

KAMLOOPS DUPLICATE BRIDGE CLUB BYLAWS

Article 1 Name

1.1 The name of the club shall be the "Kamloops Duplicate Bridge Club" hereinafter called the Club.

Article 2 Aims and Objectives

2.1 The aims and objectives of the Club are:

- i. to provide a place and the opportunity for playing duplicate bridge in affiliation with and under the rules of the American Contract Bridge League (the "ACBL"),
- ii. to preserve, and to stimulate interest in competitive bridge,
- iii. to offer opportunities for learning bridge playing skills,
- iv. to encourage the highest standards of conduct and ethics and enforce such standards during play,
- v. to promote a pleasant atmosphere for the enjoyment of the game.

Article 3 Relationship to the ACBL and the Canadian Bridge Federation (the "CBF")

3.1 The Club shall operate in affiliation with the ACBL and abide by the rules and regulations established by that organization as they relate to the operation of all bridge games sanctioned by them. The Club shall cooperate with the Unit and District to which it is assigned by the ACBL and with the CBF.

Article 4 Membership

- 4.1 Membership shall be open to any bridge player who ascribes to the aims and objectives of the Club and who has played ten or more times at the Club within the previous twelve month period. An individual becomes a Member in Good Standing (a "Member") once they have achieved the minimum of 10 games played in the preceding 12 months, has paid the annual membership fee and is not currently suspended for any reason.
- 4.2 Annual membership dues shall be determined annually by the Club Executive Committee (the "Executive") and ratified by Members at the Annual General Meeting.
- 4.3 Members are eligible and encouraged to participate in club operations, membership on the Executive or in any other capacity required for the operation of the Club.
- 4.4 ACBL membership is not a prerequisite to being a Member but is encouraged.

- 4.5 A Member may be disciplined for unacceptable behaviour such as outlined in the Club's Zero Tolerance Policy and/or ACBL's Code of Disciplinary Regulations. Any disciplinary action taken by the Club shall be for cause and the individual involved shall be given a reasonable opportunity to be heard before such action is taken.

Article 5 Rules of Order

- 5.1 All Club meetings shall be conducted under Robert's Rules of Order.

Article 6 Fiscal Year

- 6.1 The fiscal year of the Club shall be from April 1st to March 31st.

Article 7 General Meetings

- 7.1 An Annual General Meeting (the "AGM") shall be held once a year no later than six weeks after the fiscal year end.
- 7.2 As a minimum, the following business shall be conducted at the AGM: election of Officers to the Executive, presentation of the annual financial statements and reports from the President and Club Manager.
- 7.3 Other General Meetings of the membership may be convened by the President or Executive as necessary.
- 7.4 No business shall be conducted at any General Meeting unless a quorum of fifteen percent (15%) of Members is present at the commencement of business.
- 7.5 Except as provided by Article 14 - Amendments to Bylaws, all motions, at all meetings shall be decided by a simple majority vote of Members in attendance at the meeting.
- 7.6 No proxy votes shall be allowed.
- 7.7 Notice of time and place and the general nature of the business to be transacted shall be posted on the club's web site, posted at all locations where the Club holds bridge games and shall be announced at bridge games at least twenty-one days prior to the meeting.

Article 8 Executive

- 8.1 The Executive shall consist of President, Vice-President, Secretary, Treasurer, Club Manager and two Members at Large.
- 8.2 No person may hold more than one position on the Executive at a time.
- 8.3 Decisions shall be made by simple majority vote when consensus cannot be reached.

- 8.4 The Executive is empowered with complete authority to conduct the business of the Club except that policy decisions made at General Meetings may only be changed with approval at a subsequent General Meeting.
- 8.5 All expenditures shall be authorized by the President or Club Manager except that:
- i. expenditures in excess of \$1500 except as provided for in Article 8.5.iii and 8.5.iv below shall require approval of the membership,
 - ii. unusual expenditures in excess of \$500 shall require approval of the Executive,
 - iii. if in the opinion of the Executive the financial health of the Club is sufficient, the Executive in its sole discretion, may authorize an expenditure in excess of \$500 for an annual Christmas party wherein the Club will pay all or part of the cost of a dinner for Members attending that event. Non-Members are welcome to attend the dinner provided that any non-Member pays for their own meal.
 - iv. if in the opinion of the Executive the financial health of the Club is sufficient, the Executive in its sole discretion, may authorize an expenditure in excess of \$500 for an annual award to the Members. Said awards may be in the form of Free Plays at the Club or Unit level, cash, trophies or other such acknowledgement as the Executive may from time to time deem appropriate.
- 8.6 Disbursements from Club bank accounts shall require the signatures of two of the following three officers: the President, the Treasurer, Club Manager.
- 8.7 No business may be conducted at any Executive meeting without a quorum of at least four members including the President or if the President is unavailable, the Vice-President.
- 8.8 In a case of urgency the Executive may conduct business by telephone or electronically subject to ratification at the next meeting.
- 8.9 The Executive shall meet at least three times between each AGM and the first such meeting shall be called within 4 weeks of the AGM.
- 8.10 The President shall:
- i. preside at all General and Executive meetings,
 - ii. ensure that the policies and procedures of the Club are followed and shall be responsible for the implementation of the duly passed decisions of the Executive and of the membership.
- 8.11 The Vice-president shall, during the absence or incapacity of the President, exercise all the responsibilities of the President. The Vice-President shall also perform additional duties as the President or Executive may designate.
- 8.12 The Secretary or their designate shall record minutes of all General and Executive meetings. The Secretary shall retain all Club records and forward them to the succeeding Secretary.
- 8.13 The Treasurer shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the Club and under the direction of the Executive shall control the deposit of money, the safekeeping of securities and the disbursement of the funds of the Club. The Treasurer shall provide a monthly financial statement to the Executive and year-end

financial statements to the membership at the AGM. It is the responsibility of the Treasurer to maintain all financial records and forward them to the succeeding Treasurer.

