



CONSTITUTION



OF

NORTHERN IRELAND BRIDGE UNION

1 Name

The name of the organisation shall be the Northern Ireland Bridge Union.

2 Objects

The objects of the Northern Ireland Bridge Union [hereinafter called 'the Union'] shall be:-

- 2.1 to originate, set up, in so far as the Union is already in existence, take over, control and maintain a central organisation known as the Northern Ireland Bridge Union for the promotion and control in Northern Ireland of all duplicate and other competition Contract Bridge or such other game or games closely akin thereto as may from time to time hereafter be devised or invented.
- 2.2 through the medium of the Union, to promote, organise and manage or provide for the promotion, organisation and management of the sport of bridge
- 2.3 to join or become associated in any manner with any national or international bridge organisation whether in the British Isles or elsewhere and to appoint delegates to attend such organisations to carry out the directions of the Council of the Union
- 2.4 To select players and teams to represent Northern Ireland in bridge matches and competitions
- 2.5 generally, through the medium of the Union, to do all such things as from time to time may be necessary to elevate and maintain the status and procure the advancement of the sport of bridge in Northern Ireland.

3 Powers

The Union shall have the power to:-

- 3.1 promote, organise and manage bridge tournaments, bridge congresses and bridge matches
- 3.2 hold open, intermediate, school, university, inter-club and such other bridge competitions as the Union may from time to time decide under such conditions as the Union thinks fit
- 3.3 make, alter, and repeal rules governing all and every aspect of the relationships between members of the Union, clubs affiliated to the Union and the Council of the Union
- 3.4 make, alter, and repeal rules relating to the control and management of bridge championships, matches, tournaments and congresses run by or under the auspices of the Union
- 3.5 make, alter, and repeal rules generally for the furtherance of the objects of the Union and for the definition of the rights privileges and obligations of the members of the Union and the clubs affiliated to the Union
- 3.6 accept, reject, terminate or suspend the affiliation of any bridge club
- 3.7 make, alter, and repeal rules regarding the conduct of members of the Union including provisions for expulsion, suspension or admonishment of members of the Union
- 3.8 levy annual or other fees and subscriptions from the members of the Union and from the clubs affiliated to the Union and from other associated bodies
- 3.9 affiliate with national or international bridge organisations
- 3.10 purchase, take on lease or in exchange, hire or otherwise acquire and hold for any estate or interest any lands, buildings, easements, rights, privileges, concessions, patents, patent rights, licences, and any real or personal property of any kind necessary or convenient for the purposes of or in connection with the objects and business of the Union
- 3.11 erect, enlarge, alter and maintain any buildings necessary or convenient for the objects and business of the Union and to contribute to or subsidise the erection, construction and maintenance thereof

- 3.12 appoint trustees from among the members of the Union for any purpose relating to the holding of real property, stocks, shares, investments or other property or for the purpose of exercising any rights of ownership and management over the same
- 3.13 mortgage and charge all or any of the real and personal property and assets, present or future,
- 3.14 receive money on deposit or loan upon such terms as the Union may approve and to receive legacies or donations bequeathed or donated to the Union
- 3.15 invest and deal with the monies of the Union not immediately required for the purposes of the Union in such manner as may from time to time be determined
- 3.16 sell, improve, manage, develop, turn to account, exchange, let on rent, royalty, share of profits or otherwise, grant licences, easements and other rights in or over, and in any other manner deal with or dispose of all or any of the property and assets for the time being of the Union for such consideration as the Union shall think fit
- 3.17 pay to persons representing Northern Ireland in the sport of bridge such amounts for travel and accommodation as the Union shall think fit
- 3.18 generally do such acts, enter into such agreements and arrangements and carry out such undertakings as, in the opinion of the Union, are incidental or conducive or in furtherance of the objects of the Union

4 Members

- 4.1 Every bridge club with eight or more members and an identifiable playing location within Northern Ireland is eligible for affiliation to the Union and may seek affiliation to the Union by applying to the Secretary of the Union
- 4.2.1 Each member of an affiliated club who agrees to be bound by this constitution and all rules made thereunder shall be a member of the Union
- 4.2.2 Each member of an affiliated club shall sign, or be deemed to have signed, an undertaking to be bound by this constitution and all rules made thereunder
- 4.3 Each affiliated club shall provide annually to the Secretary of the Union the name and address of the club, the name and address of the secretary of the club and a list of the names of each individual member of the club and an affiliation fee
- 4.4 Each affiliated club shall have full powers to manage the affairs of the club and shall control and apply the finances of the club. Proceeds from tournaments, congresses and other events organised by an affiliated club shall accrue to that club.

