

# GREEN VALLEY RECREATION DUPLICATE BRIDGE CLUB BYLAWS

## ARTICLE I Name

The name of this organization shall be the Green Valley Recreation Duplicate Bridge Club.

## ARTICLE II Purpose

The purpose of this organization shall be to conduct franchised sessions of Duplicate Bridge games in accordance with the Laws of Duplicate Bridge and the rules and regulations of the American Contract Bridge League (ACBL).

## ARTICLE III Membership

Membership in the organization shall be open to any member of Green Valley Recreation, Inc. (GVR) upon payment of the yearly dues.

## ARTICLE IV Executive Board and Their Responsibilities

The Executive Board shall consist of the five (5) elected officers. Three (3) members shall constitute a quorum for all meetings of the Executive Board. The President will not cast a vote on motions unless there is a tie, in which case the President will vote to break the tie.

The Executive Board's responsibilities:

- a. To approve non-routine expenditures.
- b. To direct the annual audit.
- c. To approve the appointment or removal of an Appointed Officer or the Game Director.
- d. To decide the compensation paid to the Game Directors and Director's Assistants.
- e. Act as final appeals board on all disciplinary actions within the Club.

ARTICLE V  
Elected Officers and Their Individual Duties

The Elected Officers shall consist of President, First Vice-President, Second Vice-President, Secretary, and Treasurer.

The Elected Officers shall hold office for one (1) year, and no officer shall be eligible to serve for more than two (2) consecutive terms in the same office. This rule may be waived in the case of the President and the Treasurer. Both the President and the Treasurer must be members of the ACBL.

Section 1. Duties of the President:

- a. To preside at all meetings.
- b. To serve as official liaison with GVR.
- c. To appoint any special committees that the Executive Board agrees are necessary.
- d. To serve ex-officio on all committees except the Nominating Committee.
- e. To sign checks in any emergency when the Treasurer is unable to do so.

Section 2. Duties of the Vice-Presidents:

- a. In the President's absence, the Vice-Presidents in their order shall perform the duties of the President.
- b. To perform such other duties as may be assigned to them by the President.
- c. The Second Vice-President shall act as the Parliamentarian.

Section 3. Duties of the Secretary:

- a. To keep the minutes of all meetings of the organization.
- b. To send get-well and bereavement cards.
- c. To perform such other duties as may be assigned by the President.

Section 4. Duties of the Treasurer:

- a. To be custodian of all funds.
- b. To disburse funds as directed by the Executive Board.
- c. To make reports of receipts and disbursements when directed by the President.
- d. To provide all necessary information for the annual audit.
- e. To prepare the annual financial report for the general membership and for GVR.

ARTICLE VI  
Board of Directors and Their Responsibilities

The Board of Directors of the organization shall consist of all Elected Officers, the Club Manager, and the Game Directors' Representative. They shall vote on all matters that are not specifically assigned to the Executive Board.

It shall be the responsibility of the Board of Directors to train and maintain a staff of Game Directors and Director's Assistants.

Four (4) members shall constitute a quorum for all meetings of the Board of Directors. The President will not cast a vote on motions unless there is a tie, in which case the President will vote to break the tie.

**ARTICLE VII**  
**Appointed Officers, Appointed Chairmen, and Their Duties**

The appointed officers and chairmen shall be Club Manager, Game Directors' Representative, Membership Chairman, Social Chairman, and Partnership Chairman. These shall be selected by a majority of the Elected Officers.

**Section 1. Duties of the Club Manager:**

- a. This office shall be held by a Certified Game Director who is a current member of ACBL.
- b. To serve as official liaison with ACBL.
- c. To be Chairman of the Game Directors' committee.
- d. To order all supplies from ACBL.
- e. To schedule the Game Directors and Director's Assistants.

**Section 2. Duties of the Game Directors' Representative:**

To represent the active Game Directors in all matters brought before the Board of Directors. So long as one of the officers of the Executive Board also serves as a game director then appointment of the Game Directors' Representative may be waived.

**Section 3. Duties of the Membership Chairman:**

- a. To provide an annual list of members, including name, address, telephone number, ACBL number, and GVR number.
- b. To manage the annual membership renewal.

**Section 4. Duties of the Social Chairman:**

To make arrangements for any social function as directed by the Board of Directors.

**Section 5. Duties of the Partnership Chairman:**

To assist any eligible player, upon request, in finding a partner for a playing session.

**ARTICLE VIII**  
**Game Directors, Director's Assistants, and Their Committee**

**Section 1. Game Directors:**

- a. Each ACBL sanctioned duplicate session shall be directed by a Certified Director having current ACBL membership.
- b. It shall be the obligation of the Board of Directors to ensure that there is a trained staff of Game Directors and if needed, Director's Assistants.

**Section 2. Director's Assistants:**

A director's assistant may perform all duties of the game director, with the exception of making ACBL rulings.

