

♠ ♥ **By-Laws of Longview Bridge Club** ♦ ♣

Purpose The Longview Bridge Club (LBC) functions within the by-laws and regulations of the American Contract Bridge League (ACBL), and its local governing bodies, District 20 and Vancouver Unit 452. Its purpose is to sponsor tournament bridge in the Longview-Kelso area in southwest Washington.

Objectives of the Organization The objectives of the organization are to:

1. Preserve and promote the best interests of and to stimulate participation in the art of playing competitive duplicate contract bridge in any and all of its forms;
2. Cooperate with and assist the ACBL in the promotion and conduct of contract bridge tournaments;
3. Encourage the highest standard of ethics by its members and to enforce compliance to established ethical regulations;
4. Provide opportunities for training and development of new and less experienced bridge players in the community;
5. Participate with the ACBL in its charity program

Membership All bridge players are welcome and eligible for membership in the LBC. LBC members are strongly encouraged, but not required, to become members of the ACBL.

To become members, players must play in at least six (6) LBC sponsored bridge games or tournaments in the calendar year and not be under disciplinary action for conduct and ethics. The LBC Steering Committee (see below) will use the disciplinary regulations of the ACBL as a guideline for determination of player status and eligibility.

Members in good standing may vote in LBC elections, serve on the Steering Committee, and receive any and all other benefits of membership that may be proffered.

Dues No dues will be assessed. The LBC will finance its needs primarily through playing fees at its club games and tournaments.

Steering Committee The affairs of the LBC shall be managed and conducted by a Steering Committee in accordance with ACBL regulations and the laws of the State of Washington. Members of the Steering Committee will be unpaid volunteers, elected as proscribed below.

The Steering Committee shall organize games and tournaments, set playing and director's fees, approve operating and other expenses, rule on disciplinary matters, elect officers and assign duties, and perform such other functions as the committee deems necessary and appropriate in keeping with the objectives of the organization.

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- Steering Committee Composition** The Steering Committee shall consist of six (6) members elected by and from the membership by a simple majority of those present at the annual meeting. Term of office shall be three (3) years, with two (2) members elected annually to stagger the terms and provide continuity from year to year. There is no limit to the number of terms a person may serve.
- Annual Meeting** An annual meeting of the LBC membership shall be held in late November or early December. The primary purpose is to elect Steering Committee members for terms to take effect on January 1st of the succeeding year. Other business may be placed on the agenda by the Steering Committee or by any member if presented at least two weeks in advance of the annual meeting. Matters considered shall be approved by simple majority of those attending.
- The Steering Committee will nominate qualified and interested candidates to fill openings. However, the elections shall be open to nominations from the membership at large.
- Officers** The Steering Committee shall meet formally at least once a year in January at which time it will elect officers in addition to other business matters that may be considered. Persons elected shall hold office for one year or until their successors have been duly elected or appointed. Officers shall consist of President, Vice President, Secretary, and Treasurer. In addition, a Club Manager shall be named who may also hold one of the other positions.
- Vacancies** The Steering Committee may appoint a person to fill a vacancy due to death, resignation, or other cause or may leave it open until the next annual election. Appointed candidates will serve out the balance of the unexpired term of service. Vacancies in the Officer positions shall be filled by the Steering Committee as deemed necessary and appropriate.
- Conduct of Business** Meetings of the Steering Committee for discussion or action on business matters may be called by the President or by agreement of three of the Officers. Business may also be conducted informally as necessary by polling of the committee members. A quorum consists of four (4) Officers. In case of tie votes, the vote of the President (or Vice President, if filling in) will decide.

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- Officer Duties** This section provides general guidelines for duties and responsibilities of the officers.
- ♦ **President** Presides over official business of the LBC
Appoints individuals or committees as may be deemed necessary to accomplish specific tasks
 - ♦ **Vice President** Assumes duties of the President when he/she is absent
 - ♦ **Secretary** Handles correspondence with ACBL and other entities
Takes and distributes meeting minutes
 - ♦ **Treasurer** Receives, deposits, and accounts for all income and disbursements
Pays sanction and director fees and other approved expenses
Prepares and submits an annual financial report
 - ♦ **Club Manager** Manages day-to-day operations of the LBC
Arranges for directors and supplies
Applies for sanctions and submits monthly reports to ACBL
 - ♦ **Unit 452 Representative** Serves on the Vancouver Board of Directors to represent the interests of the LBC
- Amendments** Changes to these by-laws must be approved by 60% of the LBC membership. Changes may be proposed by agreement of four (4) of the Steering Committee members or by petition signed by at least 15 members. Proposed amendments must be submitted to the Secretary by November 1 for consideration at the annual meeting or at least 30 days prior to any special meeting called for this purpose.

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