

# Bylaws of the Aiken Bridge Club

## PREAMBLE

The members of the Aiken Bridge Club (ABC) rescind all previous bylaws and adopt the following bylaws.

### 1. Description

The Aiken Bridge Club is a member-owned not-for-profit bridge club affiliated with the American Contract Bridge League (ACBL).

### 2. Purpose

The purpose of the Aiken Bridge Club is to provide a means for its members and the general public to enjoy the game of ACBL-sanctioned duplicate bridge.

### 3. Definitions

Voting Member: a Voting Member is a member who has played in at least 6 Aiken Bridge Club games, and is current in payment of any dues or membership continuance as prescribed by the Aiken Bridge Club Board of Directors (BOD), or who meets one of the following conditions:

- Was on the ABC roster as of 1 January, 2020
- Approved for Voting Membership by action of the Board of Directors.

### 4. Club officials

The Aiken Bridge Club shall have a Board of Directors (BOD) to set club policies and govern the club. The membership of the BOD shall be a minimum of 4 to a maximum of 6 Directors.

The Club Manager shall be appointed from among the BOD, by the BOD, for a period of time at the BOD's discretion. The Club Manager shall serve as President of the BOD.

The Club Treasurer shall be appointed from among the BOD, by the BOD, for a period of time at the BOD's discretion.

Other temporary or ad hoc positions, such as recording secretary for meetings, sectional tournament coordinator, game scheduler, game directors, and ACBL representative shall be appointed by the Manager for whatever term the Manager elects.

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## 5. Duties of Club officials

### a. Duties of the Club Manager:

The duties enumerated below may be delegated to BOD or Voting Members at the Club Manager's discretion, but the Club Manager retains accountability for the outcome.

- i. Coordinate game activities with the ACBL and affiliated organizations, such as Bridge Base Online, for the administration of ABC duplicate bridge games
- ii. File game results as required by the ACBL or affiliated organizations in support of ABC duplicate bridge games.
- iii. Ensure proper and timely payment of Club expenses.
- iv. Approve investment of Club funds in FDIC insured checking accounts, savings accounts, money market funds, and certificates of deposit. For investment in other financial instruments (e.g., mutual funds, stocks, bonds) in excess of fifty (50) percent of the Club's available resources, a Special Meeting shall be called for the purpose of approving such investments (see Committees and Meetings section of these Bylaws). The Board may, in its sole discretion, make such investments as long as total investments remain below 50% of the Club's available resources.
- v. Ensure compliance with all obligations of the Aiken Bridge Club to the ACBL, the District, and the Unit. These include but are not limited to: requisite monthly reports and payments, requests and payments for the annual sanctions for the regular club games.
- vi. Arrange for a pleasant and convenient place to play Face-to-Face (F2F) bridge games. Ensure that all required supplies are on hand.
- vii. With the approval of the club directors involved, select the types of games to be played according to ACBL rules.
- viii. Maintain a record of Club correspondence, by-laws, financial documents, reports, and minutes of meetings.
- ix. Upon one or more member's petition for resolution of a grievance involving recurring issues such as perceived ACBL "zero tolerance" policy violations, appoint a Grievance Committee of any number of members. The responsibilities of the Grievance Committee are described elsewhere in these Bylaws.

### b. Duties of the Treasurer:

The duties enumerated below may be delegated to Voting Members at the Treasurer's discretion, but the Treasurer retains accountability for the outcome.

- i. Manage Club checking, savings, and investment accounts.
- ii. Collect game fees and deposit them in the checking account.
- iii. Write checks to pay obligations of the club, including monthly rent, monthly ACBL fees, reimbursement of purchases, and discretionary expenses using the club approval process.

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- iv. Prepare a quarterly written financial report (assets and liabilities, income and expenditures).
- v. Prepare and make available to the Voting Members an annual report showing all income and expenditures.
- vi. File tax returns with the state and federal governments and complete any other legal documents required of a not-for-profit organization.
- vii. Maintain a roster of membership.

