

STANDING RULES

THE LOUISVILLE BRIDGE ASSOCIATION (LBA), UNIT

117

(Revised September, 2011)

1. The Vice President will be tournament chairman for Louisville sectional tournaments. The down state representative shall be responsible for the Barren River sectional tournament, including hotel arrangements. The co-chairman for regional tournaments shall be responsible for the Louisville regional tournament. The chairman for the non-life master ("NLM") sectional shall be responsible for the NLM tournament. All arrangements for tournaments should be made two years in advance. Any contracts for any tournaments shall be reviewed and executed by the President.
2. Two copies of a typed list of names, address, player number of all new officers and board members will be sent to: the ACBL District 11 President and Secretary by the LBA Secretary after election.
3. Newly elected board members will be appointed job responsibilities by the president and provided with a comprehensive job description and the name of their predecessor.
4. All LBA sanctions will be secured by the unit secretary.
5. The Kibitzer will be published at least annually and distributed to all LBA members.
6. A monthly schedule of LBA games will be published and distributed by the 1st of each month. A special events bulletin board will be maintained on club premises.
7. A letter book for all LBA correspondence will be maintained by the secretary.
8. A roster of LBA officers, board members and committee chairman will be published.
9. A roster of LBA club manager's names and address will be published or posted on the bulletin board.
10. Keys will be transferred to authorized Officers and Directors and designees from their predecessors and the key-list will be updated by the secretary.

11. An annual meeting of the members shall be held each year between November 1 and December 31.
12. President and Treasurer shall be bonded.
13. The game in conjunction with the annual meeting will be free to ACBL members.
14. The treasurer will post the previous month's financial statement on the club premises.
15. The LBA will have a monthly unit championship.
16. The LBA will have a monthly special game, when possible, on a Saturday night.
17. The LBA secretary and treasurer will be compensated \$50 per month for eleven months and \$49 for one month plus free entries to sectional tournaments and will be reimbursed for mileage on a monthly basis (not to exceed \$25.00) at the current IRS business mileage reimbursement rate per mile. Additionally, LBA Concession, Maintenance and Supply Chairpersons will be reimbursed for mileage on a monthly basis (not to exceed \$25.00) at the current IRS business mileage reimbursement rate per mile.
18. Authorized delegates attending LBA business or special club activities shall be reimbursed for necessary expenses including, but not limited to, lodging for one night and transportation expenses not to exceed the current IRS business mileage reimbursement rate per mile, one way.
19. District 11 meeting attendance expenses of one night's lodging, one meal and necessary transportation, not to exceed the current IRS business mileage reimbursement rate per mile, one way, will be paid for the president, immediate past president and any other District 11 board member from LBA or other party designated by the president.
20. Investment procedures for LBA will be reviewed annually.
21. Recipient(s) of LBA share of ACBL charity funds shall be determined by the Board of Directors annually.
22. Financial records will be audited and tax returns filed annually.
23. Barren River chairmen will be reimbursed lodging expense at Barren River tournaments.

24. LBA sponsored events and all games conducted at the Louisville Bridge Center will be nonsmoking.
25. The Louisville Bridge Center will be closed during all Unit 117 tournaments, including Barren River.
26. Directors for special games (LBA, LBC, Mentor-Mentee, Membership, ACBL district (excluding STAC games) and ACBL national, etc.) will be paid at the rate of \$9.00 per table, with a minimum of \$60.00 and no maximum. Games that require prior duplication of the boards by the director will be paid at the rate of \$10.00 per table with a minimum of \$70.00 and no maximum.
27. No person who directs a regular game at the Louisville Bridge Center shall be eligible to serve as an officer of the LBA unless such a person agrees to suspend the directorship of his or her game(s) for the period of service in one of the above named positions.
28. Those persons using the Bridge Center to teach lessons sponsored or not sponsored by the LBA shall pay a fee in an amount of 10% of the revenue generated.
29. Table rent from the Directors is due to the LBA on the 5th on each month.
30. The Treasurer shall keep on hand an Emergency Cash Reserve equal to six months of operating expenses. The amount will be reviewed annually by the Board of Directors in connection with the approval of the annual budget for the upcoming year.
31. Any person appointed as President shall not be treated as having begun his term of office until the next election of Officers following such appointment when he is elected as President by the Unit.
32. Any member of the Board of Directors missing more than two (2) regular Board Meetings during his or her term of office, without good cause, may be asked to send in his or her resignation as a Board Member to the Board of Directors.
33. Two (2) members of the same family, who are defined as husband-wife, parent-child, siblings, or any two (2) members of the same household, shall not serve on the Board of Directors at the same time.

34. Elections of Directors and Officers

a) Every member in good standing shall be entitled to one (1) vote for each Director and one (1) vote for each Officer to be elected.

b) A ballot with the names of the persons nominated or who have volunteered to serve shall be sent with the notice of the Annual Meeting to all members in good standing at least ten (10) days prior to the Meeting. The ballots shall also contain a "write in" space for each officer and Director to be elected.

c) In order to cast a valid ballot, membership dues must have been paid for the new fiscal or calendar year.

d) Ballots may be mailed to the Secretary prior to the Annual Meeting or may be cast in person prior to the Meeting. All ballots must be received prior to the meeting enclosed in a sealed inner envelope bearing no identification mark. The outside envelope must have the name and address of the sender.

e) Four (4) tellers shall be appointed by the President and notified of such appointment at least ten (10) days prior to the Annual Meeting.