

CHARLOTTETOWN DUPLICATE BRIDGE CLUB CONSTITUTION

As adopted by an Annual General Meeting (AGM) on Tuesday, November 25, 2025

ARTICLE 1: NAME

1.1 The name of the organization shall be the Charlottetown Duplicate Bridge Club and is hereafter referred to as the CDBC.

ARTICLE 2: OBJECTIVES

2.1 To bring together people who are interested in the game of bridge;

2.2 To further in those people a spirit of good sportsmanship and decorum, and to offer them an opportunity to improve their knowledge and competence in the game of bridge; and

2.3 To promote the game of bridge in the City of Charlottetown and surrounding areas.

ARTICLE 3: MEMBERSHIP

3.1 Membership is open to anyone interested in playing the game of duplicate bridge.

ARTICLE 4: AFFILIATIONS

4.1 The CDBC shall maintain affiliation with the American Contract Bridge League (ACBL) and the Canadian Bridge Federation (CBF).

ARTICLE 5: GOVERNANCE

5.1 The membership shall elect at an (AGM) a prescribed number of Members who shall be known as the Executive, and who shall serve for the period prescribed herein. The Executive shall be responsible for the conduct of the business, management and control of CDBC assets.

5.2 EXECUTIVE

5.2.1 The Executive of the CDBC shall be comprised of five (5) officers being: the President, Vice President, Secretary, Treasurer and immediate Past President; and three (3) members at large, all of whom shall be elected at the AGM for two years.

5.2.2 The Director Representative, the CDBC Manager and the Novice Group Coordinator shall be ex-officio members of the Executive with voting privileges.

5.3 ELECTIONS

5.3.1 At the AGM meeting of the CDBC the five (5) officers and three (3) members at large, shall be elected to serve for a term of two (2) years.

5.3.2 Should a vacancy occur on the Executive, the Executive may fill it through the appointment of a member. Should such an appointment be made, the member shall hold office until the next AGM when an election shall be held to fill the vacancy for the unexpired term of the original incumbent, if any.

5.3.3 Where the Vice President fills the vacancy of the President, the position of Vice President may be left vacant or may be filled by a member of the Executive to act until the next AGM.

5.3.4 All members of the Executive may be re-elected to any position on the Executive (including a position which that individual may have held previously) should the membership so wish.

5.4 EXECUTIVE OFFICERS

5.4.1 The Executive Officers of CDBC shall be the President, the Vice President, the Secretary, the Treasurer and the Past President.

5.5 NOMINATIONS

5.5.1 Nominations for the Executive shall be submitted by the Nominating Committee consisting of the immediate Past President as Chair, the Vice President, and one member to be selected at the discretion of the immediate Past President who shall post their nominations on the CDBC's websites at least one week prior to the AGM.

5.5.2 If the immediate Past President is unable or unwilling to assume the responsibility of striking a Nominating Committee, then the Executive may create such a committee.

5.5.3 Nominations for the Executive Committee may also come from the floor during the AGM.

5.6 METHOD OF ELECTION

5.6.1 All members of the Executive with the exception of the ex-officio members shall be elected by nomination and secret ballot unless the position proposed by the Nominating Committee is not contested.

5.7 DUTIES, RESPONSIBILITIES AND AUTHORITY

Of the Executive

5.7.1 The Executive shall be responsible for the management of the CDBC pursuant to the Club Constitution.

5.7.2 The Executive shall not borrow monies unless such borrowing is approved in advance at an AGM or Special General Meeting (SGM) called pursuant to Clause 10 hereof.

5.7.3 The Executive may from time to time set the timing of games and the participation of the CDBC in special games or events organized by either the ACBL or the CBF. The Executive may, in its discretion, delegate this authority to the Club Manager.

5.7.4 The Executive may pass rules governing the conduct of members and guests while participating in CDBC events and shall have the authority to enforce same by reprimand, suspension or exclusion of the offending party.

5.7.5 The Executive shall have the authority to purchase furniture, fixtures, accessories and to make alterations, additions and renovations to CDBC property. Expenditures in excess of \$2,000 must be authorized by a quorum of members as defined herein present at an AGM or SGM called for that purpose.

5.7.6 The Executive shall have the authority to engage any employees including a club manager and directors as may be required from time to time. The Executive also has the authority to engage any private contractors. The Executive shall fix the rate of compensation for persons engaged in the provision of services to the CDBC.

5.7.7 The Executive may appoint a member of the Executive to act as Chair of a meeting in the absence of both the President and the Vice President.

Of the President

5.8.1 The President shall preside over all meetings of the CDBC and have the authority to enforce the Constitution. In accordance with the CDBC Disciplinary Policy, the President will serve on the CDBC Appeals Committee with two (2) other members of the Executive.

Of the Vice President

5.9.1 The Vice President in the absence or incapacitation of the President shall assume the duties and responsibilities of the President. In accordance with the CDBC Disciplinary Policy, the Vice President will chair the Disciplinary Committee.

Of the Past President

5.10.1 The Past President shall provide advice at all times to the President and Vice President and in both their absences or incapacitation assume the duties and responsibilities of the President. In accordance with the CDBC Disciplinary Policy, the Past President will serve as a member of the Disciplinary Committee. The Past President will chair the Nomination Committee for the Executive Committee.