### c. Duties of the Board of Directors

- i. Provide suggestions and advice to the Manager to best achieve the purpose of the club.
- ii. Establish a policy for Voting Membership dues and membership retention process.
- iii. Identify and implement strategies that promote the viability and growth of the Club.
- iv. Provide financial oversight of budgets, expenditures, assets and liabilities of the club; conduct an annual audit of the club's finances.
- v. Generate publicity, promote games to encourage new membership, and arrange social events for the club.
- vi. Establish the method and procedures for conducting elections.
- vii. Communications –in case the Club is closed to F2F play, it is sufficient for the BOD to post announcements and notices by email or on the Club website.

## 6. Committees and Meetings

- a. All meetings shall follow Robert's Rules of Order.
- b. Board Meetings: the BOD shall hold open, transparent meetings no less frequently than quarterly. All Board meetings shall be announced at the Club playing site and electronically. Meetings may be conducted in-person or electronically. A quorum of the Board of Directors shall be 4 members.
- c. Membership Meetings: Meetings of the Voting Members may be held in-person, electronically, or a combination thereof. At any meeting of the Membership, the members present – in person or electronically – shall constitute a quorum.
- d. Special Meetings: meetings of the membership may be called at any time by the Manager or at the petition of fifteen (15) or more Voting Members.
- e. Grievance Committee: this Committee shall rely on ACBL guidance where available (e.g. Zero Tolerance Policy) and shall resolve grievance issues in the best interest of the club. The Committee is granted the authority to impose sanctions upon members. The Grievance Committee findings and sanctions shall be provided in written form to the involved parties.
- f. Appeals Committee: the Director of a game session shall hear and rule upon all appeals. The Aiken Bridge Club has elected to not have a formal Appeals Committee for game session rulings, as permitted by the ACBL "Laws of

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Duplicate Bridge". The session Director is encouraged to consult other accredited ACBL Directors in attendance to assist in a ruling.

- g. Dissolution: Dissolution of the club shall be put to the membership for approval/disapproval. Upon dissolution, any remaining club assets shall be distributed to charities selected by the Board of Directors, in accordance with prevailing laws and customs for 501(c)7 non-profit organizations.
- h. Annual Meeting: an annual meeting shall be held yearly.

### 7) Elections

- a. Election of Club Officials shall take place at the annual meeting or at other times as set by the BOD. Newly elected Club Officials shall assume office on the first day following the election.
- b. Election of Board of Directors: All Voting Members are eligible to be BOD Members. The members of the BOD serve two-year terms. There are no term limits. The information regarding the election shall be promulgated by electronic means, and at a Face-to-Face bridge site for at least 3 games.
- c. Resignation- Should any Board Member resign or otherwise be unable to perform their duties, the Club Manager shall, with the advice and consent of the remaining Board Members, appoint a replacement from among the Voting Members to serve the remainder of the term.

### 8. Bylaws Changes

- a. Amendments/Revisions  
At the Club Manager's discretion, or upon petition by Voting members, the Manager may appoint a Bylaws Committee of at least three members, to draft amendments to the Bylaws. When a Bylaws amendment is drafted, the Bylaws Committee shall meet to finalize the wording and determine if the change is significant or merely administrative. If any member of the Bylaws Committee concludes that the change is significant, the amendment will be put to a ratification vote of the membership as described elsewhere in these Bylaws. For administrative changes only, the Bylaws may be amended without a ratification vote and made available to the members as described elsewhere in these Bylaws.
- b. Ratification of Amendments/Revisions: Voting members shall participate in the ratification of By-Laws revisions. The BOD shall set the method and procedure for conducting this ratification. The information regarding the ratification shall be promulgated by electronic means, and at a Face-to-Face bridge site for at least 3 games. If Face-to-Face bridge is not available, then the Board shall make a good-faith effort to contact by postal service or telephone those Voting Members who do not use electronic communications.