- 4.5 Each affiliated club shall be licensed by the Union to issue master points
- 4.6.1 The annual affiliation fee of an affiliated club shall be ascertained by reference to the total number of registered members of that club and determined by the Council.
- 4.6.2 The Council of the Union shall have power to determine the amount of the affiliation fee of an affiliated club which is a university, college or school bridge club and 80% or more of the members of the club are students
- 4.6.3 Any change in the ascertainment of the amount of the affiliation fee shall be of no effect unless approved by the Annual General Meeting of the Union
- 4.6.4 The annual affiliation fee shall be payable on application for affiliation and thereafter on or before 1st November in each year. If any part of a current affiliation fee shall be in arrear on 31st January the Council may remove the defaulting club from the list of affiliated clubs

5 Meetings

- 5.1 Each meeting of the Union shall be an Annual General Meeting or an Extraordinary General Meeting
- 5.1.1 The draft minutes of each Meeting of the Union shall be posted on the Union website within 14 days of the date of each Meeting.
- 5.1.2 The approved minutes of each Meeting of the Union shall be posted on the Union website within 21 days of the date of each Meeting
- 5.2 Annual General Meeting**
- 5.2.1 The Annual General Meeting of the Union shall be held in the month of June each year at such place and time as the Council may decide.
- 5.2.2 The Secretary of the Union shall give 21 days notice in writing or by e-mail of the holding of the Annual General Meeting to the secretary of each affiliated club with (a) an agenda of the meeting; (b) a copy of the accounts and balance sheet of the Union for the previous financial year and (c) a copy of the report of the Secretary of the Union.
- 5.2.3 The Notice of the holding of the Annual General Meeting, the accounts and balance sheet of the Union for the previous financial year, the report of the Secretary of the Union and a list of the delegates appointed by each affiliated club to attend at the Annual General Meeting shall be posted on the website of the Union 21 days prior to the date of the Annual General Meeting.
- 5.2.4 Each member of the Union shall be entitled to be present at the Annual General Meeting and may address the meeting

5.2.5 Each member of the Union shall have one vote on any motion before the Annual General Meeting

5.2.6 25 members of the Union present at the commencement of the Annual General Meeting shall form a quorum at the Annual General Meeting

5.2.7 The business of the Annual General Meeting shall include

- 5.2.7.1 The approval of the minutes of the previous Annual General Meeting
- 5.2.7.2 The approval of the annual accounts and balance sheet of the Union [of the Union](#)
- 5.2.7.3 The election from among the delegates appointed by affiliated clubs [in accordance with Rule 6.3.1.](#) to attend at the Annual General Meeting and notified to the Secretary at least 14 days before the date of holding of the Annual General Meeting of Councillors to serve on the Council
- 5.2.7.4 The election of Office Bearers to such posts as are vacant and for whom nominations have been received by the Secretary at least 14 days before the date of holding of the Annual General Meeting
- 5.2.7.5 The election of trustees to such posts as are vacant of no more than 4 trustees who shall hold office for a term of 10 years
- 5.2.7.6 The determination of the annual subscription of each affiliated club
- 5.2.7.7 the consideration of any item requested in writing by any 2 affiliated clubs notice of which has been given in writing or by e-mail to the Secretary of the Union 21 days before the date of holding of the Annual General Meeting

5.3 Notice in writing to the Secretary of the Union of any resolution to be moved at Annual General Meeting shall be signed by the proposer and 8 seconders and the secretaries of 2 affiliated clubs shall be delivered to the Secretary within 7 days of issue of notice of the holding of the Annual General Meeting

5.4 Extraordinary General Meeting

5.4.1 An Extraordinary General Meeting may be called by notice by the President if in the opinion of the President there is business which properly requires to be conducted at such a meeting or by application to the Secretary of the Union by either 30 members of the Union or the secretaries of 4 affiliated clubs.

5.4.2 The notice or application calling an Extraordinary General Meeting shall given in writing or by e-mail to the Secretary of the Union and state the object of the Extraordinary General Meeting and this shall be the sole business of the Extraordinary General Meeting.

