

## Tallahassee Duplicate Bridge Club Bylaws

### I. Duties

A. The president of the Tallahassee Duplicate Bridge Club (TDBC) shall preside at all meetings of the organization and perform all the duties pertaining to this office.

B. In the absence or disability of the president, the vice president shall perform all the duties of the president.

C. The club manager shall record and preserve scoring statistics; keep an up-to-date list of all club members, together with their addresses, email addresses, and phone numbers; ensure the timely transmission of recorded masterpoints to the American Contract Bridge League (ACBL); give notice of all meetings; and perform such duties as the Board of Directors shall require. In particular, the club manager will supervise the club directors. The club manager shall relinquish to his/her successor all club-related materials related to his/her responsibilities as soon as practicable and before the new manager begins his/her term. The manager shall be appointed by the Board of Directors and shall be paid according to the current Standard Operating Procedure Fiscal Summary as contract labor.

D. The treasurer shall maintain a record of all disbursements and pay out the same only on order of the Board of Directors. The treasurer shall be responsible for ensuring the club's bookkeeping systems are auditable and shall provide a financial report to the Board of Directors at each board meeting. The treasurer is responsible for handling all required filings with the Internal Revenue Service. The treasurer shall not withdraw funds or make investment decisions without approval of the Board of Directors. The treasurer shall relinquish to his/her successor all materials related to his/her responsibilities as soon as practicable and before the new person begins his/her term.

E. The club secretary shall keep and record the minutes of the meetings of the Board of Directors, notify the Board of Directors and officers of elections, and record the names of newly elected board members in the minutes.

F. The Board of Directors shall appoint a webmaster to maintain the club's website.

G. The Board of Directors shall annually appoint the treasurer, club manager, and webmaster.

H. The president may ask any officer or committee chair to attend a meeting of the board to give reports or recommendations, though such a person is not eligible to vote if not a board member.

I. The Board of Directors shall meet as necessary to conduct the business of the club. The president shall call such meetings.

J. Each member of the Board of Directors shall abide by the current recommended duties of Care, Loyalty, and Obedience, and the language contained in the sample code of conduct published by the National Council of Nonprofits, which are hereby incorporated by reference: <https://www.councilofnonprofits.org/tools-resources/board-roles-and-responsibilities> and <https://www.councilofnonprofits.org/files/media/documents/2023/sample-board-code-of-conduct-2022-ncn.pdf>.

## II. Fiscal Summary

- A. Directors' Fees. The fee paid to directors for all games shall be according to the Standard Operating Procedures.
- B. Dues, Fees, and Privileges
  - 1. Membership in the club is based on the calendar year.
  - 2. All members should renew their memberships each calendar year.
  - 3. New members joining in the last quarter of the calendar year (Oct-Dec) will be regarded as current for the following year.
  - 4. All members may play in all open club games. All members with the appropriate numbers of masterpoints may play in restricted games. All members may participate in all other club activities.
  - 5. All members will be included in the club directory.
  - 6. All members are invited to attend the annual party for free.
  - 7. Beginning in November, the club will provide renewal forms for the following year to distribute during regular club games. The form will indicate the current dues amount and the due date. Space for members' emails, phone number(s), and emergency contacts will be provided.
  - 8. A member who does not pay his/her dues will be considered "not in good standing" with the club. A member not in good standing will pay an extra four dollars (\$4) for each club game. A member not in good standing will be listed in the club directory for one additional year.
  - 9. All nonmembers who participate regularly in club games will be assessed an extra \$4.00 for each club game. They are ineligible to receive any promotional free plays or any other promotional items.
  - 10. All current ACBL members are eligible to earn master points at club games, including nonclub members.
  - 11. Guests of members or nonmembers visiting from another club are exempt from paying the additional \$4.00 per game. Nonmembers, guests, and visiting members from other clubs are exempt from paying the additional \$4.00 per game at club tournaments.
  - 12. The Board of Directors may adjust all club fees.
- C. Free Plays
  - 1. Free plays are one-time-use certificates issued by the TDBC; each may be used in lieu of a single-game fee.
  - 2. Free plays may be issued by the club president or his/her designee. Free plays are issued primarily as a thank you or prize for efforts made by members on behalf of the club. Free plays generally expire within one month of their issue, but this restriction may be waived by the president or his/her designee. Free plays have no cash value and may only be used to waive the standard game fee for a member of the club. Free plays are nontransferable.
  - 3. Examples where free-play certificates are issued: At any TDBC game, the game director may have a designated player who is a volunteer member "on call" and is available to play. In most cases, the designated player will be the fourth player at a table. This arrangement is helpful to ensure a game is not cancelled or a half-table does not adversely impact the game. (Should two

people show up without partners and neither is a designated player, then both players must pay.) Free plays are issued at the discretion of the game director and are used for that specific game only. Free plays may be provided as a raffle or auction prize. Free plays may be provided as a charity prize during club-sanctioned events (e.g., a club auction pairing an “auctionee” with a winning member). Free plays may be provided to members who serve as mentors. Free plays are provided to members who are called to play by the game director. Free plays may be provided for a member helping the game director by making coffee, cleaning up, or other such tasks. These free plays are issued at the discretion of the game director and may be used for any game within the time designated.

### III. Committees

The president appoints committee chairs. Each chair then asks club members to be on his/her committee. The composition of a committee may change during the year. Club members who wish to participate in a committee should make their wishes known to the appropriate chair, but the chair will decide who will serve.

