

# Daytona Metropolitan Bridge Club By-Laws

These By-Laws were adopted at the membership meeting on September 11, 1996.

## Special Notes:

Where Chairman or a male pronoun is mentioned in these By-Laws, it refers to either male or female. Where Board is mentioned, it refers to Board of Directors.

## ARTICLE One PURPOSE

### Section 1 PURPOSE OF ORGANIZATION

The purpose of DMBC is to promote the playing of Duplicate Bridge, adhering to the guidelines set forth by the American Contract Bridge League.

## ARTICLE Two MEMBERSHIP

### Section 1 ELIGIBILITY

- a) A member shall be considered in good standing with the payment of the annual dues. Membership fees are due November 1<sup>st</sup> (the first day of the fiscal year). The amount of fees is to be determined by the Board of Directors.
- b) A member shall be in default if dues are not paid by November 30<sup>th</sup> of the same year. If in default, a member will lose all rights and privileges.

### Section 2 PRIVILEGES OF MEMBERS IN GOOD STANDING

Each member in good standing shall:

- a) Be entitled to vote at any meeting of the club on matters that may come before the membership.
- b) Be entitled to participate in all activities of the club. Each member shall be subject to the rules of the club and proper ethical conduct.
- c) Be eligible to vote for the members of the Board of Directors and are also eligible for election to said Board. Members in good standing are also eligible for appointment to committees established by the Board of Directors.
- d) A member shall be considered in good standing, if dues are paid for the current year and he is not under suspension.

### Section 3 DISCIPLINARY ACTION

- a) No action will be taken against any member until said member has had the opportunity to plead his case before the Board of Directors. The member may be represented by counsel.

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## ARTICLE THREE MEETINGS

### Section 1 MONTHLY MEETINGS

- a) The Board of Directors shall meet on a regular basis, at a date and time to be determined at the Board's first meeting. The president will require the secretary to advise Board Members if there is a change in the meeting scheduled for any particular month, or if a meeting is to be canceled.
- b) The order of business for Monthly Meetings shall be:
  - 1) Reading of minutes of the previous meeting.
  - 2) Treasurer's Report
  - 3) Report of the Managing Director
  - 4) Reports of the Committees
  - 5) Unfinished Business
  - 6) New Business

### Section 2 ANNUAL MEETINGS

- a) The annual meeting of the club shall be held on the second Wednesday in November, or at the discretion of the Board of Directors on a different date after fiscal year end. At this meeting, any member may force a vote by the members present on any issue of which the secretary has been notified in writing at least two weeks in advance. The secretary shall post such request on the Club bulletin board at the time it is received.

### Section 3 SPECIAL MEETINGS

- a) Special meetings of the membership shall be called by the President, or by a majority of the Board of Directors, or by written request of not less than thirty per cent (30%) of the members in good standing. Such petitions shall be delivered to the Secretary or, if unavailable, to any Officer of the Club who shall, within one week, issue a call for a Special Meeting to be held within two weeks of the receipt of such petition.

### Section 4 NOTICE OF MEETINGS

- a) Notice of the time and place of Annual Meetings shall be posted on the Club bulletin board at least thirty (30) days prior to the meeting date. Notices of the time and place of Special Meetings shall be posted at least ten (10) days prior to such meetings. Notices of Special Meetings shall state the purpose of the meeting, and no other business may be transacted.

### Section 5 QUORUMS

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- a) Ten percent (10%) of the membership shall constitute a quorum at membership meetings.
- b) Five Board Members shall constitute a quorum at board meetings.

### ARTICLE FOUR

### ELECTIONS

#### Section 1

#### NOMINATIONS

- a) On or before the last Friday in September, the President will select (4) non-Board Members to serve on the Nominating/Election Committee.
- b) The Nominating Committee will recruit volunteers willing and able to serve on the Board of Directors.
- c) Members of the Nominating Committee are ineligible for nomination.
- d) The Nominating Committee will post its list of nominees on the Club bulletin board at least two (2) weeks prior to the elections.
- e) Additional nominations, signed by any two club members in good standing, must be included in the Committee's list of nominees.

#### Section 2

#### ELECTION PROCEDURES

- a) The members of the Election Committee will be responsible for conducting the election as outlined below.
- b) Voting will take place from 12:30 PM to 5:00 PM on election day.
- c) Printed and sequentially numbered ballots will show the names of all nominees previously posted on the bulletin board.
- d) As a ballot is being issued, a member of the Election Committee will note on the list of eligible voters the ballot number, and the member will write his initials next to his name.
- e) Before a ballot is deposited in the ballot box, the Committee must ensure that the ballot number has been removed.
- f) Members unable to be present at the election may obtain an Absentee Ballot from the Election Committee two weeks prior to the election. If requested by mail, the member must include a self-addressed stamped envelope. The issuance of such ballots will be recorded in a ledger. These ballots must be returned to the Club no later than election day, in a sealed envelope marked "Ballot". On election day, the Committee will annotate its ledger to indicate that an absentee ballot has been returned, verify that the member has not voted in person, remove the ballot number, and deposit the ballot in the ballot box.
- g) The election committee shall start counting the votes at 5:01 PM on the election day, and post the results on the bulletin board.
  
- h) Only official ballots will be counted. Voting by telephone, telegraph, fax, or any other means is unacceptable.
- i) The members elected will be installed at the annual meeting.