5.4.3 The Extraordinary General Meeting shall be called within 21 days of the receipt of the notice or application by the Secretary of the Union.

6 Government

6.1 The government of the Union shall be vested in the Council subject to directives from a general meeting of the Union

6.2 The Council

The members of the Council shall be the Councillors and the Union Office Bearers

6.3 The Delegates

6.3.1 Each affiliated club may appoint **in writing** a delegate or delegates from whom at the Annual General Meeting the members shall elect 7 Councillors to serve on the Council.

6.3.2 Each delegate shall be a member of the Union

6.3.3.1 Each affiliated club may nominate from among the delegates appointed by a club such delegate or delegates as the club may determine to stand for election as Councillor at the Annual General Meeting

6.3.3.2 Each such nomination must be made in writing to the Secretary at least 14 days before the date of the holding of the Annual General Meeting

6.3.4 The number of members of an affiliated club shall determine the number of delegates which the affiliated club shall be entitled to appoint as follows:-

Club membership	number of delegates
1 - 30	1
31 – 60	2
61 – 100	3
101 – 150	4
151 and more	5

6.3.5 At least 2 of the Councillors elected to serve on Council must be members of affiliated clubs in the North Down, Armagh/South Down, East Down, Antrim/Londonderry or Fermanagh/Tyrone areas

6.4 The Office Bearers

6.4.1 The Office Bearers shall be the President, the Chairman, the Secretary, the Master Points Secretary and the Treasurer. Each Office Bearer in office at the date of adoption of this Constitution shall continue in office for the term for which each was elected prior to such adoption

6.4.2 The President shall hold office for a term of four years

6.4.3 The Chairman shall hold office for a term of two years

6.4.4 The Secretary, the Master Points Secretary and the Treasurer shall hold office for a term of one year

6.4.5 No Office Bearer shall be eligible to hold more than one office at any time

6.4.6 No Office Bearer shall hold office for longer than a continuous period of 10 years in any one office from the date of adoption of this Constitution

6.4.7 No President or Chairman shall be eligible for election or re-election as President or Chairman until after the expiry of 3 years from ceasing to hold that office

6.4.8.1 Each affiliated club may nominate a member of the Union to be eligible for election at the Annual General Meeting to a particular office

6.4.8.2 Each such nomination must be made in writing to the Secretary at least 14 days before the date of the holding of the Annual General Meeting

6.4.9 The signatories to Union cheques shall be any 2 Office Bearers or as proposed by the Finance and Membership Committee and ratified by the Council

7 The Council

7.1 There shall be at least 3 meetings of Council in each year

7.2.1 Meetings of Council shall be summoned by the Secretary who shall give 7 days notice to each member of the Council

7.2.2 The agenda of each meeting of the Council shall be posted on the Union web-site at least 72 hours prior to each meeting of the Council

7.3 Any 3 or more members of the Council may require the Secretary to summon a meeting of the Council within 14 days of receipt of a notice requiring a meeting of the Council

7.4 7 members of the Council present at the commencement of a Council meeting shall constitute a quorum

7.5 The Chairman shall be chairman of meetings of the Council. In the absence of the Chairman the President shall be chairman.

7.6 All matters shall be decided by vote. Each member of Council shall have one vote. There shall be no proxy voting. In the event of a tie the chairman of the meeting has a second casting vote.

7.7 At each meeting of the Council the Treasurer shall report on the finances of the Union and the minutes of each Standing Committee shall be ratified by a majority of the Council or referred back.

7.8 The Secretary shall send to the secretary of each affiliated club and post on the Union web-site draft minutes of each meeting of the Council and the minutes of each Standing Committee considered at each meeting of the Council within 72 hours of each meeting of the Council

7.9 The Council shall appoint a delegate or delegates to all other bodies with which the Union is joined or associated

7.10.1 The Council shall consider all recommendations for the post of Vice Chairman, President and in alternate years Vice-President of the Irish Bridge Union after having requested nominations from each affiliated club.

7.10.2 Any 3 affiliated clubs may propose an alternative candidate or candidates for the posts of Vice-Chairman or President by notice to the Secretary prior to the Annual General Meeting. Where there is more than one candidate for the posts of Vice Chairman, President an election the members of the Union shall be held at the Annual General Meeting.

