

## KIVA WEST DUPLICATE BRIDGE CLUB RULES, REGULATIONS, AND POLICIES

1. The Club Board shall have general supervision of the affairs of the Club between its business meetings. It shall fix the hour and place of meetings, make recommendations to the Club membership, and perform other duties specified in the Bylaws. B/9/09
2. The Club Board consists of all elected officers including monitors and the Club Manager. B/9/09, M/4/14
3. The Club Business Year shall be from January 1 through December 31. B/9/09
4. Membership meetings will be held each year on the last Monday in each of the following months: January, April, September, and November, unless rescinded by Board action. Any cancelled meeting will be posted in advance whenever possible. B/9/09
5. The Club shall maintain a checking account at a local bank on a continuous basis. B/9/09
6. Signature cards for the newly elected officers shall be presented to the bank to be effective on January 1 or the first business day after taking office. B/9/09
7. Officers shall be elected to take office on January 1 of each year. B/9/09
8. Election of officers will be at the November Membership Meeting. B/11/14
9. The President is responsible for removing all material from the bulletin board that does not pertain to bridge or is no longer timely. B/5/97, B/12/08
10. The President shall appoint Partnership Chairpersons, but that person does not have voting rights. B/9/09

11. The President shall appoint a Nominating Committee Chair who will in turn assemble a committee of no fewer than two other members. A nominating committee shall present slate of nominees, one or more candidates for each office, at a Club Board meeting no later than 30 days prior to the time of the election. In addition to such presentation, the list of nominees must be posted. After the nominating committee has presented its slate, nominations shall be accepted from the floor with prior consent of the nominee. In cases of only one for an office, a vote shall be taken by voice, otherwise by ballot, requiring a majority. In the case of a tie, a second ballot shall be taken requiring only a plurality vote. Only ballots distributed at the election meeting shall be counted. B/9/09
12. If there is more than one candidate for any office, ballots will be provided that allow sufficient lined space to add a candidate nominated from the floor. M/1/96
13. The Vice President is responsible for posting on the bulletin Board a current list of members who are ill and/or in the hospital. B/3/93
14. The Vice President shall also assist the monitors. B/9/09
15. The Secretary shall assist the President with correspondence and special notices. B/9/09
16. In order to protect our non-profit status, the Treasurer shall track income from guests to assure it does not exceed 15% of the Club total. Other Treasurer duties are spelled out in Article III of the By-Laws. B/9/09
17. The Membership Chair shall process new memberships, sign – up new members and teach daily monitors how to sign up new members until January 31<sup>st</sup>. Thereafter, monitors will sign up new members. The Membership Chair shall be responsible for welcoming new members, providing them with Club Directories and pointing out the Club's By-laws and Rules, Regulations and Policies throughout the year. Also, to give the names of the new members to the President so the names can be announced at games. It will be the Membership Chair's responsibility assisted by the Directory Editor to post an updated monthly list of new and renewal member's as well as changes to member's

names, phone numbers and life master status; to prepare the Club roster for publication before Feb 1 and to maintain a current club roster throughout the year. B/9/10

18. The elected monitors for each game shall be responsible for collecting the playing fees and in the absence of the Membership Chair, the annual membership fees. All monies collected shall be forwarded to the Treasurer along with the attendance records, etc., that the Treasurer might require. B/09/09
  
19. The Coordinator of the Directors series as chair of the Safety Committee. B/9/09
  
20. The Club is also sanctioned by the American Contract Bridge League (hereafter referred to as ACBL) and must comply with the playing rules of the ACBL under the direction of non-playing ACBL certified Directors. The Directors shall be contracted by the Club Board. B/9/09
  
21. In addition to the Director, ACBL rules require that every club designate an ACBL member as its Manager. The Manager is accountable to ACBL for enforcement of ACBL rules and regulations and for supervision of Club Masterpoints, the monthly ACBL report, ACBL correspondence, sanction renewals, etc. as outlined in the ACBL manual. The Manager shall be appointed by the Club Board to serve for a period of two years and shall be a voting member of the Club Board. The Club Manager reimbursement will be \$100 per month and is controlled by the club. The Manager may be reappointed by a new Club Board. B/9/09, M/4/14, B/12/15
  