Of the Secretary

5.11.1 The Secretary shall ensure that accurate minutes of all meeting are kept, that correspondence is answered, that records are maintained, and that notices of all meetings are sent out. The Secretary shall also perform such other duties as may, from time to time, be assigned by the President. For the purposes of the CDBC Disciplinary Policy, the Secretary may serve as a member of the Disciplinary Committee and may also serve as a member of the Appeals Committee but not both.

Of the Treasurer

5.12.1 The Treasurer shall receive all monies accruing to the CDBC from any source, and shall ensure that all bills contracted are paid. At each of the Executive Meetings, the Treasurer shall provide a verbal report of the CDBC's receipts and disbursements as well as present a reviewed written statement of revenues and expenditures and of assets and liabilities to the AGM of the CDBC. "Reviewed" for the purposes of this section, means checked by a CDBC Club Member or other person with financial / accounting experience as appointed by the President. For the purposes of the CDBC Disciplinary Policy, the Treasurer may serve as a member of the Disciplinary Committee. They may also serve as a member of the Appeals Committee but not both.

Of the Director Representative

5.13.1 The Director Representative shall provide advice to the Executive Committee as it pertains to the smooth running of the regular games vis-à-vis the Laws of Duplicate Bridge and ACBL requirements. In accordance with the CDBC Disciplinary Policy, the Director Representative will serve as a member of the Disciplinary Committee.

Of the Members at Large

5.14.1 For the purposes of the CDBC Disciplinary Policy, the Members at Large may serve as members of the Disciplinary Committee. They may also serve as members of the Appeals Committee but not both.

Of the Novice Group Coordinator

5.15.1 The Novice Group Coordinator shall provide ongoing advice to members of the Executive Committee as it pertains to the running of the novice games as well as encouraging novice players to play in regular games.

Of the Club Manager

5.16.1 Among other duties to ensure the efficient running of regular games, the Club Manager: communicates to CDBC members on a weekly basis games that will be played and thereafter their results; serves as the primary contact with the ACBL and the Canadian Bridge Federation (CBF) to register for STACs, Rookie Master and other special games; prepares the game boards to be played, sets up the room and orders supplies as needed; operates the computer to administer the games and communicate the results to the players and the ACBL; creates and communicates to the CDBC Webmaster a monthly schedule of all activities and games to be posted on the CDBC websites; and, acts as the primary contact with the landlord regarding any additional room rentals or cancellations.

ARTICLE 6: MEETINGS OF THE EXECUTIVE

6.1 The number of Executive meetings held shall be adequate to ensure that the operations of the CDBC are properly conducted.

6.2 Executive meetings shall be called by the President or, in his or her absence, by the Vice-President.

6.3 A meeting of the Executive shall be held if requested by three members of the Executive.

6.4 Five members of the Executive shall constitute a quorum. If a quorum is not present, the meeting shall be adjourned to a later date and the number of executive members present at that meeting shall constitute a quorum. All members of the Executive shall be advised of the date and time of the adjourned meeting.

ARTICLE 7: FISCAL YEAR

7.1 The fiscal year of the CDBC shall be November 1 of one year to October 31 of the year following.

ARTICLE 8: BANKING

8.1 All monies received by the CDBC shall be deposited in a bank or banking institution as specified by the Executive.

8.2 The signing officers for the CDBC shall be the President, Vice President, Secretary and Treasurer.

8.3 The signature of two signing officers shall be required on all cheques.

ARTICLE 9: ANNUAL GENERAL MEETING (AGM)

9.1 The AGM of the CDBC shall be held as soon as reasonably practicable after the end of each fiscal year.

9.2 Notification of such meeting shall be posted on the CDBC's websites and announced at each of the games held in the two-week period immediately preceding the date set for the AGM.

ARTICLE 10: SPECIAL GENERAL MEETING (SGM)

10.1 SGMs may be called at any time by the Executive.

10.2 The President, or in the prolonged absence of the President, the Vice President shall call a SGM upon the request in writing of twelve (12) members provided the said request contains a statement of the reasons for which the meeting is called.

ARTICLE 11: QUORUM

11.1 The quorum for the AGM and SGM shall consist of twelve (12) members.

11.2 If a quorum is not present, the meeting shall be adjourned to a later date and the number of members present at the adjourned meeting shall constitute a quorum.

ARTICLE 12: AMENDMENTS TO THE CONSTITUTION

12.1 This Constitution may be amended at an AGM or SGM of the CDBC by a two-thirds vote of the Members present at such a meeting; provided that any proposed amendment or alteration shall have been submitted to the Executive, in writing, over the signature of the Member proposing it, at least thirty (30) days prior to the AGM or SGM. A copy of the proposed amendment shall be posted on the CDBC's websites and, at a minimum brought to the attention of the members at all games held over fourteen (14) days prior to the AGM or SGM called for that purpose.

ARTICLE 13: ORDER OF BUSINESS

13.1 The Order of Business, chaired by the President, at the AGM shall be as follows:

- Announcement that Quorum is Present
- Minutes of the Previous AGM
- Business Arising Therefrom
- Treasurer's Report of the Financial Statements
- Club Manager's Report
- Reports of the Committee Chairs including the Annual Spud Tournament Chair, the Social Committee Chair, the Novice Group Coordinator and the Disciplinary Committee Chair
- President's Report
- Election of the Executive
- New Business
- Adjournment

ARTICLE 14: WINDING UP OR DISSOLUTION OF THE CDBC

14.1 Upon the winding up or dissolution of the CDBC, the net sum remaining after the liquidation of any assets shall be paid to such registered charity or charities as determined by the Executive.