7.11.1 [The draft minutes of each Meeting of the Council shall be posted on the Union website within 14 days of the date of each Meeting.](#)

7.11 The approved minutes of each Meeting of the **Council** shall be posted on the Union website within 21 days of the date of each Meeting

7.12.1 The Council shall post the draft minutes of each meeting of the Irish Bridge Union received from the Irish Bridge Union on the Union website within 21 days of the receipt of such minutes from the Irish Bridge Union.

7.12.2 The Council shall post the approved minutes of each meeting of any national or international bridge organisation whether in the British Isles or elsewhere with which the Union has joined or become associated on the Union website within 21 days of the receipt of such minutes from such national or international bridge organisation. Pending receipt of approved minutes a report of each such meeting shall be included in the minutes of Council meetings

8 Council delegation of powers

- 8.1 At the first Council meeting after the Annual General Meeting the Council shall elect members to the following Standing Committees
- 8.1.1 Finance and Membership Committee comprising the President, the Chairman, the Treasurer and no more than 4 further persons elected by the Council
 - 8.1.2 Laws and Ethics Committee comprising no more than 6 persons elected by the Council
 - 8.1.3 Tournament Committee comprising the President, the Chairman, the Treasurer and the Master Points Secretary, the Competitions Secretary, the International Match Manager and the Congress Organiser and no more than 3 further persons elected by the Council
 - 8.1.4 Selection Committee comprising no more than 7 persons elected by the Council with complete autonomy over all matters of selection
- 8.2.1 Each member of a Standing Committee must be a member of the Union and over 18 years of age. There is no maximum age limit
- 8.2.2 A person elected by the Council may not serve as a member on more than 2 Standing Committees.
- 8.3 The Council may determine that any elections for the appointment of the members to any one or more Standing Committee shall be 'rolling elections', giving each of the elected members a three year term of office.
- 8.3.1 In the event that such 'rolling elections' are adopted in relation to any Standing Committee, then on the first occasion on which such system is used to elect the members of such Standing Committee:
 - 8.3.1.1 The term of office of the two elected members who receive the most votes in such election shall end on the commencement of the Annual General Meeting of the Union which falls three years after their election
 - 8.3.1.2 The term of office of the two elected members who receive the next highest number of votes in such election after the persons referred to in 8.3.1.1 shall end on the commencement of the Annual General Meeting of the Union which falls two years after their election
 - 8.3.1.3 The term of office of the remaining elected members who receive the next highest number of votes in such election after the persons referred to in 8.3.1.1 shall end on the commencement of the Annual General Meeting of the Union which falls one year after their election

8.4 Each member of a Standing Committee shall hold office until the expiry of his term of office, his demise or resignation or his ceasing to be a member of the Union whichever shall first happen

8.5 Where committee member vacancies occur mid-year the Council may appoint replacement committee members who shall remain members until the next following Annual General Meeting

8.6 Notwithstanding any other provision of this Constitution, the persons who were elected members of the Selection Committee of the Union under the constitution hereby replaced and who are not scheduled to retire at the Annual General Meeting at which this Constitution is adopted, shall automatically be appointed as members of the Selection Committee hereby established without the need for any nomination election or other action being taken

8.7 The Secretary shall be an ex-officio non-voting member of each Standing Committee save the Selection Committee

8.8 Each Standing Committee shall have the power to co-opt non-voting members, who may be co-opted for a purpose limited to one or more particular aspects of the work of that Standing Committee

8.9 The chairman of each Standing Committee shall be elected by the members of that Standing Committee from amongst themselves at the first meeting of the Standing Committee after each Annual General Meeting

8.10 Two thirds of the members of any Standing Committee present at the commencement of a meeting of a Standing Committee shall constitute a quorum

8.11 The Secretary (or such other person as is nominated by the Secretary) shall attend and take minutes of the proceedings of each Standing Committee. If for any reason the Secretary or his nominee is not in attendance at a meeting of a Standing Committee, the chairman of the Standing Committee shall arrange for minutes to be taken

8.12 All matters shall be decided by vote. Each member of a Standing Committee shall have one vote. There shall be no proxy voting. In the event of a tie the chairman of the Standing Committee has a second casting vote.

8.13 Each Standing Committee shall have authority, subject to the direction of and in accordance with the objects of the Union or from time to time by the members of the Union in general meeting, to exercise such powers as the Council shall determine.