22. A player may not be barred for religious or political affiliations, race, or national origin, or because of proficiency or deficiency at bridge. Any violation of rules or disruptions of the game by a member requiring disciplinary action shall begin with a director call. The Director will make a decision, then determine whether to make a written report and recommendation to the Club Board. The Director, or the Club Manager, shall decide when or if ACBL rules have been violated and make an appropriate recommendation to the Board. The Club Board shall determine the nature of any disciplinary action in accordance with the provisions of Article II Section B. B/9/09, B/11/14

23. Previous member dues must be paid by January 1 of the current year in order to continue to play at the club. Previous members not renewing by this date may not play until their membership dues are paid. M/1/03
24. A new member who joins the club within two months prior to the beginning of the Club year shall be considered paid for the coming year. However, if the annual dues are raised at the November business meeting, such new member shall be required to pay the amount of the increase. B/9/09
25. Recreation Center membership cards must be available at each bridge session. Such cards must be shown when annual dues are paid. B/9/09
26. Member table fees are \$2 and guest admission will be \$3. However, both fees may be temporarily raised to accommodate special games at the discretion of the President. M/5/91, M/11/98, M/7/14, M/12/15
  - a. In accordance with changes in the By-Laws, non-resident guests and those referred to in Section C of the bylaws may participate in all Club games, Monday, Tuesday, Wednesday Thursday Friday Saturday as long as facility space is adequate to accommodate all Sun City West Recreation Center members eligible to participate and members are not displaced. Those eligible for Club membership and non-resident guests may attend only two times as a guest. M/9/14
  - b. The non-resident/non-household guest sign in procedure is as follows (sequentially)
    1. The member who invited the guest will sign in the guest in the block "Kiva Club Sponsor". The guest cannot sign in without the member present. Guests from reciprocal clubs, as defined in II Section C 3(B) of the bylaws must sign in and a KIVA Member will co-sign in the block "Kiva Club Sponsor" the game fee will be paid following the sign in.
    2. Following sign in and game fee payment and only then the guest should find an open table and sign the table direction slip (North/South or East/West.) B/1/03

27. Seating arrangements are to be made only for those players with ambulatory difficulty, recent hospitalization or an accident. The Club Board may require and update doctors excuse to be submitted on or about October 1 of each year. B/12/08
28. The Directors will handle seating arrangements. The Club Board will compile and publish a list of members who are eligible. Players calling for reservations must call before 11:25 a.m. and must be in the building at least 15 minutes before game time to hold the reservation. Members who are 90 years of age or greater may sit North/South. B/5/98, B/5/96, B/4/02
29. Movements will be at the Director's discretion. B/4/17
30. Flighting and Stratification  

In any stratified game, if the number of pairs in the lowest stratum is four, the Director may add from the next highest stratum one pair to the lowest stratum so that five pairs are in the lowest stratum. If there are only 3 or less in the lowest stratum, the game will be changed to a non-strats one. B/4/17
31. The only beverage allowed at the playing tables is water which must be in a container with a lid. M/11/92
32. The Club Board will appoint a Coordinator of Directors. B/1/03, B/1/05, B/1/07, B/12/08
33. The Club President is the only person authorized to take complaints or instructions to the Directors. Anyone who violates this authority should be reprimanded by the Club Board. All complaints must be put in writing and given to the President. B/3/93
34. Any pair kind enough to move to another section to eliminate a half table may have their entry fees refunded for one game only. B/1/94, B/12/15
35. Late plays are allowed at the discretion of the Director. B/1/94
36. Bid Boxes will be used in all flighted sections, with North/South responsible for boxes on their table. Anyone unable to use the boxes because of a physical disability is exempt. M/4/98

