



Charity Number: 1179979

MEMBERSHIP POLICY

Membership of the CIO is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated their acceptance of the CBC Constitution, Articles of Association Rules and policies, together with the EBU code of conduct. Members of the Club are automatically enrolled as members of the English Bridge Union and shall abide by its Bye Laws, Rules and Regulations.

The Constitution details the membership principles of

- Eligibility
- Refusal
- Termination
- Transfer
- Duty of members

When considering applications for membership Trustees shall have regard to the playing facilities available and may from time to time decide that the Club shall be closed to new applications for membership for such period as it may decide. In that event, the Membership Secretary shall create and maintain a waiting list and shall thereafter admit members to CBC in strict order of application.

TYPES OF MEMBERSHIP

Full: Such members shall be eligible for election as a Charity Trustee or an Officer and entitled to vote at general meetings of CBC and entitled to attend all club duplicates, competitions, social events and other specified events, except where ineligible under the bylaws of a particular event.

Honorary Life: It shall be within the power of the Trustees to grant Honorary Life Membership to an individual in recognition of services rendered to the CBC or to the bridge world in general. Such membership has the same entitlement as a Full Member.

Junior: Those under the age of eighteen or under the age of 25 and in full time education shall be eligible for Junior Membership of the CBC which has the same entitlement as Full Members except that they shall not be eligible for election as a charity Trustee or an Officer, nor shall they be entitled to vote at General Meetings of the CBC but may attend as observers.

County Bridge Club Learners (Level 1-3): Those attending a full term of a County Bridge Club Teachers Course shall be eligible to apply for membership for the period up to the end of the membership year in which that course takes place.

Lapsed: The Trustees may allow a former member of the Club who wishes to rejoin as a member to do so, without the necessity for a further formal application for membership.

APPLICATION PROCEDURE

(i) Any person wishing to become a member of the Club shall apply for membership by completing and forwarding to the Membership Secretary the application form which can be submitted electronically or by post. (Appendix 1)

(ii) They will be asked to accept and abide by

- the EBU Best Behaviour at Bridge
- the Club Constitution, Articles of Association Rules and Policies

All the above documents can be found on the CBC website. They will also be entitled to have a hard copy provided within 21 days of any such request

(iii) Applicants will be invited to sign up for Gift Aid

(iv) In line with the provisions of GDPR (UK), each member will be asked to give consent for their personal details to be visible in the members area of the website, together with an abbreviated application form showing name and EBU number and membership of other bridge clubs only, which is posted on the noticeboard in the club room for 30 days to allow members to comment, and the trustees/committee to approve it. (Appendix 2).

In the event of the club being closed due to unforeseen circumstances, the abbreviated application details will be circulated electronically in the 'members -only' area of the CBC website, to allow existing members to comment, and the trustees/committee to approve it in the same time frame.

(v) When an application for membership is accepted, the new member will receive a welcome letter and be asked to pay the appropriate membership fee.

(vi) The Membership Secretary shall maintain an electronic list of the names and addresses of all members of the CBC and shall review it for update at least twice a year.

REFUSAL OF MEMBERSHIP

The club will follow the guidance of the EBU Constitution. See para 9 (1)b for full details.

- (i) Trustees may refuse an application for membership for good cause only, such as conduct or character likely to bring the organisation

into disrepute and if they believe that it is in the best interests of the CIO for them to do so, while always complying with anti-discrimination legislation.

- (ii) They shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 30 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal. This may be done by post or email. The appeal should be submitted within 4 weeks of the refusal either by post or email.
- (iii) Trustees shall give fair consideration to any appeal and shall inform the applicant of their decision by post or email, but any decision to confirm refusal of the application for membership shall be final.
- (iv) If there is no appeal received after the 4-week period, the decision to refuse membership will be final.
- (v) Any reapplication for membership following a previous refusal will need to be made no less than 1 year after the previous Appeal's expiry date
- (vi) Any such reapplication will be considered by the Trustees on a case-by-case basis
- (vii) Any successful reapplication will be subject to a mutual 6-month probationary period

VIRTUAL BRIDGE

To play virtual bridge will require a player to register online with BBO or similar platform first. Details of how this can be done and how to use the platform are on the home page of the CBC website. Players can then register with the CBC using the VCBC registration form also contained on the website. This will only need to be done once. This process is separate from and NOT for the purposes of CBC new membership applications

USE OF PERSONAL DATA

- a) The CIO undertakes to collect and use personal data in compliance with the General Data Protection Regulation GDPR (UK). The basis for this is the legitimate interests of the bridge club.
- b) Any data will be limited to the minimum (usually name, EBU number, address and email, telephone number and previous or current membership of other bridge clubs) to allow for the administration of membership, communication of information and the organisation of events.
- c) The information will be recorded in the membership database, which is stored online in compliance with the GDPR (UK). This will be shared with the EBU, who will in turn pass it on to the club's primary county bridge association LCBA.
- d) The EBU database is made available for use by scoring programme providers and users and allows for correct identification of players for scoring purposes.

e) In addition, data may be processed by Bridgewebs or a similar data processor organisation on behalf of the club, but only for the specific purposes for which they act as the club's data processor.

f) No personal data is passed on by the club for use by any other third parties.