8.14 The Chairman of each Standing Committee shall post the draft minutes of each meeting of his Standing Committee on the Union website within 21 days of the date of each meeting of his Standing Committee.

8.15 The Chairman of each Standing Committee shall within 12 weeks of election as Chairman furnish standing orders for that committee for ratification by the Council

9 Constitution

9.1 A copy of this constitution shall be made available to each affiliated club and each member of the Union by being posted on the web-site of the Union

9.2.1 The directions of the Council to each Standing Committee shall be posted on the web-site of the Union.

9.2.2 Any amendment or alteration to the directions of the Council to each Standing Committee shall be made only with the consent of at least two thirds of the members of the Council

9.3.1 No alteration or amendment to this Constitution shall be made without the consent of at least two thirds of the members of the Union who vote at an Annual General Meeting or Extraordinary Meeting of the Union at which such alteration or amendment is proposed

9.3.2 Notice of any alteration or amendment to this Constitution, together with the names of the proposing member and 9 seconding members shall be submitted in writing to the Secretary and the secretary of each affiliated club posted on the web-site of the Union at least 28 days prior to the date of the meeting

9.3.3 The Council may make proposals and place amendments to this Constitution before an Annual General Meeting subject to the provisions of notice at 9.3.2

9.4 Except where otherwise specifically provided for herein, any notice which this Constitution or rules or directions made thereunder require to be served may be served in the manner directed for convening meetings of the members of the Union

10 Suspension or expulsion of clubs from the Union

10.1 If in the opinion of the Council it is in the interests of the Union that an affiliated club should withdraw from the Union, the Council may give notice to such club inviting withdrawal from the Union

10.2 Such notice shall provide particulars of the complaints made against the affiliated club and shall afford the club an opportunity to respond to the complaint within 21 days

10.3 If the club does not accept the invitation to withdraw from the Union, the matter shall be placed on the agenda for and considered at the next meeting of the Council where the club shall be permitted to address the meeting verbally or in writing.

10.4 A majority of 60% of the Council present and voting shall be required to suspend an affiliated club

11 Disqualification and removal of Office Bearers and members of Council

11.1 The office of an Office Bearer or of a member of Council shall be vacated if the Office Bearer or the member of Council:

11.1.1 becomes bankrupt or makes any arrangement or composition with his creditors

11.1.2 suffers from mental disorder or a controller or attorney is appointed to exercise powers with respect to his property and/or affairs

11.1.3 becomes otherwise incapable by reason of illness or injury of managing and administering his property and affairs

11.1.4 Resigns office

11.1.5 Attends none of the meetings of the Council held in any continuous period of eight months

12 Winding up

If upon the dissolution or winding up of the Union and the satisfaction of debts and liabilities, there remains any property whatsoever; the same shall be paid to or distributed pro rata among the clubs affiliated to the Union at the date of such dissolution or winding up

13 Interpretation

13.1 The Council shall be the sole authority for the interpretation of this Constitution and all rules and directions made thereunder and the decision of the Council in this regard shall be final and binding on the members of the Union

13.2 In this Constitution where the context so admits the masculine includes the feminine and the singular includes the plural

Appendix One

Finance and Membership Committee comprising the President, the Chairman, the Treasurer and no more than 4 further persons elected by the Council

- 1 The Treasurer shall record and be responsible for the safekeeping of all the Union's assets and shall inter alia:
 - 1.1 keep books and accounts showing the financial affairs of the Union
 - 1.2 receive funds from and to examine the accounts of, amongst others, Tournament Directors, the Congress Organiser, the International Match Manager and any other person receiving moneys on behalf of the Union
 - 1.3 receive all monies payable to the Union
 - 1.4 makes all payments on behalf of the Union
 - 1.5 submit to each Annual General Meeting duly certified accounts and balance sheet for the preceding year
 - 1.6 consult the Council if there are extraordinary items submitted for payment
 - 1.7 prepare a budget for consideration by the Council

- 2 The Committee shall meet at least once per year and shall
 - 2.1 receive an estimate of income and expenditure for the year
 - 2.2 monitor all items of expenditure of the Union
 - 2.3 make recommendations to the Council on financial matters
 - 2.4 deal with other financial matters of the Union