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## ARTICLE 5

### BOARD OF DIRECTORS

- a) The Board of Directors shall consist of nine (9) elected members of the Club.
- b) Three Directors shall be elected for a term of three (3) years each. Additional Directors elected to fill vacancies shall be elected for one (1) or two (2) years based on the number of years remaining of the replaced Director's term.
- c) Missing three consecutive meetings by a Board member without cause is the equivalent of a formal resignation.
- d) Any vacancy on the Board of Directors, other than the time of the Annual Meeting, shall be filled by the un-elected nominee who, in the preceding Annual Election received the highest number of votes. Such successor or successors shall serve for the remainder of the Club Year.
- e) No member of the Board of Directors shall serve more than two three year terms consecutively.
- f) The Board of Directors shall elect by majority vote those Board members who shall serve as President, First Vice President, Secretary, and Treasurer.

## ARTICLE 6

### OFFICERS

#### Section 1

#### BOARD OF DIRECTORS POSITIONS

- a) The officers of the Board of Directors shall consist of a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer. All Board members are eligible to chair one or more committees listed in Article 7, Section 1.

#### Section 2

#### DUTIES OF THE OFFICERS

- a) The President shall chair all meetings and conduct them in accordance with Robert's Rules of Order, unless they are inconsistent with the Club's By-Laws. The President shall appoint all Committees, both standing and special. The President shall be a member ex-officio of all Committees. The President may call a meeting of the Board of Directors whenever necessary.
- b) The 1<sup>st</sup> Vice President shall, in the event of absence or disability of the President, assume and perform the duties of the President. The 1<sup>st</sup> Vice President shall also act as liaison with the Mather Club, and attend their meetings.
- c) The 2<sup>nd</sup> Vice President shall be Membership Chairman and ensure that a roster of all members of the Club, complete with mailing addresses and telephone numbers, is maintained by the Club's Managing Director.
- d) The Secretary shall record the minutes of all Board - and Membership meetings.
- e) The Treasurer shall keep complete Revenue and Expense records, subject to auditing at any time. The Treasurer is responsible for the timely deposit of revenues, the payment of operating expenses, and the selection of a bookkeeper.
- f) If the President's office is left vacant, the 1<sup>st</sup> Vice President shall serve the remaining

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term. If the offices of the Secretary or Treasurer are left vacant, they shall be filled for the remaining term by other members of the Board of Directors.

### Section 3 REMOVAL OF BOARD MEMBERS

Removal of a board member by the membership will require a Special Meeting as described in Article 3, Section 3. A separate action will be required for each board member removal.

## ARTICLE 7 COMMITTEES

### Section 1

There shall be the following standing Committees. Chairmen will be appointed by the President, with the approval of the Board of Directors. Chairmen will then select their own committee members.

- |               |                         |
|---------------|-------------------------|
| A) TOURNAMENT | G) ENTERTAINMENT        |
| B) MEMBERSHIP | H) PRIVILEGE EVALUATION |
| C) GROUNDS    | I) SUNSHINE             |
| D) HOUSE      | J) PURCHASING           |
| E) GRIEVANCE  | K) NOMINATING/ELECTION  |
| F) PUBLICITY  |                         |

The President may also, with the approval of the Board of Directors, appoint such additional committees as may be deemed necessary for the benefit of the Club.

### Section 2 DUTIES

- a) The Tournament Committee shall set up all regular and special tournaments as may be approved by the Board. The Tournament Committee shall have the responsibility of selecting trophies. The decision of a quorum of the committee shall be final, unless reversed by the Board of Directors.
- b) The Membership Committee shall have the responsibility of recruiting as many new members as possible.
- c) The Grounds Committee shall have the responsibility of overseeing the proper maintenance of the Club's landscaping.
- d) The House Committee shall be responsible for overseeing the Housekeeping functions of the Club, and to report to the Board any improvements deemed necessary. The chairman shall maintain a record of capital improvements, major repairs and acquisitions.
- e) The Grievance Committee shall hear all complaints, questions concerning rulings by directors, ethical conduct at the tables, etc.. Disciplinary actions must be approved by the Board. The steps that should be taken are defined in the Standing Rules.

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- f) The Publicity Committee shall be responsible for maximizing the Club's exposure in the media and other publications.
- g) The Entertainment Committee shall be responsible for all social affairs, such as annual dinners, special celebrations, etc..
- h) The Privilege Evaluation Committee shall decide if the privilege of a reserved North/South seat should be granted to a member, either on a permanent or temporary basis.
- i) The Sunshine Committee shall be responsible for sending get well cards when warranted.
- j) The Purchasing Committee shall be responsible for buying housekeeping supplies for the Club
- k) The Nominating and Election Committee duties are described in Article 4.

### ARTICLE 8

#### CLUB MANAGING DIRECTOR

A Club Managing Director shall be appointed by the Board of Directors. He shall be directly responsible to the Board for the proper conduct of all franchised duplicate bridge games conducted by the Club, in accordance with the rules and regulations of the Club and the American Contract Bridge League. The Club Managing Director shall be responsible for the ordering of all necessary game supplies and equipment. The Club manager shall ensure the continuing maintenance of an up-to-date Membership Roster. The Club Managing Director may not be elected to the Board of Directors, but shall be present during Board meetings. The Managing Director shall be compensated for the managing and directing of Club franchised games as established by the Board of Directors.

### ARTICLE 9

#### ORDER OF BUSINESS FOR ANNUAL MEETINGS

- a) Reading of the minutes of the previous meeting
- b) Report of the election committee
- c) Introduction of new members of the Board of Directors
- d) Reports of retiring Officers Committee Chairmen
- e) Unfinished Business
- d) New Business

### ARTICLE 10

#### STANDING RULES

Standing rules will be promulgated and published by the Board. They can be revised by Board action only. They will refer to the day to day operation of the club.

### ARTICLE 11

#### AMENDMENTS

Amendments to these By-Laws will be made in accordance with the Articles of Incorporation of the Daytona Metropolitan Bridge Club, Inc.

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