

BYLAWS LAKE CHAPALA DUPLICATE BRIDGE CLUB A.C. APRIL 2022

PREAMBLE

The purpose of the Lake Chapala Duplicate Bridge Club (LCDBC) (THE CLUB) is to encourage and promote the playing of contract bridge. The LCDBC is a nonprofit cooperative organization open to anyone of goodwill who conducts themselves in a considerate and amiable manner. Regularly scheduled duplicate bridge games are operated under franchises granted by the American Contract Bridge League (ACBL) under the jurisdiction of Amistad Unit #205 and are subject to the rules and regulations of the ACBL.

ARTICLE I: MEMBERSHIP

- A. An applicant shall become a voting Member upon payment of such annual dues (quoted in pesos) as shall be assessed by the LCDBC Management Committee. Members shall agree to comply with these bylaws and the rules and regulations of Amistad Unit #205 and the ACBL.

- B. A Member is in good standing unless
 - a. He/she is delinquent in his/her dues;
 - b. He/she is suspended or expelled by action of the Management Committee; or
 - c. He/she is suspended or expelled by action of Amistad Unit #205 in accordance with the bylaws of the Unit and/or ACBL.

- C. The Membership year and the fiscal year shall be January 1st to December 31st.

ARTICLE II: DUES AND PLAYING FEES

- A. The amount of the annual dues and playing fees shall be those assessed by the LCDBC Management Committee.

ARTICLE III: MEETINGS

- A. The Annual Meeting of the Membership shall be held in person or by electronic meeting on the 4th Tuesday of January each year for the purposes of electing Members of the Management Committee and to conduct any business requiring acceptance by the Membership.

- B. Notice of the Annual Meeting shall be posted at least fourteen (14) calendar days prior to the meeting on the club bulletin board and website and sent via email to all voting members.

- C. The Management Committee shall appoint a Head Teller prior to the meeting for the purpose of counting votes.

- D. The election of officers shall be by show of hands unless a secret ballot is requested by any member. There shall be no voting by proxy.

- E. Election of officers shall be held at the Annual Meeting only.
- F. A statement of the financial status of the LCDBC shall be made available to the members, together with a proposed budget, at the Annual Meeting.
- G. A quorum for the transaction of business at any official meeting of the Membership shall consist of the lesser of twenty (20) voting members or 50% of the voting members.
- H. Special Membership Meetings shall be held in response to a written request signed by a minimum of ten (10) voting members. This request shall be sent to the President, who shall call the Special Meeting in not less than fourteen (14) days nor more than twenty-eight (28) days after receiving the request. A Special Membership Meeting may be called by the President or by a majority vote of the Management Committee. Special Membership meetings have the same requirement for notification of members as the Annual meeting, in accordance with Paragraph B above.
- I. In case of an emergency, an Emergency Meeting may be called by the President or, in the absence of the President, by a majority of the Management Committee. This request shall be sent to the President (or, in the case of a request by the President, to the Vice President), who shall evaluate the emergency and assign a date for the Emergency Membership meeting based upon this evaluation. Ordinary time constraints are not applicable.
- J. Special Management Committee meetings may be called by the President at any time.

ARTICLE IV: NOMINATIONS

- A. A Nominating Committee shall consist of not fewer than three (3) Members of the LCDBC, none of whom shall be current Members of the Management Committee. They shall be appointed by a majority vote of the Management Committee not later than November 15th of each year. The names of the Committee Members shall be posted as soon as possible by the President following their appointment.
- B. The Management Committee shall name the Chairman. The Nominating Committee shall propose a slate of candidates for the vacancies on the Management Committee not later than December 15th. The slate shall be posted ASAP by the Chairman of the Nominating Committee.
- C. Nominations may be made from the floor at the time of the Annual Meeting with the written or verbal consent of the Nominee.

ARTICLE V: BOARD OF DIRECTORS and MANAGEMENT COMMITTEE FUNCTIONS

- A. The Management Committee shall conduct, manage and supervise all the business of the LCDBC including expenditures of funds for all operating expenses. All expenditures for unbudgeted items exceeding One Thousand US Dollars (\$1,000.00) (or its Peso equivalent) require the

approval of a majority of the Management Committee. All expenditures for unbudgeted items exceeding Five Thousand US Dollars (\$5,000.00) (or its Peso equivalent) require the approval of a majority of the members voting at a regular or special meeting.

- B. The Management Committee shall consist of seven (7) Members. The term of office for each Management Committee Member is two (2) years. The President, the Secretary, the Club Manager, and the Member-at-Large shall be elected in odd numbered years. The Vice President, the Treasurer, and the Facility Manager shall be elected in even numbered years.

- C. In order to qualify as an LCDBC Management Committee Members, a person shall
 - a. Be a Member of LCDBC;
 - b. Be a resident of the Lake Chapala area not less than five (5) months a year; and
 - c. Be willing to serve for a two (2) year period.

- D. Officers of the Management Committee shall be: President, Vice President, Secretary, Treasurer, Club Manager, Facility Manager and Member-at-Large.

- E. The Management Committee shall assume office upon election. The immediate Past President shall (if not still a Management Committee Member) be an ex-officio non-voting Member of the Management Committee for the following two (2) years.

- F. A written resignation by any Management Committee Member from a position constitutes a resignation from the Management Committee.

- G. Vacancies occurring on the Management Committee shall be filled by the majority vote of a quorum of the Management Committee. Such appointments shall be terminated at the end of that year. The position shall then be filled, by vote of the Membership, for the remainder of that position's term of office (see paragraph B, above) at the subsequent Annual Meeting.

- H. The Management Committee will endeavor to meet monthly. Said meetings-are open to the membership for observation only. Any request to speak before the Management Committee must be tendered to the President or to a Member of the Management Committee prior to the Meeting of the Management Committee. Such request shall be in writing and state the subject to be brought before the Management Committee. However, any member of the Management Committee may invite a Member to address the Management Committee at any time.

