

## **Northern Kentucky Bridge Club**

September 6, 2007

(Amended November 11, 2014)

(Amended November 23, 2021)

### **Article I**

**Name:** The name of the organization shall be the Northern Kentucky Bridge Club. (NKBC) The NKBC is a non-profit entity and exempt from Federal Income Tax under section 501C (7) of the Internal Revenue Code.

### **Article II**

**Purpose:** The purpose of the Club shall be to promote the game of bridge and to provide facilities and necessary equipment for the playing of duplicate bridge in the Northern Kentucky Area. The club is associated with the American Contract Bridge League (ACBL) for the purpose of awarding and recording master points earned by players at this club. Membership is open to all bridge players. The club shall charge an annual membership fee for the purpose of identifying club members. Club members must play a specific number of times each year before they are eligible to vote for any decision brought to the membership by the Board of Trustees. The Board of Trustees shall annually set the policy for the dues amount and the minimum attendance based on current needs of the club.

### **Article III**

#### **Board of Trustees:**

Section 1: The Board of Trustees shall be composed of four elected members starting 2022.

Section 2: The members of the Board of Trustees shall be elected for two-year terms. Beginning 2022, we will elect one board member. In 2023, three board members will be ending their two -year term and three new board members will be elected. The rotation of one new board member and three new board members will continue every other year, each serving for a two-year term.

Section 3: Each year at the September board meeting, the President, with the advice and consent of the Trustees, shall appoint a Chair of the Nominating Committee and two assistants whose function will be to recruit members who are interested in serving on the Board of Trustees, to run in the upcoming election. The Nominating Committee shall prepare the ballots.

Section 4: One week before the date of the annual election and through the day of the election, ballots will be available at the club's game site. Players whose names are on the membership rolls will be given a ballot by a member of the Nominating Committee. Absentee ballots will be supplied upon request. The ballot can be completed and placed in a ballot box provided for that purpose, during the week or on election day.

Section 5: The election will be held on the date of the club's Anniversary Party which will be held in November of each year. The Nominating Chair and Assistants shall count the votes. The President shall appoint two disinterested members to verify the vote count, after which the results will be announced to the membership. In case of tie votes, the president will draw lots. The ballots shall be preserved for one month.

Section 6: If vacancies occur on the Board of Trustees, the President shall appoint replacements with the advice and consent of the Board members. The term of such replacement's service will expire on December 31, of the year of the appointment.

Section 7: The Board of Trustees shall determine the board policies of the Club and exercise general supervision of its affairs, finances, and properties.

## **Article IV**

### **Officers:**

Section 1: The board of Trustees shall elect the officers of the club from among themselves. The officers shall include President, Vice President, Secretary and Treasurer. Following the election to be held in November of 2007, the term of the officers shall be one year. The Board may appoint members who are not on the board to carry out special functions for clearly stated time periods.

Section 2: The President shall preside at all meeting of the Club and shall perform all duties customarily incident to the office. The President will vote on Board matters only in the case of a tie vote. The President shall appoint a chair for each of such committees as may be appropriate from time to time. These may include a Zero Tolerance Committee, a Partnership Committee, A Publicity Committee, and such other committees as may be deemed necessary by the President or Board of Trustees. The Chair of each committee may choose additional members to assist with the functions of the committee when necessary.

Section 3: The Vice President shall perform all the duties of the President in the President's absence and shall also perform such other duties which may be delegated by the President or the Board of Trustees.

Section 4: The Secretary shall keep and report the minutes of all meetings and perform such other duties as the Board may direct. The Secretary will post the draft minutes and the approved minutes on the NKBC's website as soon as practical after each meeting. An important function is to precisely record the results of the annual election, so that it will be clear which Trustee's terms and any replacement Trustees' terms will expire on December 31, following the next annual election.

Section 5: The Treasurer shall receive all the income from the Club operations and such other monies which may be due the Club. The Treasurer shall pay all bills for authorized expenses, keep accurate records of income and expenses, and make financial reports at each regularly scheduled meeting of the Board of Trustees. The Treasurer will make available to the Club Manager (see Section 6 of this article)

such funds which will be necessary to pay the fees due to ACBL each month. The Treasurer shall also be responsible to prepare and submit any reports required by the Internal Revenue Service or the Kentucky State Revenue Cabinet. A second person other than the Treasurer shall be designated by the Board to have access to the club's banks accounts for the purpose of receiving monies and paying bills. The Board of Trustees from time to time may place limits on expenditures which may be made without the specific approval of the Board.

Section 6: Following a Board directed search, the President, with the advice and consent of the Board of Trustees shall appoint a Club Manager who shall be responsible for organizing the club games and reporting the result of sanctioned games to ACBL to confirm the award of master points. The Manager will be responsible for paying necessary fees to ACBL and making a monthly accounting of such payment to the Treasurer. The Manager shall automatically be an additional (fifth) voting member of the Board of Trustees. The Club Manager's services shall be ongoing with the expectation that either the board or the Club Manager shall terminate the appointment with two-month notice. In June, following an Executive Session, the Board shall provide evaluative feedback to the Club Manager.

## **Article V**

### **Executive Committee**

Whenever an emergency requires the action of the Board of Trustees and it is not possible to contact a quorum, (60% of the voting member), then any three members of the Board shall be considered an Executive Committee capable of making emergency decisions. Such action shall be reported to the full Board of Trustees as soon as possible and ratified.

## **Article VI**

### **Miscellaneous**

Section 1: The annual meeting of NKBC will be held at the time of the annual Anniversary Party to be held in November of each year. The election of the Board of Trustees will be held at this meeting. The newly elected Board members shall meet promptly to appoint the officers to serve for the next year. The newly elected Board and the officers shall take office on January 1 following the election.

Section 2: The Board of Trustees will hold monthly meetings. Special meetings may be called when necessary. The general membership shall be invited to attend any such meetings.

Section 3: Secret ballots may be required for certain actions. The board shall rule on this as the occasion arises.

Section 4: Game Directors shall be appointed by the Club Manager and shall be certified by ACBL. Newly qualified Directors may apply to the Club Manager for appointments.

## **Article VII**

### **Amendment of By-Laws**

Amendments to the By-Laws may be proposed by the Board of Directors or by a petition signed by twenty club members. Approval of a By-Law change shall require a vote of two thirds of the members present at the annual meeting or at a meeting specifically announced for this purpose. The proposed By-Law change shall be publicized at 60 days before the date of such meeting.

## **Article VIII**

### **Distribution of Funds**

In the event the Northern Kentucky Bridge Club would dissolve, the Board of Trustees shall liquidate all assets and distribute the remaining funds of the NKBC among nonprofit organizations.

Cynthia H Tretter, President    September 6, 2007

Mary Lou Zurborg, Secretary    September 6, 2007

Elaine Jarchow, President    November 11, 2014

Imogene Enzweiler, Secretary    November 11, 2014

Greg Brinker, President    November 23, 2021

Howard Simon, Secretary    November 23, 2021