

**CONSTITUTION AND BYLAWS  
OF THE  
FORT WAYNE DUPLICATE BRIDGE ASSOCIATION**

**CONSTITUTION**

**ARTICLE I- Name**

This organization shall be known as the Fort Wayne Duplicate Bridge Association. It shall be a not-for-profit, membership organization.

**ARTICLE II- Purpose**

The purpose of the Association shall be to promote the playing of duplicate bridge.

**ARTICLE III- Sanction**

The Association shall secure and maintain a sanction as a "Class 4" club from the American Contract Bridge League (ACBL). This club shall be conducted in accordance with the Laws and Regulations of the American Contract Bridge League, District 8, and Northern Indiana Unit #154.

**ARTICLE IV- Membership**

Any individual may become an active member of the Association upon payment of annual dues according to the Standing Rules of the Association.

Any member may be reprimanded or barred from club game participation for cause by a game director. Notice, in writing, of the game director's action shall be sent by registered mail to the member so reprimanded or barred, with a copy forwarded to the Association's Governing Board (hereafter called the Board). The member, if barred, may appeal to the Board or the Unit #154 Board for reinstatement.

**ARTICLE V- Government**

The government of the Association shall be vested in the Board. Each member of the Board shall have one vote concerning the business of the Board; the President's vote shall be used only in the event of a tie vote.

**ARTICLE VI- Meetings**

Section 1 Regular meetings of the membership shall be held annually. The Board shall meet at least once a month in accordance with the Standing Rules of the Association.

Section 2 Special meetings of the membership with a specified agenda may be called by the Board or by petition of at least fifteen (15) members in good standing.

**ARTICLE VII- Affiliations**

The Association shall not relate itself in any way with any local, state, or national body that would interfere with the ability to receive a club sanction from the American Contract Bridge League.

## BYLAWS

### **ARTICLE I – Nominations and Elections of the Governing Board**

**Section 1** In December of each year a Governing Board consisting of nine members shall be elected by the Association's membership, three to be elected each year for a term of three years.

**Section 2** On or before November 1<sup>st</sup> of each year, the President shall appoint, subject to approval of the Board, a Nominating Committee, none of whom shall be a candidate for the Board.

**Section 3** The Nominating Committee shall present a slate of at least three (3) names as nominees for the Board. The nominations shall be in writing signed by the chairman of the Nominating Committee, and shall be in the hands of the Secretary thirty (30) days prior to the election. Candidates for office must consent to accept the office, if elected, before their names can be placed on the ballot.

**Section 4** Additional nominations may be made by any two members of the Club. Said nominations shall be in writing, signed by the members presenting the nominations, and shall be in the hands of the Secretary at least fifteen (15) days prior to the election date. Candidates for office must consent to accept the office, if elected, before their names can be placed on the ballot.

**Section 5** The Secretary shall immediately post the names of the nominees, as presented by the Nominating Committee and the membership, and the date of the election.

**Section 6** Elections shall be by secret ballot according to the Standing Rules of the Association.

**Section 7** The three nominees receiving the most votes shall be elected for the ensuing three years.

### **ARTICLE II- Duties of the Governing Board**

**Section 1** The Association's officers shall consist of the President, Secretary, and Treasurer elected by the Governing Board from the Board's membership for a term of one year.

**Section 2** In the event of a vacancy on the Board, the Board shall select the member to complete the un-expired term.

**Section 3** Special meetings of the Board, including a specified agenda, may be called by the President or by three (3) Board members, provided that due notice thereof is given to each member of the Board. At any special meeting, only agenda items may be considered as official business.

**Section 4** Five members shall constitute a quorum.

**Section 5** No proxy shall be voted at any meeting of the Board.

**Section 6** Any elected Board member may be removed by a petition signed by three-fourths of the Association's members. Also, any board member can be removed if six (6) Board members vote for that member's removal at any Special or Regular Board meeting.

### **ARTICLE III – Duties of Officers**

At the first meeting in January of the Board, the outgoing President shall accept nominations for President, Secretary, and Treasurer and shall conduct an election at that meeting.

#### **Section 1 Duties of the President**

- a. The President shall preside at all meetings of the Association and/or the Board, and perform such duties as are incumbent upon the office.
- b. The President shall appoint the Chairperson of all Committees.
- c. The President shall be responsible to the Board for the administration of the Association's affairs and the promotion of the Association's interests in accordance with the policies established by the Board.
- d. The President shall prepare an annual report on the progress of the Board, and present this report at the Annual Membership Meeting.
- e. The President shall sign or countersign all legal documents except checks.
- f. The President shall appoint two Association members to audit the books in November and present said audit to the Board at the monthly meeting in January.

#### **Section 2 Duties of the Secretary**

- a. The Secretary shall conduct correspondence for and in the name of the Association.
- b. The Secretary shall keep a full and correct list of the name and addresses of all members.
- c. The Secretary shall keep minutes of all meetings of the Board and of the membership. He or she shall collect the membership dues and turn this money over to the Treasurer and take a receipt thereof.
- d. The Secretary shall preside in the absence of the President.

#### **Section 3 Duties of the Treasurer**

- a. The Treasurer shall receive all monies due the Association, giving receipts in the Association's name, and shall account for such monies to the Board.
- b. The Treasurer shall pay the bills with the concurrence of the President.

- c. The Treasurer shall prepare and present at the regular meeting of the Board and at the Annual Membership Meeting a financial statement showing all monies received and dispersed by the Association.
- d. The Treasurer shall be bonded.

#### **ARTICLE IV – Quorum**

A quorum at any regular or special meeting of the Association membership shall be the members in good standing who are present.

#### **ARTICLE V – Committees**

**Section 1** An Audit Committee shall be appointed annually by the President and be approved by the Board.

**Section 2** The President shall appoint other committees as needed.

**Section 3** The President is an ex-officio member of all committees, except the Nominating Committee.

#### **ARTICLE VI – Duplicate Bridge Club**

**Section 1** The club sanctioned under the requirements of Article III of the Constitution shall be governed by the Association and its Governing Board. The club shall be known as the Fort Wayne Duplicate Bridge Club, hereafter referred to as the Club.

**Section 2** The Board shall establish playing location and times for duplicate bridge games sponsored by the Club.

**Section 3** The Board shall establish playing fees to cover expenses consistent with the non-profit guidelines of the ACBL.

**Section 4** Directors for the games sponsored by the Club shall be contracted at a rate established by the Board. The director is responsible directly to the Board for the conduct of the games.

#### **ARTICLE VII – Amendments**

**Section 1** Amendments and changes to the Association's Constitution and/or Bylaws must be approved by a two-thirds (2/3) majority vote of the membership present and voting at any regular or special meeting, provided the amendment/change and date of the meeting has been posted and made available to the membership at least thirty (30) days prior to the regular or special meeting.

**Section 2** The Standing Rules of the Association may be amended or changed by a majority vote of the Board members at any regular or special meeting at which a quorum is present.