**THE BY-LAWS**

**OF THE**

**ROBERT KIRKPATRICK DUPLICATE BRIDGE CLUB**

**Article I—Name**

The organization shall be known as the Robert Kirkpatrick Duplicate Bridge Club and will function within the Laws and Regulations of the American Contract Bridge League, District 10, Unit 214.

**Article- II—Objectives**

Section 1. To promote the playing of duplicate bridge.

Section 2. To encourage highest standards of conduct and ethics by its members, and to enforce

 such standards.

Section 3. To create a welcoming, comfortable environment for all participants.

Section 4.To maintain a strong relationship with the City of Hattiesburg.

Section 5. To cooperate with and conduct special club events/games and tournaments sponsored

 by ABCL, District 10 and unit 214.

Section 6. To encourage commitment to the club in order to grow and maintain the membership.

**Article III—Membership**

Section 1. Any person in good standing residing within the jurisdiction of the Club is eligible for membership and no person shall be denied membership because of race, sex, national origin or religious affiliation.

Section 2. Voting membership in the Club requires membership in ACBL.

Section 3. Nonmembers shall be welcome to play bridge unless they have been suspended or

 expelled in accordance with the ACBL regulations.

Section 4. All regular members, even ex-officio members of the board, shall be eligible to vote and hold office.

**Article IV Fees**

Fees are charged to participate in the Club games; these fees are determined by the Club Board of Directors and ACBL.

**Article V Membership meetings**

Section 1. The annual meeting of the members shall be prior to January 1st at which time the

 Executive Committee and Board members will be elected.

Section 2. The President shall announce the date, time, and place two weeks prior to election of

 the new board.

Section 3. Special meeting of the members may be called any time by the President and at least

 one-week notice given to the members. The purpose of the meeting shall be known in

 advance to the members and shall be held prior to a bridge game.

Section 4. A quorum at any regular or special membership meeting shall be at least fifteen members in good standing.

**Article VI Board meeting**

Section 1. The Board shall meet the first Monday of the new quarter.

Section 2. The President may call special meetings of the Board as necessary.

Section 3. A quorum of the Board shall consist of five members.

**Article VII Board and Ex-officio members**

Section 1. Shall consist of President, Vice President, Secretary and Treasurer.

Section 2. Shall consist of four additional board members.

Section 3. Shall consist of two Ex-officio members.

**Article VIII Term of office**

Section 1. The terms of the office for the President, Vice President and Secretary shall be for one year and can be elected for second term.

Section 2. The treasurer shall be elected for two years and can be elected for a second term.

Section 3. The four Board members shall have two-year staggered terms.

Section 4. Members may be re-elected after not serving one term.

**Article IX Government**

Section 1. The government of the Club shall be vested in the Board.

Section 2. The Board selects the club manager and technology manager.

Section3*.* Each elected 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 X Duties of the Board**

Section 1. Duties of the President

1. Shall preside at all meetings of the Club and/or the Board and perform such duties as are incumbent upon the office.
2. Shall appoint all Committees and the Chairperson.
3. Serve as an ex-officio member of all committees, except the Nominating Committee.

 d. Shall prepare an annual report on the progress of the Board and present this report at the Annual Membership Meeting.

 e. Shall sign or countersign all legal documents except checks.

 f. Shall appoint the Vice President along with two club members to review the books in November and present the review to the Board and at the annual membership meeting.

Section 2. Duties of the Vice President

1. Shall perform all duties in the absences of the President.
2. Shall perform any duties assigned the President.
3. Shall serve as the chairperson of the annual financial review committee.

Section 4. Duties of the Secretary

1. Shall conduct correspondence for and in the name of the Club.
2. Shall keep a full and correct list of the name and addresses of all members.
3. Shall keep minutes of all meetings of the Board and membership.
4. Shall keep a hard copy and post the minutes of the Board meetings.

Section 5. Duties of the Treasurer

1. Shall serve as custodian of all club funds.
2. Shall deposit funds in the bank.
3. Shall pay the Club obligations, keep accurate records.
4. Provide a written financial report quarterly to the Board and Membership.

Section 6. Duties of the Board members

1. Shall accept duties as assigned by the President.
2. Shall coordinate the socials, i.e. luncheons.
3. Shall coordinate the sending of get well and sympathy cards to members.

**Article XI Duties of the Club and Technology Managers**

Section 1. Duties of the Club Manager

1. Shall serve as liaison to ACBL, submit fees, sanction requests and submit monthly reports as required by ACBL.

 b. Shall maintain records of all reports sent and sanctions received.

c. Shall be responsible for arranging and scheduling suitable directors for regular and special

 club games and exercise the rights, duties, powers and responsibilities as set forth in

 Chapter 4, Section One V.A., ABCL of Rules and Regulations.

1. Shall purchase bridge supplies.
2. If the club manager is elected to the board, they have voting privileges, otherwise, they serve as an ex officio member.

Section 2. Duties of the Technology Manager

1. Shall set up weekly games and record the games, including a summary.
2. Shall develop policies and procedures and updates for all computer activities.
3. Shall encourage and train members of computer operations.
4. Shall schedule the operation of the computer for each game.
5. If the technology manager is elected to the board, they have voting privileges, otherwise, they serve as an ex officio member.

**Article XII Vacancies**

Should vacancies in any of a Board position occur, the Board will select a club member to fill the unexpired term.

**Article XIII Standing Committees**

Section 1. The Nominating Committee shall be responsible for soliciting nominations for the

 elected officers of the Club and for presenting this slate of officers to the Club

 membership. The President shall appoint three members to the committee and name

 the chairperson.

Section 2. The Grievance Committee shall be responsible for assuring the enforcement of Zero

Tolerance at all Club games. The Committee shall be made up of the president and Club Directors. The committee shall set up guidelines to be approved for handling complaints. The Committee upon receiving a complaint shall record the same, indicating date, specific nature of the complaint, time, place, and parties involved. The committee shall determine the validity of the complaint and recommend appropriate action to the Board of Directors. Appropriate action shall include dismissal of the complaint, a written warning, one-month suspension and/or dismissal from Club play. All decisions and procedures shall be in accordance with ACBL policy. Any member may be reprimanded or barred for cause by the Board of Directors. Discussion of the Board action shall be in Executive session. The records of the Executive session shall be sealed and passed on to the President.

Section 3. The Financial Review Committee

 The president shall appoint two members to review the finances of the Club in the fall

 of each year. The Vice President shall serve as the Chair.

**Article XIV Amendments to the By-Laws**

Amendments to the By-Laws may be made by a two-thirds majority vote of the members of the Club present at any annual meeting, or at any special meeting called for the purpose of amending the Club By-Laws.