

**Constitution
of the
Tillsonburg Duplicate Bridge Club
Revised: June 5, 2015**

1. NAME

Tillsonburg Duplicate Bridge Club (hereinafter in this document known as the Club).

2. PURPOSE

- (a) To preserve and promote the playing of duplicate bridge under the jurisdiction of the American Contract Bridge League (ACBL).
- (b) To encourage membership in the Club.
- (c) To encourage the highest standard of bridge playing conduct and ethics by the members, and to enforce such standards.
- (d) Subject to agreement by the Executive, to cooperate with the ACBL Unit in the promotion and organization of an annual sectional bridge tournament.
- (e) To cooperate in the ACBL Charity Program and to sponsor and conduct charity events with the object of realizing funds to be donated to worthy humanitarian causes.
- (f) To promote enjoyment of the game of bridge in an environment conducive to the social as well as the competitive aspects of the game.

3. EXECUTIVE

The Executive is comprised of the Executive Officers and the Chairpersons of the Standing Committees.

The Executive Officers shall consist of:

- a) President
- b) Past President
- c) 1st Vice-President
- d) 2nd Vice-President
- e) Treasurer
- f) Assistant Treasurer
- g) Secretary
- h) Club Manager

The Chairpersons of the following Standing Committees are voting board members:

- i) Membership
- j) Social
- k) Tournament
- l) Publicity
- m) Partnership
- n) Nomination

Where appropriate, the President may allow two or more of these positions to be held by the same person. Chairpersons of Standing Committees are appointed by the President.

4. QUORUM

The President or designate and five other members of the Executive shall constitute a quorum that when duly assembled is legally competent to transact business or hold a meeting.

5. DUTIES of the EXECUTIVE OFFICERS AND STANDING COMMITTEE CHAIRPERSONS:

The major duties of the Executive Officers, and the Standing Committee Chairpersons are as follows. Other duties may be assigned according to Club By-Laws.

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- a) President:**
Presides as chairperson of General and Annual General Meetings
- (1) Calls meetings as necessary
 - (2) Acts as a signing officer
 - (3) Offers guidance to other members of the executive as required
 - (4) Appoints chairpersons to the Standing Committees
- b) Past President:**
- (1) When requested by the President, acts in an advisory capacity in all matters concerning the managing of the Club.
 - (2) Chairs the Conduct and Ethics Committees
 - i. To call a meeting of the Ethics and Conduct Committee (ECC) to review a reported violation to the Club's Code of Conduct.
 - ii. To follow up on the recommendation of the ECC resulting from a report.
 - iii. To chair any hearing whenever a request is made as a result of a recommendation.
 - iv. To keep records, cross referenced to all parties in the report.
 - v. To report to the Executive as outlined in the guidelines for the ECC.
- c) 1st Vice-President:**
- (1) To act in the capacity of the President whenever the President is unable to perform his/her duties for any reason.
 - (2) Although not binding, the 1st Vice-President is expected (if elected at the Annual General Meeting) to assume the position of the President when the term of office for the President expires.
- d) 2nd Vice-President:**
- (1) To act in the capacity of the 1st Vice-President whenever the 1st Vice-President is unable to perform his/her duties for any reason.
 - (2) Although not binding, the 2nd Vice-President is expected (if elected at the Annual General Meeting) to assume the position of the 1st Vice-President when the term of office for the 1st Vice-President expires.
- e) Treasurer:**
- (1) Act as a signing officer.
 - (2) Collect weekly card fees from the bridge players.
 - (3) Disperses funds at his discretion and by direction from the President and the Club Manager.
 - (4) Keeps an accurate record of all the Club's financial income and expenses.
 - (5) Makes monthly deposits to the Club's bank account.
 - (6) Presents a Treasurer's Report at each meeting as requested by the President.
- f) Assistant Treasurer:**
- (1) To act in the capacity of the Treasurer whenever the Treasurer is unable to perform his/her duties for any reason.
 - (2) Acts as a signing officer.
- g) Secretary:**
- (1) To take minutes of each meeting called by the President
 - (2) To read the minutes of the previous meeting when requested by the President
 - (3) To deal with correspondence as necessary under the direction of the President.
 - (4) Acts as a signing officer.