37. Club Championship games should not be scheduled on holidays. B/9/94
38. Cheating Policy Statement: Suspected incidents of cheating may be reported in writing for action by the Club Board. B/4/17
39. Any violation of the Recreation Centers' Rules, Regulations and Procedures, Club Bylaws or any Club Operating Rules that may be adopted by the Club; improper or disruptive conduct; or persistent playing or player courtesy violations reported by their members to the Director shall be cause for a disciplinary investigation by the Club Board. If disciplinary action is deemed appropriate by the Club Board, it shall be administered in the following sequence:
- a. First offense: A written warning outlining the infraction(s) shall be presented to the member.
  - b. Second offense: If the infraction(s) continue, the member shall be given a hearing before the Club Board. A short suspension may be given by the Board through a written notification after complying with the Recreation Center's Chartered Club Rules, Regulations and Procedures
  - c. Third offenses: After a period of suspension expires, further infractions shall be cause for another hearing before the Club Board to consider a longer suspension, not to exceed two weeks.
  - d. Fourth offense: After a fourth offense termination of Club Membership is recommended by the Recreation Centers General Manager to the Governing Board.
  - e. All disciplinary action shall be administered in accordance with Recreation Centers Rules, Regulations, and Procedures for Chartered Clubs. Copies of all correspondence and minutes of hearings shall be forwarded to the Recreation Centers Administration Office.

A severe infraction may be defined as: Cheating, Violence (which would include "loud, angry, intimidation") sexual harassment, Director harassment, walking out of a Duplicate Bridge game or other than a medical emergency, or other disruptive conduct of a gross nature. This definition is not intended to be all inclusive. Good judgement must prevail.

Certainly, not all angry outbursts by a member would be defined as a “severe” infraction. A very purposeful, careful assessment of the “Incident” must be accomplished prior to invoking this paragraph.

Additionally, no less that a committee of Board Members must hear the “offender’s” version of the occident and relevant witnesses must be hear.

Director harassment would have to be gross to invoke this paragraph for a first-time offense; it might include any name calling, intimidation, or verbally refusing to ‘Let go’ of the Director. Certainly, everyone has a right to disagree with a Director, but they must follow a procedure in doing so. B/9/09

40. In accordance with the ACBL rules, the game Director is empowered to oust a member from a game. The Director must submit a written report to the Club Board which describes the infraction, and why the player was removed from the game. B/9/09, B/4/17
41. Copies of new rules or regulations made at the Club Board or Membership meetings and voted on by the membership or if a vote is taken with a quorum present should be distributed to all the Directors and all Club Board Members. B/11/94, B/5/01
42. Allowing people to play who arrive five minutes following the scheduled game start will be at the discretion of the Director; however, all Directors are encouraged to try to squeeze in these late arrivals. (Players are urged to buy their partner’s entry ticket, particularly if they anticipate his/her late arrival.) No pair should be allowed to play arriving subsequent to the five-minute “grace” period unless special prior arrangements have been made. B/4/02
43. All players who come early to secure a specific table or specific direction must remain in the building.
44. All sitting Presidents of Kiva West have the privilege of reserving an E/W or N/S. B/7/97
45. Kiva West Duplicate Bridge Club will sponsor all bridge lessons held at the Beardsley Recreation Center. The Kiva Club will negotiate contracts with the instructors. The Kiva Club will receive all money collected from the students. The Club will pay the

Instructors the contracted amount (currently 90%) of the money collected. The balance of the money collected is to be retained by the Kiva West Duplicate Bridge Club. B/4/96, B/2/99, B/12/00, B/4/01.

46. Side Chairs at player's tables are not allowed, but for health and/or safety reasons, walkers are permitted. B/6/97
47. Minimum Opening Count: The convention card provides a square to be marked for very light openings. It should be up to the opponent to be aware that an opening bid may be based on a hand with only nine high card points.
48. Convention Cards. Players are required to have a visible Convention Card on the table, open only to the convention side and filled out to identical to that of the players partner. Under no circumstances should the Convention Card be open to the scoring side (unless to player is in the process of scoring) nor should scores be discussed with players with whom you have not played the board. The Card is for the benefit of the opponents and should be placed so that the opponents can easily read it, not so the player can read it. It is improper, as well, as unethical, for either player to refer to their own or their partner's Convention Card once the bidding has commenced. Repeated infractions of this paragraph shall warrant a penalty which may be assessed at the discretion of the Director. B/2/97, B/10/98, B/10/02
49. Appeals committees are disallowed. Players who feel they have been ruled against unfairly or inaccurately by a Director may as the Director or Club Manager to submit the issue to ACBL for a ruling. M/9/98
50. Anyone leaving the game for other than a medical emergency or with permission from the Director will be subject to Bylaws Disciplinary procedures. B/9/99, B/7/01, B/9/09
51. Financial and management policy for Kiva parties is as follows:  
  
The member cost for engaging in any part of the party functions will be the full price of the event. This shall hold true whether the member attends only the food and beverage



portion or the duplicate bridge portion of the event. As with any event guests pay member price plus two dollars or actual cost whichever cost is higher.