- I. A quorum for the transaction of business at any meeting of the Management Committee shall consist of not less than four (4) Management Committee Members.

- J. The Management Committee shall have no power to levy special assessments on the Membership.
- K. The Management Committee shall have the authority to remove and replace until the next Annual Meeting, any Management Committee Member who fails, without just cause, to participate in three or more consecutive regular meetings.
- L. The Board of Directors of the A.C. shall consist of no more than five (5) and no less than (3) members.
- M. The Management Committee is responsible for the operational and planning affairs of the Club and also to plan for its future. The Management Committee reports to the Board of Directors of the A.C. which ensures proper adherence to the A.C. regulations. Any monies and reports required for proper A.C. adherence are the responsibility of the Management Committee.
- N. The term of the members of the Board of Directors of the A.C. is indeterminate. Failure of a member of the Board to satisfactorily represent THE CLUB will be grounds for dismissal by a majority vote of the membership as recommended by the Management Committee.
- O. No meetings of any Board or Committee shall be closed to any members of the club who wish to attend and observe, with the exception of deliberations by the Ethics Committee after a hearing. Observers are not permitted to participate.

ARTICLE VI: DUTIES

A. PRESIDENT

The President shall:

- a. Schedule and officiate at all meetings, i.e., Management Committee, Annual, Special, Emergency.
- b. Appoint all Committee Chairs, with the approval of the Management Committee, and shall act ex-officio on all Committees with the exception of the Nominating Committee.
- c. Propose candidates to fill any vacancies on the Management Committee.

B. VICE PRESIDENT

The Vice President shall:

- a. Substitute for the President in his/her absence.

C. TREASURER

The Treasurer shall:

- a. Act as custodian of A.C. funds.

- b. Maintain active and inactive accounts in the Club's name and pay all club bills.
- c. Prepare written statements of finances, including income from games, dues, etc., and detail expenditures. Such statements shall be available for each meeting of the Management Committee (except Special Meetings) or Membership and shall be posted ASAP following each meeting.
- d. Prepare an annual budget to be approved by the Management Committee at their December meeting and presented at the Annual Meeting for approval by the Membership.

D. SECRETARY

The Secretary shall:

- a. Keep written records of each meeting of the Management Committee and Membership Meetings, and shall post such minutes ASAP following said meetings.
- b. Collect annual dues and transfer them to the Treasurer.
- c. Maintain a current roster of active members, lapsed members, and visitors.
- d. Keep written records of deliberations of the Ethics Committee.

E. CLUB MANAGER (must be a member of the ACBL)

The Club Manager shall:

- a. Submit the annual games sanction form to the ACBL and pay the annual fee.
- b. Maintain liaison with the ACBL and carry out such duties as assigned by the ACBL and/or the Management Committee.
- c. Schedule and direct all details of LCDBC games until the Director's duties commence at the start of any session.
- d. Schedule Club Championships and special games such as Charity Games.
- e. Recruit and prepare new Game Directors for ACBL accreditation.

F. FACILITY MANAGER

The Facility Manager shall:

- a. Coordinate all maintenance and repairs to the Club's physical plant.
- b. Serve as Custodian of Club property and maintain an inventory of capital property and fixtures.
- c. Replenish all consumable supplies including cleaning supplies and all hospitality items (coffee, drinking water, ice, cups, etc.)

G. MEMBER-AT-LARGE

The Member-at-Large shall:

- a. Serve as Chair of the Hospitality Committee.
- b. Schedule and arrange social events of the Club.
- c. Have responsibility for the distribution of keys to Directors and members of the Management Committee.

- d. Ensure that game fees are collected at each session (either by doing it personally or by assigning another member of the Club to do it).
- e. Have responsibility for publicity.

ARTICLE VII: SMOKING

Smoking shall not be permitted at the playing tables or in the club room. All smoking shall be in the open areas outside of the playing area. The Director may, at his or her discretion, allocate breaks in order to accommodate smoking, slow play, or for other game-related reasons.

ARTICLE VIII: COMMITTEES

A. ETHICS COMMITTEE

The President shall appoint one (1) Ethics Chair to consider all questions of honesty, ethics and personal behavior. Such appointment shall be ratified by the Members at the annual Membership meeting or a special meeting called for that purpose. The Ethics Chair shall accept all complaints from Members, establish a committee and shall investigate and hold a hearing on the matter presented. The Committee shall interview all persons who have knowledge of the matter and who may give advice on how the matter is to be treated in accordance with club bylaws. The decision by the committee of an appropriate penalty shall be final, unless within thirty (30) days of such decision the Management Committee proposes a modification of said decision. In such case the modification must be ratified by the Membership at the annual general meeting or at a special meeting called for that purpose.

The Ethics Chair shall deliver a written report of the Committee's deliberations to the Management Committee within seven (7) days of the conclusion of said deliberations.

ARTICLE IX: AMENDMENTS TO THE BYLAWS

- A. These Bylaws shall become effective upon the date of adoption at the Annual Meeting or at a Special Meeting called for that purpose.
- B. Amendments shall be made by a two-thirds (2/3) vote of the members present at Annual or Special Meeting called for that purpose, provided that the amendment(s) is(are) submitted in writing and posted at least two (2) weeks prior to said meeting.

ARTICLE X: DISSOLUTION

In the event of dissolution of the LCDBC, all bridge supplies shall be either donated to another club or sold and remaining assets (after payment of all outstanding debts and obligations), if any, shall be donated to local charities.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the LCDBC in all cases in which they are applicable and not inconsistent with these bylaws and are the parliamentary authority for all meetings of the LCDBC