

Truro Duplicate Bridge Club
BY-LAWS
(As Amended January 15, 2004)

1. The Club shall be called "THE TRURO DUPLICATE BRIDGE CLUB".
2. A member is any person who has played bridge at the club a minimum of five times in the past year.
3. The Executive shall consist of the President, 1st Vice-President, 2nd Vice President, Secretary, Treasurer, Past President, Chief Director, Club Manager and the Chairpersons of all Committees.
4. The signing Officers of the Club shall consist of any two of the following: President, Vice-Presidents, Treasurer and Club Manager.
5. The Executive shall be elected for one year, at the Annual Meeting.
6. The Annual Meeting shall be held in January of each year, at a place and time to be arranged by the President.
7. The financial year shall be from January 1st to December 31st.
8. Ten members shall constitute a quorum for any Annual or General Meeting, and five Executive Members shall constitute a quorum for any Executive Meeting.
9. General Meetings may be called at the discretion of the President, or on the written request to the Executive of any five members.
10. Duties of the Executive and its members are as follows:
 - a) EXECUTIVE - The Executive shall have the general superintendence of the affairs of the Club, with authority to purchase supplies, and to make ordinary repairs, replacements and additions to the Club's equipment and premises, when considered necessary or desirable; to arrange games; to approve, before any commitment is made, the request of any Committee Chairperson or of others, an expenditure in excess of \$50.00 (Fifty Dollars), with the exception of the purchasing of Directors supplies and kitchen supplies.
 - b) President - The President shall preside at all meetings of the Club and of the Executive and shall have the oversight of all the activities of the Club.
 - c) Vice-Presidents - the 1st Vice-President shall, in the absence of the President, assume all the duties and responsibilities of the latter. The 2nd Vice-President shall, in the absence of both the President and 1st Vice-President, assume all duties and responsibilities of the President.

- d) Secretary - Shall take minutes of all meetings and attend to all correspondence of the Club.
- e) Treasurer - Shall be responsible for all revenue; keep a record of all Cash Receipts and Expenditures; submit a written audited financial report at the Annual Meeting; be prepared to present a report of the income, expenditures and the balance of the Club's funds since the previous meeting at any Executive Meeting; pay all regular accounts. The Treasurer's report at the annual meeting may be audited by any person appointed by the Executive, which person does not need to be a chartered accountant or professional auditor.
- f) Property Chairperson - Shall be responsible for the purchase and custody of the Club property and supplies. Any damage or loss of any property shall be reported to the Executive by the Property Chairperson. He shall maintain an inventory of Club property, and shall submit same to the Annual Meeting.
- g) Refreshment Chairperson- shall be responsible for having available, all supplies necessary for refreshments at regular games, and as required by the Executive.
- h) Social Chairperson - Shall be responsible for procuring such prizes/supplies/ lunches for special events as recommended by the Executive.
- i) Trophy Chairperson - Shall be responsible for procuring trophies for each contest as recommended by the Executive, have trophies suitably engraved, and keep records of winners.
- j) Partnership Chairperson (s) - Shall be in possession of a members list, and shall assist members and other players in securing partners, when requested.
- k) Publicity Chairperson shall be responsible for publicity of interesting events of the Club; shall be responsible for publicity and advertising of Tournaments and Special events, as authorized by the Executive; shall be responsible for giving results of all regular Club events to the news media.
- l) Scoring Chairperson - Shall be appointed by the Executive. It shall be the responsibility of the Scorer to have scores entered, checked and verified, and to record the scores for the convenience and scrutiny of the Players. The Scorer shall be responsible for giving results of all regular Club events to the Partnership/Promotions/Publicity Committee. All final decisions pertaining to scores shall be the responsibility of the game Director.
- m) Chief Director - Shall be responsible for providing Directors for all Club games and events.

- n) Club Manager - Shall be responsible for informing the Executive, in advance, of all upcoming ACBL events, and shall ensure that all reports required by ACBL are prepared and submitted on time.
11. Discipline of the members and other players shall be the responsibility of the Executive.
 12. Liquor shall be consumed in the game room only on special occasions as authorized by the Executive.
 13. a) Directors shall be appointed by the Executive at their first meeting of the year, and such appointments may be subject to change at any Executive Meeting. Fees for the Director shall be reviewed and set by the Executive each year, or from time to time if found necessary by the Executive.

b) It shall be the duty of the Director(s) to supervise the proceedings of the game, to see that play is carried on according to rules laid down by the American Contract Bridge League; to see that boards and other necessary equipment are available and distributed for the game; to see that boards and other necessary equipment are gathered and replaced after completion of play. The decisions of the game Director are final. Should a formal protest be lodged by any player against the ruling of the Director(s), it shall be the duty of the Director(s) to receive such protest in writing, and to present such protest to the Executive for whatever action they deem appropriate.
 14. Upon any vacancy occurring in the Executive, the Executive shall have the authority to fill the vacancy until the next Annual Meeting.
 15. The Executive shall have authority to set fees for Club games, and other such charges necessary in the operation of the Club.
 16. a) The By-Laws may be amended by a two-thirds vote of members present at any General Meeting, provided that written notice of the proposed amendment has been given to all members in good standing at least two weeks prior to such General Meeting.

b) Written notice may be delivered by hand, mail, fax, email or other means authorized by the Executive.

c) Amendments shall come into force immediately on being approved as required.

d) The failure of any member or members to receive proper notice shall not invalidate any action taken at the General Meeting for which notice was required so long as a good faith attempt to identify and notify all members was made and at least 90% of the members received the notice in an authorized manner and time. It shall be the responsibility of those attacking the validity of the action taken to show that insufficient notice was delivered.

17. a) The Nominating Committee shall consist of the immediate Past President, as Chairperson, the 1st Vice-President and a member at large to be appointed by the President
- b) The Nominating Committee shall present at the Annual meeting a slate of members willing to serve in each executive position whom the committee recommends for such positions.
18. Should it become necessary or desirable for the Truro Duplicate Bridge Club to disband, all liabilities shall be paid and the remaining assets may be disbursed to a local group with similar objects or activities and/or to a local registered charity.