute a valid formal meeting.
<i>Seconder</i>	The person who supports the motion and assists in discussion in relation to the motion.
<i>Standing Orders</i>	The permanent rules for the regulation of the business and proceedings at an organisation's meetings.
<i>Substantive motion</i>	A self-contained motion; it is not dependent on any other motion. It is a motion ordering something to be done or authorised (e.g. "That the secretary sends a letter to...")
<i>Vacate</i>	If the chair feels sufficiently strong enough about a matter, then they should vacate (leave) the chair temporarily to participate in the debate.
<i>Verbatim</i>	In exactly the same words, word for word.

Appendix VI

TAKING MINUTES

Why Meeting Minutes Matter

Meeting minutes are important. They capture the essential information of a meeting – decisions and assigned actions. They keep attendees on track by reminding them of their role in a project and clearly define what happened in a group session. How many times have your officers and committee members been confused or in disagreement about what happened in a meeting? With minutes to refer to, everyone is clear.

What most people don't know is that **meeting minutes shouldn't be an exact recording of everything that happened during a session**. Minutes are meant to record basic information such as the actions assigned and decisions made. Then, they can be saved and used for reference or background material for future meetings relating to the same topic. The following instructions will help you take useful and concise meeting minutes.

Before the Meeting

If you are recording the minutes, make sure you aren't a major participant in the meeting. You can't perform both tasks well. Create a template for recording your meeting minutes and make sure you leave some blank space to record your notes.

Include the following information:

- ▶ Date and time of the meeting
- ▶ Purpose of the meeting
- ▶ The Chairperson's name
- ▶ Assigned action items
- ▶ Decisions made.

Before the meeting, gather as much information as you can. Run through the Agenda Items and ensure you either have a list of those who should be attending the meeting or have an attendance list ready for circulation. This way you won't need to scramble to understand what's going on while you're recording notes. Decide how you want to record your notes. If you aren't comfortable relying on your pen and notepad, try using a tape recorder or, if you're a fast typist, take a laptop to the meeting.

During the Meeting

Ask the Chairperson to introduce any new or unfamiliar meeting attendees. This will be helpful later when you are recording assigned tasks or decisions.

Don't try to record notes verbatim – it's not necessary. Minutes are meant to give an outline of what happened in the meeting, not a record of who said what. Focus on understanding what's being discussed and on recording what's been assigned or decided on.

Record action items and decisions in your template as they happen – don't wait until after the meeting to pull them out of your notes or you could make a mistake. If you don't understand exactly what decision has been made or what action has been assigned, ask the Chairperson to clarify.

After the Meeting

Review the notes and add additional comments, or clarify what you didn't understand right after the

meeting. Do this while the information is fresh in everyone's mind. Type your notes out in the template you created before the meeting. This will make the notes easier for everyone to read and use, and:

- ▶ Number the pages as you go along, so that you aren't confused later. Remember, though, that the minute-taker is responsible for providing good flow. Don't force yourself to write the minutes in the actual chronological order of the discussion - it may not work.
- ▶ Focus on action items, not discussion. The purpose of minutes is to define decisions made and to record what actions are to be taken, by whom and when.
- ▶ Be objective. Write in the same tense throughout and avoid using people's names except for recording those making proposals or seconding them. This is not a record of who said what.
- ▶ Avoid inflammatory or personal observations. The fewer adjectives or adverbs you use, the better. Dull writing is the key to appropriate minutes.
- ▶ If you need to refer to other documents, attach them in an appendix or indicate where they may be found. Don't rewrite their intent or try to summarize them.

When you finish typing the minutes, ask the Chairperson to review the document for errors. Send the final copy of the minutes to attendees as soon as possible. Keep a copy of the notes (and the template) for yourself in case someone wants to review them later.

Recording meeting minutes ensures that the decisions and actions resulting from a meeting aren't lost or forgotten. By taking the time to record proper meeting notes you'll make sure the time and effort that goes into a meeting isn't wasted.