- 3 The Committee shall:
 - 3.1 receive lists of members and subscriptions from affiliated clubs
 - 3.2 pass subscriptions to the Treasurer
 - 3.3 keep a record of all members of the Union

- 4 The Committee shall
 - 4.1 actively pursue obtaining sponsorship for the Union and events organised by the Union
 - 4.2 investigate the acquisition of premises by the Union
 - 4.3 provide such business plan as the Committee considers appropriate for the continuance of the Union

Appendix Two

Laws and Ethics Committee comprising no more than 6 persons elected by the Council

- 1 The Committee shall meet at least once per year and shall
 - 1.1 establish disciplinary procedures for members of the Union participating in events organised by or sponsored by the Union
 - 1.2 publish such disciplinary procedures for members of the Union participating in events organised by or sponsored by the Union and post same on the website of the Union
 - 1.3 recommend the Council to revise such disciplinary procedures as and when the Committee considers appropriate

- 2 Appeals
 - 2.1 The Committee shall establish rules and procedures for the holding of appeals to the Committee including payment of a deposit by an appellant and terms of refund of such deposit
 - 2.2 The Chairman of the Committee shall convene a meeting of the Committee within 14 days of an appeal having been made to the Committee by any person aggrieved by the decision of an appeals committee against a ruling by a tournament director during an event organised by or sponsored by the Union
 - 2.3 The Chairman of the Committee shall convene a meeting of the Committee within 14 days of an appeal having been made to the Committee by any person aggrieved by the refusal of a tournament director to make a ruling during an event organised by or sponsored by the Union
 - 2.4 A summary of the facts and the ruling of the Committee shall be posted on the Union website within 14 days of the date of the hearing of the appeal

- 3 The Committee shall
 - 3.1 consider any complaint referred to it by a tournament director of an event organised by or sponsored by the Union relating to the conduct of any member of the Union or person participating therein who is alleged to have offended against the accepted standards of conduct or to have played unfairly or to have been guilty of misconduct
 - 3.2 consider any complaint referred to it by 2 Office Bearers relating to the conduct of any member of the Union or person participating therein who is alleged to have offended against the accepted standards of conduct or to have played unfairly or to have been guilty of misconduct or to have behaved unreasonably so as to give offence to any other person

- 4 Suspension and expulsion of a member of the Union

- 4.1 In the event that the Committee shall recommend that any member of the Union shall be suspended or expelled and such recommendation shall have been ratified by the Council, such member of the Union shall be suspended forthwith until the next Meeting of the Union
 - 4.2 The report of the Committee and the recommendation of the Committee shall be placed on the agenda of the next following Meeting of the Union
 - 4.3 Such member or person who is the subject of the recommendation of the Committee shall send to the Secretary a written response to the recommendation of the Committee and shall be entitled to attend at and address the Meeting of the Union before any vote is taken at that Meeting of the Union
 - 4.4 Suspension or expulsion shall be effected provided that 50% or more of the members of the Union attending the Meeting vote to ratify the recommendation of the Committee
- 5 Systems and conventions

The Committee shall authorise the systems and conventions which may be used in any event organised by or sponsored by the Union and the conditions (if any) attached to the use of any system or convention

Appendix Three

Tournament Committee comprising the President, the Chairman, the Treasurer and the Master Points Secretary, the Competitions Secretary, the International Match Manager and the Congress Organiser and no more than 3 further persons elected by the Council

- 1 The Competitions Secretary shall take all measures necessary to ensure the smooth running of all competitions (except Congresses and International Matches) and shall inter alia:
 - 1.1 **liaise** with the Secretary in March of each year to form the fixture list for the coming year
 - 1.2 book accommodation as early as possible with written confirmation from the venue and to inform the Secretary of the details by the end of May at the latest
 - 1.3 confirm all booking with the venue at least six weeks in advance
 - 1.4 receive entries for all competitions
 - 1.5 organise Tournament Directors for all competitions well in advance
 - 1.6 ensure that all equipment necessary for running the competition, including tables, boards, bidding boxes, stationery, computer, movements and rule books are available for the Tournament Director at the venue

The Tournament Director is responsible for collecting entry fees and paying the balance to the Treasurer together with a written account of the financial

