

**By Laws to the Constitution
of the
Tillsonburg Duplicate Bridge Club
Revised: June, 2009**

By Law 1 ACBL Sanction

Pursuant to Article 1, the Club is a sanctioned member (191973 TILLSON) of the American Contract Bridge League (ACBL) District 2, Unit 249.

By Law 2 Additional Duties of Executive

Pursuant to Article 5, **DUTIES of the EXECUTIVE, STANDING COMMITTEE CHAIRPERSONS, and EXECUTIVE CONSULTANT** of the Constitution additional duties assigned to the Executive are as follows:

a) President:

1. Liaise with the chairperson to confirm arrangements for dinner nights
 - I. caterer
 - II. hall and setup
 - III. special occasion permit from LCBO for wine
 - IV. wine glasses
 - V. printing dinner tickets
 - VI. ticket sales
2. AGM
 - I. prepare the agenda with reports from: Club Manager, Treasurer, Membership Chairperson, and President's report on year's activities
3. Liaise with the Nominations Chairperson to establish a slate of officers in election years.

b) Past President:

1. In the event that the President and Vice-Presidents are unable to preside over a meeting will as requested by the President chair a meeting

c) Treasurer:

- 1) Collect weekly card fees from the bridge players
- 2) Disperse funds at his discretion and by direction from the President or Club Manager
 - I. Pay any monthly rentals for our venues
 - II. pay bills as submitted (sanction fees, special games fees, supplies, and special events)
- 3) Keep complete and accurate records of all the Club's financial income and expenses
 - I. maintain weekly records of receipts from the Monday evening game
 - II. record weekly expenses of Monday evening game (free plays, director, supplies, and misc.)
 - III. receive and record monthly receipts from the Friday afternoon game
 - IV. record receipts of membership and any miscellaneous income
- 4) Makes monthly deposits to the Club's bank account.
 - I. maintain records of bank deposits, and disbursements
- 5) Present a Treasurer's Report at each meeting as requested by the President
 - I. prepare an Annual submission for the AGM and present it at the meeting

d) Secretary:

- 1) To take minutes of each meeting called by the President
 - I. prepare agendas for the meeting
 - II. record minutes at the meeting and prepare a final copy for the next meeting
 - III. maintain a record of the minutes
 - IV. maintain in the minute's records any published publicity articles and pictures
- 2) Purchase and send cards to members as applicable

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e) Club Manager:

- 1) Liaison with local administrators re: signature, setup, booking of the venues
- 2) Computer: setup, maintenance, software updates, data verification
- 3) Supplies: purchase for replacement or repair, game consumables, computer consumables, and furniture
- 4) Serve on the ECC
- 5) Advisor to the Executive
- 6) Liaison between ACBL, CBF, Executive, directors, and members
- 7) Prepare the Club directory which entails:
 - I. updating the membership list
 - II. updating the schedule of events
 - III. updating the club history
 - IV. updating the list of executive officers
 - V. updating other information re: location, phone numbers, etc.

f) Membership:

- 1) To collect annual membership fees from Club players and to remit such collections to the Treasurer
 - I. have memberships available prior to the start of the membership year
 - II. be early enough before game time to collect membership fees
 - III. make out membership cards and distribute them
 - IV. make a list of all members' names, telephone numbers, and e-mail addresses
 - V. arrange to have the final membership list printed for distribution
 - VI. select names from the membership list for the weekly fee plays (each member should have one free play semi-annually)
- 2) To perform other appropriate duties as required

g) Social Committee:

- 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.

h) Publicity:

- 1) To submit to the local newspaper the winners of the weekly duplicate bridge game
 - I. obtain game summaries for Monday and Friday games from Club Manager
 - II. prepare report for local newspaper showing all names of all players achieving 50% or higher and also include any upcoming events
 - III. deliver to the newspaper before noon on Wednesday of each week
- 2) Special Occasions
 - I. arrange for local photographer from local newspaper to attend
 - II. take pictures for club use whenever possible
 - III. send special personal pictures and/or write-ups to Bridge Bulletin, Canadian Bridge Federation, or Kibitzer
- 3) Tournament
 - I. collect tournament summary sheets to prepare report for the local newspaper
- 4) Executive Meeting
 - I. prepare summary of activities for report to executive

