



BROCKVILLE DUPLICATE BRIDGE CLUB

CONSTITUTION



NAME

The name of this organization shall be Brockville Duplicate Bridge Club, number 132399, under the Eastern Ontario Bridge Association, Unit 192, and the American Contract Bridge League (ACBL).

AIMS AND OBJECTIVES

1. To preserve and promote the best interests of competitive contract bridge.
2. To conform to the rules of the ACBL and of Unit 192.
3. To prescribe rules of eligibility for participation in tournaments and club games held under its auspices and to deal with reports of dishonesty, unethical or improper conduct of participants in such events.
4. To conduct such other activities as may be in keeping with its principal objectives and the objectives of the ACBL.

BY-LAWS

ARTICLE I: MEMBERSHIP

1. Membership shall be open to any individual who wishes to join the club and who subscribes to the aims and objectives of the club.
2. Individuals not residing in Unit 192 will not be eligible to vote or hold office in the club.
3. Members will be eligible to win club championship game(s). Both players in the partnership must be members in order to win.
4. Members that have played 12 games or more are eligible to attend a club event at the highest subsidized rate determined by the club executive.
5. Members that have played 8 to 11 games are eligible to attend a club event at a lesser subsidized rate than that of members sited in #4 and determined by the club executive.
6. Members that have played less than 8 games are eligible to attend a club event and will receive the least subsidized rate members receive as determined by the club executive.
7. Non-members are eligible to attend a club event at a full fee set by the club executive.

ARTICLE II: FEES

1. Club membership fees shall be set by the club executive.
2. Membership is from January 1st to December 31st.
3. Membership fees are due and payable January 1st.
4. Fees shall not exceed the annual ACBL membership fee.
5. Individuals who join the club part way through the year shall pay the full annual fee.
6. Playing fees for local tournaments and club games shall be set by the club executive, subject to ACBL and Unit 192 regulations.
7. Full-time students will be given a reduced rate of playing fees as set by the club executive.
8. The fiscal year of the club shall terminate on September 30th•



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ARTICLE III: ADMINISTRATION

1. The Officers of the Club shall be: President, Vice-President, Past President, Secretary, Treasurer, Club Manager and Partnership Chair.
2. The Executive Committee shall consist of the Officers of the Club, and the immediate Past President. The Area Representative may be invited to attend meetings of this group as a non-voting member. The convenors of any special committees may be invited to meetings as non-voting members, to act in an advisory capacity.
3. The Executive Committee shall administer the business affairs of the Club.
4. No business may be conducted at any meeting of the Executive Committee unless a quorum of five members is present.
5. In case of a vacancy in the office of President, the Vice-President shall become President. The Executive Committee shall appoint a Club member in good standing to fill any other vacancy for the remainder of the unexpired term.
6. No member shall hold the office of President or Vice-President for more than two consecutive years.

ARTICLE IV: DUTIES OF THE EXECUTIVE

1. To attend executive meetings.
2. To establish committees as required, and to appoint a chair to them. All members in good standing, including members of the executive, may be eligible for appointment to any committee
3. To act upon any motion passed at a general meeting.
4. To carry out the routine business of the Club, which includes:
 - a) Setting playing times, dales, fees and sites.
 - b) Consulting with the Club Manager on special games and Club policy.
 - c) Setting remuneration for special services.
 - d) Purchase of equipment and supplies.
 - e) Decisions on awarding prizes.

ARTICLE V: DUTIES OF THE OFFICERS

1. Duties of the President
 - a) To preside al all executive and general meetings.
 - b) To serve as ex-officio member of all committees.
 - c) To call executive and general meetings as required.
2. Duties of the Vice-President
 - a) To act for the President in his absence.
 - b) To organize the Christmas Party.



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3. Duties of the Secretary

- a) To keep minutes of all meetings.
- b) To collect and preserve all correspondence, papers, etc. relating to Club business.
- c) To handle correspondence with other clubs, Unit 192, and the ACBL.
- d) To ensure that an adequate supply of forms is maintained.
- e) To keep and up-to-date list of paid up club members.

4. Duties of the Treasurer

- a) To be responsible for the collection of all membership and game fees.
- b) To handle all disbursements, including monies to appropriate charities, ACBL and local.
- c) To record all financial transactions.