Full information about the club's data use policy, including how a member can ask for inaccuracies to be corrected and processes for updating personal information, can be found in the club's or EBU's Privacy Policy.

MEMBERSHIP SUBSCRIPTIONS AND FEES

a) All members of the Club will pay an annual subscription, the amount of which shall be decided by the Trustees on the recommendation of the Treasurer. The fees payable may be set at different rates for members, junior members, honorary members and learners signed up for the teaching course.

b) If the member joins part way through the year, their subscription will be reduced pro rata by 4-monthly increments

b) Subscriptions shall be due for payment by 1st May and must be paid by 1st August.

c) Where a membership subscription is not paid by the due date, the Membership Secretary may give written notice to that member. This notice may either be handed to the member in person or sent to their address. If the fee remains unpaid after the second date, the member shall be treated as a visitor until his or her subscription has been paid in full.

f) All members of the Club, and each guest or visitor will pay table money on each occasion they play at the Club, the amount of which shall be ratified at the Annual General Meeting of the Club. This table money shall include an amount due to the EBU for the session(s).

The Trustees may waive the table money for members discharging tasks such as directing, scoring and hosting.

i) The Trustees may waive subscriptions or table money in the event of hardship or for any other good cause and this will be ratified at the Annual General meeting.

5. TEACHING FEE BURSARY

The Trustees may offer an annual bursary to eligible candidates to cover the cost of teaching fees to CBCT lessons either in person or on-line. Eligible candidates have to be:

1) A member of the club.

2) Over the age of 18.

3) Able to attend the majority of the lessons in the course being applied for.

- 4) Be interested in becoming a playing member of the Club.
- 5) Can demonstrate hardship through eligibility to benefits such as universal credit or pension credit

Awarding of a bursary to pay the full cost of teaching fees for the course of lessons is at the discretion of the CBC Chairman and Chairman of Teaching Subcommittee
A maximum of four bursaries to be awarded in any one year. Applications in writing to the Chairman.

6. AWARD OF HONORARY LIFE MEMBERSHIP PROCEDURE

(i) Proposal: At any duly convened meeting of the CIO Trustees, any Trustee may propose a resolution conferring Honorary Life Membership on a member of the CBC, such proposal requiring a seconder who is also a Trustee of CBC. Any member of CBC may propose the award of Honorary Life Membership to another member of CBC, by securing the support of two Trustees who will make a formal proposal at the next meeting of the Trustees.

(ii) Statement: The proposer of the resolution must provide a statement detailing the reasons for the proposed award of Honorary Life Membership.

(iii) Discussion: The Chairman of the meeting will allow a discussion of the reasons for and against the resolution, if necessary.

(iv) Ballot: The Chairman of the meeting shall call for a ballot of Trustees present.

(v) Decision: Provided that the resolution is supported by not less than two thirds of those present and eligible to vote, and by a simple majority of all those entitled to be present and to vote, the resolution will be carried.

(vi) Consent: As soon as possible after the meeting, the Chairman or a nominated representative will approach the proposed recipient of the award to seek his/her consent to the award.

(vii) Minuting: The Minutes Secretary must minute the resolution and the ballot and communicate the outcome to the Treasurer and Membership Secretary, if they are not present.

(viii) Publication: The Secretary shall cause an announcement of the award of Honorary Life Membership to be displayed on the CBC notice board as soon as practicable thereafter. The proposed member of CBC will thereafter be an Honorary Life Member. The Secretary shall publish a paragraph citing the reasons for the award on a CBC notice board and on the CBC web site.

(ix) Announcement: The Secretary shall cause an announcement of the award of Honorary Life Membership to be made at the next CBC club duplicate following the award of Honorary Life Membership.

(x) Annual General Meeting: At the AGM following the award of Honorary Life Membership, the Chairman shall draw the attention of the meeting to the award.

CIO CBC Leicester charity no. 1179979
Policy Accepted: DATE 10.7.2021
Policy Review DUE 2024



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**COUNTY BRIDGE CLUB LEICESTER
MEMBERSHIP APPLICATION FORM**

SECTION ONE – Contact details:

Name _____

Email _____

Telephone Home/Mobile _____

Address /Postcode _____

Any existing EBU number _____

Tick if you agree to allow:

Your address, email and telephone no. to be visible in our members area of the website

Name and EBU number/other clubs, to be visible on the clubs notice board

By becoming a member of County Bridge Club, you automatically become a member of the English Bridge Union (EBU). The EBU will receive your contact details and will send you a welcome pack.

Please indicate if you wish to sign up for Gift Aid.

SECTION 2 – Declarations and Confirmations:

I apply to become a member of County Bridge Club

I confirm I will abide by the club's Constitution

I confirm I will abide by the EBU's 'best behaviour at bridge'

I confirm that I will abide by the club's Rules and Policies

Your personal details will be held in accordance with the General Data Protection Regulations (GDPR) UK and in addition, full information on our data use is contained in the club's Privacy Policy.

SIGNATURE _____ **DATE** _____



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Member's Application Form

Noticeboard documentation

NAME: _____

List of bridge clubs of which I am, or have been, a member:

EBU Number : _____

Signed: _____

Date placed on noticeboard: _____

If any member has any reason to oppose the application, please contact the membership secretary or chairman.