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- i) **Nomination:**
- 1) be prepared for a secret ballot vote when more than one candidate is nominated for the same position
- j) **Website Administrator:**
- 1) S/he shall be appointed by the president when a qualified member indicates that they are willing to assume the role.
 - 2) The Site Administrator's prime role is the administration, design, and maintenance of the web site.
 - I. Administration entails: domain, ISP, adherence to code of conduct
 - II. design is the artistic licence for creating the appearance of the pages
 - III. maintenance entails: content inclusion, update, repair, and expansion of the pages
 - 3) In addition the Site Administrator needs background in:
 - I. webpage design either with Netscape Communicator or Microsoft Front Page
 - II. file transfer protocol with programs such as WS-FTP/95
 - III. ACBLscore
 - IV. computer files and sub file operations, cut/paste operations
 - 4) Required equipment: a computer system with at least windows 98 2nd ed., 100meg of available storage, internet connection (high speed preferred).
- k) Executive Consultant

By Law 3 Ethics & Conduct Committee – Enacted: 2005-01-05

Pursuant to Article 5 (o)

Preamble:

Due to the sensitive nature of the concerns being discussed, the Executive recognizes the need to protect both parties from unnecessary embarrassment while the procedure is ongoing. All matters are confidential and details shall be released only on a need to know basis.

Name: Ethics and Conduct Committee (ECC)

Purpose: To resolve issues that contravene the ACBL's Code of Conduct, the ACBL's Code of Active Ethics, the ACBL's principles of Zero Tolerance (these are available on the ACBL website at www.acbl.org), or the Club's Constitution and By Laws.

Membership: Members to this committee shall be appointed by the Executive and is to include the Club Manager. Appointments shall be for a term of 2 years. There is no restriction on the number of terms a member may be appointed. A member may, but is not limited to, be a member of the Executive. A member has no voting privileges unless s/he is a duly elected member to the Executive. The number of members appointed is left to the discretion of the Executive.

Procedure:

- 1) Reports re: behaviour and conduct may arise from a player, the Club manager, the Director, or any person who has direct contact and business with the club.
- 2) All reports re: behaviour and conduct shall be addressed; but not limited to, in writing to the President.
- 3) The President will turn the report over to the ECC Chairperson and inform the Executive at the 1st opportunity that a report has been received and that it has been turned over to the Ethics and Conduct Committee.
- 4) The ECC shall convene within 2 weeks to address the matter.
- 5) All discussions shall be behind closed doors and are confidential. Information

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- released shall be on a need to know basis.
- 6) Upon review of the report the ECC has several options that it may exercise depending on the seriousness of the report. It may recommend to the Executive that the matter(s) has no merit and be dropped, discuss with the party(s) its concern(s), or write a letter to the party(s) involved outlining its concern(s). The letters are normally sequential but not limited to a letter of concern, a letter of warning, or a letter of discipline.
 - 7) Before a letter of discipline is implemented, it must have the approval of the Executive.
 - 8) Members have the right to appeal in writing or in person to the Executive.
 - 9) Letters addressed to a member shall either be personally delivered or mailed by post to the address last provided to the Membership Committee.
 - 10) The ECC Chairperson shall keep a record of all reports and actions taken. Such record shall be keep confidential.
 - 11) The ECC Chairperson shall inform the Executive at the 1st opportunity how the report was handled.
 - 12) The chairperson of the ECC shall also respond to the individual(s) who initiated the report informing them as to what action was taken. **Added: 2008-10-06.**

Expediently resolving a report benefits the club with the least disruption and ensures the members of a healthy environment in which to enjoy the benefits bridge provides.

By Law 4 Membership Fees and Renewals

Pursuant to Article 7

- 1) The membership fee is set at \$5.00/year.
- 2) Membership renewals are due June 1st.
- 3) Membership renewals run from May 1st to July 31st
- 4) For members who have not been in attendance during the renewal period, renewals will be available after July 31st on their first attendance.

SIGNATURES

Passed by the Tillsonburg Duplicate Bridge Club Executive this ____ day of _____, **2009.**

PRESIDENT

SECRETARY