8.14 The Club Manager is responsible for:

- i. submitting the Monthly Reports required by ACBL,
- ii. submitting correspondence to ACBL on club game matters,
- iii. submitting the application for sanction renewals and special games and the reporting of changes and game results to the ACBL, CBF or other authority organizing such games,
- iv. other responsibilities as assigned by the Executive.

Article 9 Election of Executive

9.1 One month before the AGM, the president shall select a member of the Executive to be Chair of the Nominating Committee. The Chair shall select two other Members who are not presently serving on the Executive to complete the Nominating Committee. The Nominating Committee shall meet and prepare a slate of names to be placed in nomination at the AGM for the positions of President, Vice-President, Secretary, Treasurer, Club Manager and two Members at Large.

9.2 Additional nominations may be made from the floor at the AGM provided each nominee gives consent.

9.3 Any person nominated for any position must be a Member.

9.4 Each Member is entitled to one vote for each position to be filled.

9.5 All voting shall be conducted by secret ballot.

9.6 The nominee receiving the most votes for each position shall be declared elected except for the Members at Large. In that instance the nominees receiving the highest and second highest number of votes shall be declared elected.

9.7 Members elected shall take office immediately after the adjournment of the AGM

9.8 In the event of an office becoming vacant during the first 6 months of the calendar year the Executive shall fill the vacancy by nomination and election at a general meeting convened for that purpose. The general meeting shall be held within 45 days of the position becoming vacant. If no Member stands for nomination or if the vacancy occurs during the last 6 months of the calendar year then the Executive shall fill it in such manner as it deems appropriate or leave it vacant.

Article 10 Committees

10.1 Except as directed by these bylaws the Executive may appoint committee(s) to serve during its term of office in order to effect or maintain operation of the Club. The Committees must include but are not limited to:

- i. Nominating Committee: The Nominating Committee shall be established in accordance with Article 9.1,
- ii. Discipline: The Club Discipline Committee (the “CDC”) shall be established in accordance with Article 12.1,
- iii. Club Director’s Committee: The Club Director’s Committee shall be established in accordance with Article 11.

10.2 The President shall be an ex-officio member of all committees.

Article 11 Club Directors and Club Director’s Committee

11.1 The Executive shall:

- i. ensure Directors adhere to ACBL and Club laws, regulations, policies and procedures,
- ii. establish a list of Directors who may direct Club games,
- iii. approve the assignment of Directors to direct Club games.

11.2 Any Member who holds the title of ACBL Club Director or higher is eligible to be on the list of Directors established pursuant to Article 11.1.ii.

11.3 The Club Directors Committee shall be composed of all Directors on the list of Directors established pursuant to Article 11.1.ii.

11.4 The Club Directors Committee shall:

- i. recommend the assignment of Directors to direct Club games.
- ii. be responsible for the ongoing education of Club Directors,
- iii. recommend changes to Club policies and procedures as regards to the running of Club games.

Article 12 Club Discipline Committee

12.1 At its first meeting following the AGM the Executive shall select at least two of its members to sit on the Club Discipline Committee (CDC).

12.2 The CDC shall be responsible for reviewing allegations of unacceptable behavior and deciding what action if any, beyond any penalty assessed by the Director, is required.

12.3 All decisions of the CDC will be reported to the Executive. Any decision made by the CDC which calls for suspension or permanent disbarment of a Member or non-Member must be ratified by the Executive prior to implementation of the suspension or disbarment.

12.4 Any Member or non-Member that is the subject of a disciplinary hearing of the CDC has the right on reasonable notice, to appear before the CDC and be heard. If the CDC recommends suspension or disbarment then that person also has the right on reasonable notice, to appear

before the Executive and be heard prior to the Executive deciding to ratify, alter or vacate any recommendation of the CDC.

- 12.5 Any person, having received reasonable notice, who chooses not to appear at a hearing before the CDC and/or the Executive has forfeit the right to do so.
- 12.6 No record pertaining to a disciplinary action shall be made public until the hearing processes provided pursuant to Article 12.4 have been completed.

Article 13 Annual Review of Financial Statements

- 13.1 The Executive shall appoint a person, not currently on the Executive, to review the Club's annual financial statements and recommend their acceptance or if appropriate recommend to the Executive that a full and proper audit of the financial statements be conducted.

Article 14 Amendments to the Bylaws

- 14.1 Amendments to the Bylaws may be proposed by the Executive or at least ten percent of the Members and submitted in writing to the Secretary at least 30 days before the AGM or any special general meeting called for that purpose. It shall be the duty of the Secretary to incorporate the text of any proposed amendments in the notice of the meeting.
- 14.2 All votes to amend the Bylaws shall be by secret ballot.
- 14.3 In order for any amendment to the Bylaws to pass, the amendment requires the concurrence of at least two thirds of all votes cast.
- 14.4 Amendments become effective upon adoption or at such later date as provided in the amendment.

Article 15 Dissolution

- 15.1 Upon dissolution of the Club, the assets remaining after payment of any debts and liabilities shall be distributed as determined by the Members in attendance at the General Meeting in which the Club is dissolve.

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