

CONSTITUTION AND BY-LAWS OF THE CODIAC BRIDGE CLUB

1. This Club shall be called the Codiac Bridge Club. The letters CBC shall represent the abbreviated name of the same Club.
2. Membership in the CBC shall be granted to any person for the annual sum of \$10.00 and shall be recognized by an appropriate membership card.
3. The CBC shall be a franchised member of the American Contract Bridge League, hereinafter described as the ACBL. The CBC shall maintain its franchise with the ACBL and it shall comply with the rules and regulations of the ACBL.
4. Regular game sessions shall be scheduled by the executive committee in consultation with the Club Manager.
5. A monthly meeting of the Club shall be scheduled by the President or, in the President's absence, by a member of the Executive who shall bring before the meeting such business matters as may require attention, or hear such reports as may be desired by the members.
6. Ten (10) members shall constitute a quorum for any meeting of the Club, including the Annual Meeting.
7. The Annual Meeting shall be held in June of each year at a time and place to be arranged by the Executive.
8. Previous notice of the proposed amendment and a two-thirds vote by members in attendance at a meeting is required to amend the constitution.

9. The Executive Officers of the CBC shall consist of the following list elected from the membership of the Club.

- President
- Vice-President
- Treasurer
- Secretary
- The Past-President, Club Manager and all CBC members that are ACBL certified Directors shall be *ex officio* members of the Executive Committee.

10. Four (4) members of the executive meeting shall constitute a quorum for any executive meeting. Members of the executive that are unable to attend may vote by email on items identified in the published agenda.

11. The Treasurer shall:

- (a) Receive and protect all moneys of the CBC. All moneys shall be deposited in a Chartered Bank, in trust to the CBC.
- (b) Be authorized to pay ongoing normal operating expenses. For expenses deemed to be other than normal, payment to be authorized by the Executive.
- (c) Keep a record of all moneys received and paid out and shall submit a financial report to the Annual Meeting and be prepared to state the balance of CBC funds at any general or annual meeting of the Club or meeting of the Executive.
- (d) Have the financial records audited by an individual who is familiar with bookkeeping and who shall certify the financial records are in order at the Annual Meeting.

12. The Secretary shall:
 - (a) record the minutes of all meetings and keep a record of same.
 - (b) conduct the correspondence of the Club.
 - (c) maintain a membership list.

13. The Club Manager – who is usually an ACBL certified Director – is not an elected position but appointed by the Executive.

The duties of the Club Manager or a ACBL Director appointed in the Club Manager's absence shall be:

- (a) The Director shall supervise the game activities in accordance with ACBL policy.
 - (b) The Director shall determine the type of game and playing movement which shall serve the best interests of the members and the CBC.
 - (c) The Director shall be paid fees not in excess of the standards set by the ACBL. Fee schedule to be established by the Executive.
 - (d) The Club Manager shall appoint one member of the CBC to serve as acting Director in his absence and in the absence of a qualified Director.
14. Playing fees charged to visiting or casual players for games or tournaments to be set by the Executive.

 15. The President shall appoint the Membership and Entertainment Committee Chairmen and other Chairmen as required, who shall have the power to add committee members.

16. The amended Constitution and By-Laws shall become effective immediately on being approved by a two-thirds majority of the members at a CBC meeting.

April 8, 2009 – Amended constitution approved by membership at a Club Meeting. Move by Mike Laszchak, seconded by Jenny Huntsman. Motion carried.

June 20, 2016 – Amended constitution approved by membership at AGM. Moved by Gil Meredith, seconded by John Shute. Motion carried.

December 16, 2019 – Amended constitution approved by membership at a Club Meeting. Moved by Gil Meredith, seconded by Linda Belliveau. Motion Carried.