The intent of this policy is to ensure the attendees pay for the full price of both portion of the event and not for example pay only for the duplicate bridge portion thereby avoiding the cost of the food and beverage portion. This is to ensure full participation in both portions of the event. However, if the club chooses to subsidize a portion of the party cost the "full price" becomes the original cost less the amount of the subsidy. Subsidization of party costs has always been and remains a legitimate policy to be decided upon by the Board on a case by case basis. However, the Bylaws in Article V Section B require a vote of the Membership if the amount of the subsidy exceeds \$600. Directors pay shall be upgraded for parties planned by KIVA (i.e. Holiday parties, rank change and Directors appreciation party and Swiss team games) plus \$50 for additional help if needed. B/12/16

52. The President may appoint Chairpersons for special events such as a picnic or parties such as Director's appreciation Holiday or New Years or Life Master/Other Rank Change. B/12/08
  1. The respective Chairperson will advise the Director of the number of Bridge players expected.
  2. Following the event, the designated Chairpersons are to make a concise written report to the President which shall include number of attendees, Guests (resident and nonresident) revenue, problems encountered and recommendations for the next similar event. B/10/02, B/4/02, B/10/02
  3. The Kiva Treasurer shall insure an exact accounting of Kiva Party/event expenses to include any parties/events not specified in this paragraph so as to be able to note net cost to the Club. Additionally, the Treasurer shall isolate the accounting for these parties/events in a segregated sub-account. B/10/02
53. Correspondence submitted in writing or verbally to the Kiva Board by members or guests shall be treated as confidential and private. Information contained within this correspondence may be shared with the Club Board, Club Manager, or Committees as deemed appropriate by the Club President. The Club Secretary shall collect and maintain a separate and confidential file of such material as directed by the President. B/2/04, B/9/09
54. Any membership approved amendment shall remain in effect for a minimum of twelve months following the date of adoption. B/9/09

55. If you are comfortable with the air temperature, great. If not, let the Director know. If he or she can make adjustments without making the majority of people uncomfortable that will be done. The Director's judgement will prevail. B/9/09
56. Some of us have breathing or respiratory sensitivities that are irritated by people using perfumes or other products that emit an aroma. This causes discomfort for those affected. Please be considerate and refrain from using those products while in the Kiva cardrooms. B/9/09
57. Should you encounter an issue in the club rooms that requires the attention of building maintenance please make the President or the Director aware of the problem. B/9/09
58. The immediate Past President shall attend Board meeting in an advisory capacity but has no vote. B/9/10
59. As a courtesy to all, players should silence or turn off their cell phones when they enter the card room. There shall be a sign at the monitor's table reminding member and guests to turn off cell phone and the Director may also remind players at the beginning of the game. Should a cell phone ring during a game, or at the discretion of the Director the player responsible MIGHT be penalized after a repeat offense. Should the player actually answer the cell phone shall be penalized a minimum of  $\frac{1}{4}$  of one board. If a player is expecting an important phone call the Director on request will keep the phone and answer it. B/3/11, B/8/13, B/11/14
60. The Correspondent Secretary to the Newsletter and the Recreation Center News shall abide by the Recreation Center Rules Regulations and Procedures for the Chartered Clubs (RR&Ps) which are as follows:

Business Communications: Any Club matter requiring action on the part of the Association Management will be referred in writing to the Recreation Activities Manager. Clubs mailing, lists similar documents, or other lists derived from any Club documents either physical or electronic shall be used only for distribution of Club

Newsletter or other Club Business. Club membership rosters shall not be sold or used for any type of non-club solicitation.

Kiva West Duplicate Bridge Club Bylaws were revised October 1993; amended February 1994 and January 1995; revised November 1995; mended March 1996 and revised September 1997; amended September 2000, and amended and revised May 2001, and amended June 2002 and September 2009, and amended September 2010 and amended April 2017.