- transactions and for supplying a full copy of the results, typed or printed, and all score sheets to the Competitions Secretary
- 1.7 supply a full copy of the results to the Secretary, Treasurer and Master-Points Secretary
 - 1.8 encourage people to play and prepare publicity and circulars for the events
 - 1.9 take all entries, including fees, for all leagues and cups and to ensure that they are kept up to date and running smoothly
 - 1.10 supply the Master-Points Secretary with a full list of results for the Knock Out Cup matches and League matches which include the names of all players in the winning team for each match
 - 1.11 settle all disputes, crises etc. within the rules laid down by the Council
 - 1.12 arrange publication of the results of all competitions on the Union website
 - 1.13 keep a record of the winners of all cups and trophies and ensure that cups and trophies are returned in good time for presentation at the event
- 2 The Master Points Secretary shall administer all matters concerned with Master Points and gradings and shall
- 2.1 calculate master point awards for all NIBU competitions.
 - 2.2 record master point awards from all sources (NIBU competitions, Simultaneous Pairs, Club competitions and other Bridge Unions, etc.)
 - 2.3 maintain up to date records of NIBU members.
 - 2.4 update and maintain the master point database presence on the NIBU website on a weekly basis
 - 2.5 circulate to Clubs in September, a list of their registered members, rankings and grades
 - 2.6 recommend players for up-grading.
 - 2.7 at the end of the season (AGM) finalise the current year database and prepare for the incoming year.
 - 2.8 prepare Promotions List and Re-gradings List each year.
 - 2.9 work out Player of the Year and Billy Kelso Trophy awards.
 - 2.10 administer all other matters concerned with Master-points and gradings.
- 3 The International Match Manager shall administer all matters concerned with Home International Matches (including the N.I.B.U. / C.B.A.I. match when hosted by the Union) and shall inter alia:

- 3.1 book the venue well in advance and obtain confirmation thereof in writing
- 3.2 act as convenor of the International Match Sub-Committee and call a meeting prior to each Home match
- 3.3 arrange for all equipment and personnel necessary for the smooth running of all matches
- 3.4 arrange printing of brochures and tickets for the event
- 3.5 arrange for the reception of visiting teams at the airport (if necessary) and all aspects of their accommodation, including reserving tables for dinner and arranging drinks reception
- 3.6 prepare a welcome letter and arrange for its duplication and distribution
- 3.7 run the match
- 3.8 arrange the after match banquet and act as Master of Ceremonies at the banquet
- 3.9 present to the Treasure a full account of the financial transactions
- 3.10 prepare a report for the Council

4 The Congress Organiser shall organise the spring and autumn congresses and such other congresses as the Union may establish in accordance with the protocol approved by the Council

5 The Tournament Committee shall establish a Youth Committee to promote bridge in schools, colleges and universities

The Youth Committee shall

- 5.1 organise and promote an inter school bridge league and such other inter-school bridge competitions as the Youth Committee considers appropriate
- 5.2 organise and promote such inter college and university competitions as the Youth Committee considers appropriate
- 5.3 post on the Union website the result of each school, college or university competition organised or promoted by the Union within 14 days of the date thereof
- 5.4 make recommendations to Council for the promotion and encouragement of bridge in schools, colleges and universities

Appendix Four

Selection Committee comprising no more than 7 persons elected by the Council with complete autonomy over all matters of selection

- 1 The Selection Committee shall select members of the Union to represent the Union in the following competitions
 - 1.1 Camrose Trophy
 - 1.2 Lady Milne Trophy
 - 1.3 Junior Camrose Trophy
 - 1.4 Peggy Bayer Trophy
 - 1.5 Senior Camrose
 - 1.6 Such other competitions as the Selection Committee may consider appropriate
- 2 The Selection Committee shall after appropriate consultation with Monaghan, Cavan and Donegal CBAI delegates select members of the Union to represent Ulster in the inter-provincial competitions
- 3 The Chairman of the Selection Committee shall cause the terms of entry to each competition in which members of the Union are selected to represent the Union to be posted on the website of the Union at least 90 days before the entry date for each competition
- 4 Any decision by the Selection Committee to set up selection procedures or trials for a period extending past the next Annual General Meeting of the Union shall be void unless ratified by a majority of the Council
- 5 The selections made by the Selection Committee of members to represent the Union as players and captain shall be considered to have been ratified by the Council without any vote having been made
- 6 The Chairman of the Selection Committee shall cause the results of each trial organised by the Selection Committee to be posted on the website of the Union within 7 days of the date on which the trial ended