**Constitution**

**of the**

**Valley Duplicate Bridge Club**

**Article 1 NAME**

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

**Article 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 and promote duplicate bridge and membership in the Club.

 (c) To encourage , support and enforce the highest standard of bridge playing, conduct and ethics by members.

 (d) To cooperate in the ABCL Charity Program to support local humanitarian causes.

**Article 3 EXECUTIVE**

The Executive is comprised of the following Executive Officers .

 The Executive Officers willl consist of:

 (a) President

 (b) Past President

 (c) Vice President

 (d) Treasurer

 (e) Secretary

 (f) Club Manager

**Article 4 QUORUM**

The president or designate and three other members of the executive committee shall constitute a quorum that when duly assembled is legally competent to transact business or conduct a meeting. The president does not have voting privileges.

**Article 5 DUTIES OF EXECUTIVE**

a) **President:**

 Presides as chairperson of General, Special 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) Liaises with Chairpersons when necessary.

 (5) AGM: Prepares the Agenda with annual reports from: club manager, treasurer,

 president and any other as required.

 (6) Liaises with the past president to establish a slate of officers in election years.

 (7) Acts as an ex officio member of all committees established by the executive.

b**) Past President**

(1) Acts in an advisory capacity in all matters concerning the club.

 (2) Serves as committee chair of Nominating Committee in election years.

c) **Vice President**

 (1) Acts in the capacity of president whenever the president is unable to perform his/her duties.

 (2) Chairs the committee to review the constitution every election year and presents

 proposed changes to the membership at the Annual Meeting.

d) **Treasurer**

 (1) Acts as a signing officer.

 (2) Collects weekly card fees from members.

 (3) Disperses funds at the direction of the president and club manager (rental fees and bills as submitted).

 (4) Keeps an accurate record of all the clubs financial income and expenses. Maintains weekly records of income and expenses.

 (5) makes monthly deposits to the Club's bank account. Maintains records

 of bank deposits and disbursements.

 (6) Prepares a treasurer's report for each meeting.

 (7) Presents an annual treasurer's report at the AGM

 (8) Prepares the Annual Budget working with the Executive and presents to the membership at the AGM.

**e) Secretary**

 1) Takes minutes of all meetings called.

 2) Circulates the minutes to all the Executive prior to the next meeting.

 3) Prepares agendas in consultation with the president and circulates for each meeting

 called

 4) Maintains an electronic record of all minutes which can be passed to the sucessor.

 5) Deals with correspondence as necessary under the direction of the president.

 6) Acts as a signing officer.

f) **Club Manager**

1) Accountable to the ACBL for the enforcement of ACBL rules and regulations in all sanctioned games the Club conducts.

 2) Acts as a signing officer.

 3 Sets up game computers, ensures maintenance, software updates and data

 verification

 4) Notifies members of the results of weekly games and winners.

 5) Prepares and forwards the Monthly Report form to ACBL.

 6) Corresponds with ACBL on game matters as required.

 7) Applies to the ACBL for sanction renewal and report any change of Club

 Manager or session changes on the appropriate ACBL forms.

 8) Advises the president of any ACBL rules and regulations that may affect

 admissibility of any game played.

 9) Prepares the Club Directory which entails: (this may be delegated to the web

 manager).

 I. updating membership list

 II. updating the schedule of events

 III. updating the list of Executive Officers

 IV. updating any other pertinent information

 10. Books regular weekly venue and informing membership of any changes.

 11. Coordinates and schedules directors to ensure that all directors have sufficient

 opportunities to direct.

**Article 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 AGM three years later. If elected a candidate on the Executive may serve one additional 3 year term in the same capacity.

In the event that the position of president is vacated prior to the completion of the prescribed term the vice president will assume the role for the balance of the term.

If an executive position other than president is vacated prior to the end of the prescribed term, the remaining executive members may by majority vote appoint a replacement to complete the term.

**Article 7 ANNUAL GENERAL MEETING (AGM)**

Once a year, in the month May, the Annual General Meeting, open to all members, will be held before or after the regularly scheduled game (unless an outside site is used). The president will conduct the meeting for the purpose of informing the membership about the year's activities. Appropriate reports will be given along with the annual financial report and the presentation of the following year's budget. Suggestions and comments from the floor will be considered by the executive for future action.

With the exception of the club manager, every three years the term of office expires for the executive. At the Annual meeting the proposed new slate of officers will be presented to membership for approval. Once the slate has been presented the president will ask for further nominations from the floor. Standard democratic voting procedures will be used to validate the selection of Officers.

**Article 8 MEMBERSHIP**

Membership in VDBC is considered valid for anyone playing three or more times in a six month period.

**Article 9 BY LAWS**

Subject to the constitution the executive may pass such by- laws as required to ensure the efficient and proper running of the Club. These will be presented to the membership for approval.

**Article 10 APPOINTMENT OF COMMITTEES**

The Executive may appoint committees as required.

**Article 11 DIRECTOR'S ROLE**

The director follows the rules and guidelines set out by the ACBL.

The director will encourage all members to be aware and follow the rules and etiquette of the game.

The director will only play under extraordinary circumstances.

**SIGNATURES**

**Passed by the Valley Duplicate Bridge Club Membership**

**this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2017**

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**PRESIDENT SECRETARY**