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h) Club Manager:

- (1) To be accountable to the ACBL for the enforcement of ACBL rules and regulations in all sanctioned games the Club conducts.
- (2) To issue club master points certificates or once a month to send by mail or modem a computerized report of the winners of each weekly bridge game.
- (3) To prepare and send the Monthly Report Form to the ACBL.
- (4) To correspond with the ACBL on Club game matters as required.
- (5) To apply to the ACBL for sanction renewals and report any change of the Club Manager or session changes on the appropriate ACBL forms.
- (6) To advise the president of any ACBL rules and regulations that may affect the admissibility of any game played

i) Membership Chairperson:

- (1) To collect annual membership fees from Club players and to remit such collections to the Treasurer.
- (2) To perform other appropriate duties as required.

j) Social Committee Chairperson:

- (1) To be responsible for the refreshments provided at the bridge playing area.
- (2) To be responsible for the purchase of any gifts or prizes provided by the Club on special nights such as the Summer Dinner or Christmas Dinner
- (3) To be responsible for the purchase and delivery of any appropriate greeting cards (sympathy, get well, etc.) when notified.

k) Tournament Chairperson:

- (1) To organize a committee for various positions to operate the tournament.
- (2) To plan the types of events.
- (3) To book a site and a date.
- (4) To apply for the sanction to conduct the games.
- (5) To liaise with the ACBL on any matters that arise.
- (6) To assign duties to committee members as required.

l) Publicity Chairperson:

- (1) To submit to the local newspaper the winners of the weekly duplicate bridge game.

m) Partnership Chairperson:

- (1) To accept the responsibility of attempting to find partners for members who request them.

n) Nominating Chairperson:

- (1) To gather a cast of candidates, once every 2 years, to assume the duties of Executive Officers for the next term of office. These candidates must be approved by the membership via democratic voting procedures at the Annual General Meeting (AGM).

6. EXECUTIVE TERM of OFFICE

The term of office for the Executive, except the Club Manager, shall start at the adjournment of the Annual General Meeting in which elected and run to the adjournment of the Annual General Meeting two years later. If elected, a candidate on the Executive may serve more than one term or serve in a different executive capacity.

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In the event that the position of President is vacated prior to the completion of the prescribed term of office, the 1st Vice-President will assume the role of President for the balance of the term of office.

In the event that the position of 1st Vice-President is vacated prior to the completion of the prescribed term of office, the 2nd Vice-President will assume the role of 1st Vice-President for the balance of the term of office.

If an Executive position other than the President, or 1st Vice-President becomes vacant during the term of office the remaining members of the executive may, by majority vote, appoint a replacement to complete the term of office of the vacant position.

7. CONDUCT AND ETHICS COMMITTEE

The Conduct and Ethics Committee needs to be autonomous onto itself and exclusive from the Executive, the structure of the Committee shall consist of:

- (i) the Past President as Chair and the Executive liaison,
- (ii) the Club Manager responsible to ensure that the club adheres to the guidelines of its ACBL sanction
- (iii) At least three members to be appointed by the Chair in consultation with the Club Manager from senior members in good standing of the club who are not voting members of the Executive.

8. MEMBERSHIP PERIOD

The membership period shall be on a yearly basis. Membership renewals and new memberships will be accepted by the Membership Chairperson. After memberships are closed new memberships may only be issued to players who: haven't had the opportunity in the renewal period to renew their membership, are new to the area, or by Executive approval on recommendation from the Membership Chairperson.

9. ANNUAL GENERAL MEETING (AGM)

Once a year, within the first ten days of June, a members' meeting shall be held either before or after a regularly scheduled bridge game. The specific date shall be established by the Club's Executive and shall be advertised to the membership by either announcement or posting on the Club's schedule at least one month prior to the date of the meeting. The President shall conduct the meeting for the purpose of informing the membership of the year's activities and financial position. Suggestions and comments from the floor shall be considered by the Executive for future action..

With the exception of the Club Manager, every two years the term of the office expires for the Executive. At the Annual General Meeting coinciding with the expiry of the Executive's term of office, the proposed new slate of Executive Officers will be presented to the membership for approval by the Nominating Chairperson. Following the presentation of the proposed new slate of Executive Officers further nominations from the floor will be accepted. Standard democratic voting procedures shall be used to validate the selection of Officers.

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SIGNATURES

Passed by a majority vote of the membership of the Tillsonburg Duplicate Bridge Club at the Annual General Meeting this 5th day of June, 2015.

Bill Misener
PRESIDENT

Doug Cote
SECRETARY