5. Duties of the Club Manager

- a) The Club Manager shall have care and control of the computer, and shall ensure the weekly game has been correctly scored.
- b) To ensure that a qualified or certified director is available for each game.
- c) To appoint and preside over Conduct and Ethics Committee to handle complaints and protests and to report its findings of fact and recommendations to the Executive for action.
- d) Through the game director, to ensure that scoring results are accurate.
- e) To issue rating points, to non ACBL members.
- f) To prepare a schedule of games for the coming year.
- g) To report scoring results and Club activities to media.
- h) To prepare monthly reports and send report to ACBL.
- i) To send special game reports to ACBL or Unit Secretary, within time limit.
- j) To ensure that the club adheres to all requirements of the ACBL Sanction.

6. Duties of Partnership Chair

- a) To arrange partnerships and teams as required.
- b) To encourage membership attendance.

ARTICLE VI: TYPE OF CLUB.

1. The Club shall be a class 4 (ACBL) club open for play to all bridge players, whether members of the Club or the ACBL or not.
2. The Club shall be a non-profit organization. Members may receive payment for special services as approved by the executive.
3. Effective October I, 1997, the Club Manager shall be paid a weekly fee of \$15.00.



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ARTICLE VII: AUDIT

1. The books of the Club shall be audited annually by a qualified member or auditor, appointed by the executive; such audit is to be completed within one month of the end of the fiscal year.

ARTICLE VIII GENERAL MEETINGS

1. The annual meeting shall be held during the month of October.
2. A quorum of any meeting shall consist of fifteen members in good standing i.e. paid up.
3. General meetings may be called:
 - a) By the President at any time on fifteen day's notice to members.
 - b) On receipt of a written petition signed by ten members in good standing. Thirty days notice is required.

ARTICLE IX: NOMINATIONS, ELECTIONS AND VOTING

1. Elections to the Club Executive shall be held at the Annual Meeting.
2. The Executive shall appoint a Nominating Committee of three members, one of whom shall be the Past-President. No other member of the Executive shall serve on the Nominating Committee. A proposed slate of officers shall be submitted at the Annual Meeting.
3. Nominations for executive office may be made by any group of two or more members of good standing. The consent of the nominee must be secured before the nomination is submitted. Nominations may be made either in writing beforehand, or from the floor, in the presence of the nominee, at the Annual Meeting.
4. In the event of a contest for office, the chair of the Nominating Committee shall assume the chair.
5. Voting shall be by closed ballot if requested. In this case, the Secretary shall prepare ballots.
6. There shall be one vote per member for each office for which there is to be an election.
7. If election is by closed ballot, the chair shall appoint three members to serve as scrutineers. Such appointees shall not be members of the Executive Committee or nominees for office.
8. Should there be a tie in the number of votes cast for any office; the presiding officer (the chair of the nominating committee) shall cast the deciding vote.
9. The newly elected officers shall take office on the date of the Annual Meeting.

ARTICLE X; SIGNING OFFICERS

The treasurer, club manager and any two of the following three positions for a maximum of four; vice president, president, and past president shall be co-signing officers of the club. Only two of the above officers are required to sign cheques.



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ARTICLE XI: CHANGES IN BY-LAWS

The By-Laws may be amended or altered at any annual, general or special meeting by majority vote, provided that:

- a) A quorum of fifteen members in good standing is present at such meeting.
- b) Notice of the proposed amendment or alteration shall have been given in writing and submitted to the Secretary at least one month prior to the giving of notice of such a meeting.
- c) Having received notice as specified above, the Secretary shall have circulated a notice of such proposed amendment to the Club members at least fifteen days prior to the meeting.



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Revision Log

Date of Revision	Revision	Reason
December 2013	<p>Article I: Membership</p> <ol style="list-style-type: none">1. Combined and reworded 1 & 22. Removed 3 – Concerning the issuing of membership cards3. Added 3 to 6	<ol style="list-style-type: none">1. For clarification purposes only, intent was not changed.2. Membership cards have not been issued in the past so this is to reflect actual practise3. To provide benefits for becoming a member. And to clarify and standardize the levels of subsidized rates.
December 2013	<p>Article II: Fees</p> <ol style="list-style-type: none">1. Reworded 1 and split into 3 points2. Reworded 2 -53. Add 7 concerning a reduced rate for students	<ol style="list-style-type: none">1. For clarification purposes only, intent was not changed.2. For clarification purposes only, intent was not changed.3. To reflect current practice, this hopefully encourages students to play.
December 2013	<p>Article X: Signing Officers</p> <ol style="list-style-type: none">1. Added additional executives that can be signing officers	<ol style="list-style-type: none">1. In the case that one of the two officers who were designed to sign cheques were out of town or otherwise unavailable, the club could still conduct business.