### IV. Amendment

These bylaws may be amended by the Board of Directors in accordance with the club's constitution.

### V. Authorities

- A. All games and tournaments sponsored by the TDBC shall be conducted in accordance with the latest Laws of Duplicate Contract Bridge adopted by the ACBL.
- B. *Roberts' Rules of Order* shall be the parliamentary authority on all matters not covered by the constitution and bylaws of the TDBC.
- C. All players shall be subject to the rules of the location where the games are held.

### VI. Discipline Policy

- A. General Comments. When a TDBC member's actions are out of compliance with ACBL Zero-Tolerance Guidelines, or he/she is behaving in a manner unbecoming ACBL's standards of play, the Board of Directors shall take appropriate action. The TDBC follows the 2015 ACBL Handbook of Rules and Regulations.
- B. Guidelines. Formal complaints shall be submitted by letter, by email, or verbally to the president or the club manager within 72 hours of the incident. Depending on the gravity of the offense, the president or his designee shall:
  - 1. Send to all parties involved a notice of the complaint, the procedures to be followed, and the potential remedial action. The notice shall be mailed, emailed, or hand-delivered by the president, club manager, or Disciplinary

Committee chair to the person(s) involved, with copies to the members of the Board of Directors.

2. Ask the Disciplinary Committee to investigate the incident and recommend to the Board of Directors how the incident should be resolved. As part of their procedures, the committee will grant the complainant(s) and the alleged offender(s) the opportunity for a hearing.
3. The Board of Directors will rule on the complaint. It may dismiss the complaint, or it may impose one of the following penalties:
  - a. Level one: a verbal warning.
  - b. Level two: a letter of censure summarizing the action and placing the member on notice that any further infraction could result in stiffer penalties, including suspension or expulsion.
  - c. Level three: a suspension. The length of the suspension will be based on the degree of the offense.
  - d. Level four: removal of the offender from the TDBC membership and exclusion from further participation in TDBC activities. This penalty will be imposed only under the most extreme circumstances.
4. Note that the penalty imposed will be determined by the severity of the offence. For example, a first offense may merit a level-four penalty.

#### VII. Actions in the event of the absence of a club member because of illness or hospitalization or because he/she has become homebound.

Under these circumstances, the president or club manager will verify with the member (or his/her representative) the details of the absence. With the club member's permission, the president or club manager will advise the general membership of the situation. The club secretary or designee will select an appropriate card for signatures by the membership and will mail the card within ten days of the announcement. Note that each situation may have individual needs, and those involved will be sensitive to the wishes of the club member.

#### VIII. Actions in the event of a club member's death

When a member of the TDBC passes away, the club manager or president will notify the membership pending approval of the family. The club secretary or designee shall select an appropriate card to share with the membership for personal signature. The card will be sent within three weeks. The club treasurer shall make a \$100 donation to the deceased member's preferred charity in the member's name. If a preferred charity is unknown, the \$100 will be donated to the ACBL Junior Fund in the deceased member's name. The club secretary and treasurer (or designees) may choose to coordinate their responsibilities when conducting this procedure. All club members are eligible for this consideration regardless of how long they have been members.

#### IX. Guidelines for the directors of games

- A. If a game is canceled within 60 minutes of the scheduled start time, the director will be paid \$30 for time (travel and/or setting up/putting away the equipment). If a game is canceled more than 60 minutes before its start, no compensation will be paid to the director.
  - B. A directors should not arrive at the game he/she is scheduled to direct with a partner. Instead, the director should be free to fill in as needed during the game. The exception is the case in which the director is substituting for another director and had previously arranged to play in the game with his/her partner.
  - C. When a person arrives to play without a partner, the director may:
    - 1. Play with the person if no other person is present without a partner who is eligible to play in the same game. The person playing with the director would pay to play in the game.
    - 2. Call a standby player to come in and play with a person arriving without a partner and award the standby player a free game. This compensation only applies if the standby player is called in specifically to play. If the standby player is already present, then the standby player is expected to pay to play.
    - 3. Refuse to play with a person who arrives without a partner or to call for a standby player if playing with the person will create a half table resulting in a sit-out for other players.
    - 4. The director may decide that a half-table is desirable if it will increase the number of tables so that the game meets the requirements for extra masterpoints or allows for a more workable game movement. Decisions on allowing a single person to create a half-table by playing with the director or by calling in a standby is solely at the discretion of the director.
    - 5. Directors are discouraged from playing if they are directing more than one section.
  - D. Note that game directors are employees of ACBL. Complaints about their behavior or decisions are to be regulated by the ACBL rules. These situations are the province of the club manager, not the club disciplinary procedures.
  - E. When any player calls the director to the table where the director is playing, the following rules will apply.
    - 1. If the matter does not involve changing scores, the director may rule normally.
    - 2. If the matter raises the possibility of changing scores, the director must recuse herself or himself and ask a person in the room who is a director or other experienced player to rule on the matter. Any player who considers himself aggrieved may ask the president to appoint an appeal committee.
- X. The club bylaws were created and approved by a majority of club members on November 4, 1959.

## XI. Amendment History

December 1971  
 January 1973  
 December 1976  
 October 1982

January 1985

May 1988

December 1988—Excluded the annual party and Sectional Tournament expenditures from the \$150 limitation of club expenditures by the board.

January 4, 1993—Dues increased to \$8.00 per year.

July 21, 1997—Director's fees for all games to be \$15.00 per session and \$2.00 per table.

April 2003—Created the Office of Treasurer

May 2008

December 2021

November 2024

March and April 2025