**Section 3. Game Directors' Committee:**

This committee shall comprise in membership all the active Certified Game Directors and the Director's Assistants. The committee's responsibilities shall be:

- a. To appoint a staff of Game Directors to conduct playing sessions of the club.
- b. To determine the conditions of play at all sessions of the club.
- c. To provide training for any individual approved by the Executive Board to become a Game Director or Director's Assistant.

- d. To form an Appeals Committee, as needed. The Appeals Committee shall consist of three (3) members, recruited by the Session's Director, out of the game in which the problem occurred. The Committee should not have more than one (1) member of the active Director or Management staff.

ARTICLE IX  
Fiscal Year, Dues, and Awards

The fiscal year shall be from January 1 through December 31.

Annual dues shall be determined by the Board of Directors. Annual dues are payable beginning December 1<sup>st</sup> and are past due by February 1<sup>st</sup>.

The fee charged for playing in regularly scheduled sessions shall be determined by the Board of Directors.

Masterpoints shall be awarded at playing sessions in accordance with applicable regulations of the ACBL. Any other awards shall be determined by the Board of Directors.

ARTICLE X  
Playing Sessions

Playing sessions shall be open to all members of GVR and their non-resident guests.

Changes in the time, place, or eligibility requirements for the regularly scheduled sessions shall require the approval of a majority of the members present and voting at a duly-called membership meeting, unless such changes are mandated by GVR. A permanent change in playing day or session must be approved by ACBL.

The Board of Directors may, in an emergency, designate temporary times and places for playing sessions.

The Game Directors' Committee shall designate the time and place of special events.

ARTICLE XI  
Meetings

The Board of Directors shall hold no fewer than four (4) Board of Directors meetings a year.

The Annual General Membership Meeting shall be on the first Friday in December. A quorum of the membership shall consist of those present and entitled to vote at any meeting.

A special membership meeting, with 30 days prior notice, may be called for any regular playing sessions by order of the President, Board of Directors, or on written request by not less than 20 percent of the membership.

Notice of any meeting shall be given at all regular playing sessions for a period of seven (7) days prior to the meeting.

ARTICLE XII  
Disciplinary Action

If a player commits a serious breach of the rules or of the Zero Tolerance policy, the Director of the session may:

1. Immediately suspend that player from all club activities for up to one month. If a Director takes such action, he/she should complete an ACBL Players Memo or detailed report of the incident and submit it to the Game Directors' Committee through the Club Manager within forty-eight hours of the incident.
2. Immediately advise that player that a disciplinary action is pending, and it will be communicated after review of the incident with the Club Manager. The Director shall document the incident in an ACBL Players Memo or detailed report of the incident and submit it to the Club Manager within forty-eight hours of the incident. The Director will advise the player of the delayed disciplinary action immediately after the review with the Club Manager.
3. Given an extremely serious breach of the rules or of the Zero Tolerance policy, the Director may recommend, but not implement, a disciplinary action beyond one month. The recommendation and its rationale should be summarized in the Players Memo or incident report, and acted upon by the Appeals Committee.

The Club Manager shall appoint an Appeals Committee consisting of three Directors who were not involved in the incident. The Appeals Committee shall convene and review the Players Memo or incident report within forty-eight hours of receipt. The Appeals Committee may reduce the penalty or agree with the penalty. If the Appeals Committee feels the penalty was too lenient, they should refer the matter to the Executive Board which will make the final determination.

A player being so disciplined may appeal in writing to the Appeals Committee and then, if necessary, to the Executive Board. A player who is the subject of the disciplinary action may be represented by another player, not an attorney, at all appeals.

ARTICLE XIII  
Nominations and Elections

A Nominating Committee shall consist of two (2) members of the Board of Directors and three (3) members from the General Membership. This Committee shall be appointed by the Board of Directors by October 1 of each year. A report shall be made the first Friday in November. The election shall be held at the annual meeting on the first Friday in December. The newly elected officers shall assume their duties on January 1.

There shall be at least one (1) nominee for each office. Nominations may be made from the floor. Any vacancies occurring during the year shall be filled by the Board of Directors.

ARTICLE XIV  
Approval of GVR

The club's bylaws, its regulations, and any subsequent amendments must be approved by GVR. The new regulations shall be posted 30 days for the club to view. The bylaws shall then be approved by a majority of members present at a regular club game.



ARTICLE XV  
Parliamentary Authority

Robert's RULES OF ORDER REVISED shall govern this organization in all matters of procedure which are not in conflict with or covered in these Bylaws.

ARTICLE XVI  
Guests and Current GVR Guest Policy

The club allows guests in accordance with the current GVR Guest Policy.

This is the current GVR Guest Policy: Guest privileges are intended for temporary visitors of a Regular or Assigned Member (Tenant) of GVR and who live outside a twenty (20) mile radius of established GVR Boundaries. Guests must present an Annual Guest Card or a Daily Use Card.

ARTICLE XVII  
Amendments

These bylaws shall not be amended or altered except at a regular meeting of the organization and then by a majority of the members present, the proposed amendment having been made known at least thirty (30) days in advance,

Green Valley Duplicate Bridge Club, President



Green Valley Recreation Representative



2/1/22