

DRAFT COPY

Kiva West Members,

This is a draft copy of our proposed new Bylaws and our Rules, Regulations and Policies. Please read through these two documents and get familiar with what we are proposing. In general you will see that Kiva West will operate very much in the same way as before. The big advantage for us will be no restrictions on the number of guests playing bridge in our club. We will be legally separate from Sun City West Recreations Centers, Inc., but we will remain under their umbrella. They have committed to us that we are a valued, longtime club and that our current room will be available long into the future.

If you have any questions about the new proposed structure, please email me at jmhoulette@gmail.com and I will be happy to respond to you. We know this is a big step we are taking, so we want to address any concerns you may have. Our President Margaret Beach has scheduled a meeting to vote on these documents on Monday, April 13, after that day's game. Please plan to attend that meeting. Thank you!

John Houlette
Kiva West Duplicate Bridge Club Treasurer

**BYLAWS
OF
KIVA WEST DUPLICATE BRIDGE ASSOCIATION**

Article I - General

- Sect. A: Name. The name of this organization shall be Kiva West Duplicate Bridge Association (the "Association").
- Sect. B: Purpose. The purpose of the Association shall be to conduct duplicate bridge games for the pleasure and recreation of its members and guests.
- Sect. C: Organization. The Association shall govern itself in accordance with the laws of the State of Arizona, its Articles of Incorporation, and these Bylaws.
- Sect. D: Registered Office and Registered Agent. The Association shall maintain a registered office and registered agent in the State of Arizona. The registered office may, but need not be, the same as any of its places of business. The identity and address of the registered agent may be changed from time to time by notifying the Arizona Corporation Commission pursuant to the provisions of the Arizona Nonprofit Corporation Act (the "ANCA").

Article II - Membership

- Sect. A: Class of Members. There shall only be a single class of membership in the Association and it shall be available to all residents of Sun City West, Arizona. All rights, obligations and interests of the members of the Association (the "Members") are set forth in these Bylaws.
- Sect. B: Precondition to Membership. There shall be no other precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.
- Sect. C: Rights and Interests. Members have only a single right and that is to vote for the members of the Board of Directors of the Association (the "Board of Directors"). Those Members in good standing at the time the notice of a meeting is issued for a meeting at which a vote will be taken for any vacancy that exists or will exist on the Board of Directors shall be entitled to vote for those candidates set forth on the slate of candidates prepared for such meeting. In order for the vote to be counted, the Member must participate in the meeting at which the vote is taken.
- Sect. D: Dues and Playing Fees
1. The dues payable for the Members will be determined on the recommendation of the Board of Officers of the Association (the "Board of Officers") and approved by a majority vote of the Members attending the meeting after a quorum has been established, as set forth in Article V. In the same manner, the playing fees for Members and guests will be

determined by the Board of Officers and approved by a majority vote of the Members attending the meeting after a quorum has been established, as set forth in Article V.

2. Dues not paid sixty (60) days after due shall result in delinquency. A Member that is inactive for failure to pay dues may be reinstated by payment of all outstanding and current dues.
3. Persons eligible for Association membership, i.e. residents of Sun City, West, Arizona, may play as a guest up to two times per year at the playing fee set for Members. If the resident does not choose to become a Member, such resident must pay the fee set for Guests each time such resident plays.

Sect. E: Discipline

Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or cause dissension among players may have their membership temporarily suspended (up to two (2) weeks) by the Association at the sole discretion of the Board of Officers. Termination of an Association membership can only occur following a recommendation by the Board of Officers.

The following are recommendations for Association disciplinary action:

1. First Offense - written warning from the Association;
2. Second Offense - a short-term suspension not to exceed [one (1) week];
3. Third Offense - a longer-term suspension not to exceed two (2) weeks;
4. Fourth Offense – A longer-term suspension exceeding two (2) weeks and/or termination of the Member's membership, upon the recommendation by the Board of Officers.

Article III – Board of Directors

Sect. A: General Powers. The Board of Directors shall have general charge of the affairs, property and assets of the Corporation. The Board of Directors will have no assigned duties as such, but will guide and oversee the officers by advising them as to the smooth operation of the Association. While the Board of Directors may delegate the management of the activities of the Corporation to any person or persons, including the Board of Officers, the activities and affairs of the Corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board of Directors. It shall be the duty of the Directors to carry out the mission and purposes of the Corporation and, to this end, to manage and control all of the Corporation's property and assets.

Sect. B: Number. The Association will have a Board of Directors consisting of three (3) members of the Association. The number of directors may be increased or decreased by a majority vote of the full Board of Directors at any general membership meeting or special meeting called for that purpose. If the number of Directors is decreased by the Board of Directors, each Director in office shall serve until his or her term expires or until his or her resignation or removal as herein provided. If the number of Directors is increased by the Board of Directors, each new position on the Board of Directors shall be treated as a vacancy. No amendment of this section shall reduce the number of Directors to less than the number required by the ANCA, which at the time of adoption of these Bylaws is one(1).

Sect. C: Election of Directors.

1. Directors shall be elected by the affirmative vote of a majority of the Members then in good standing at the last general meeting of the year. If there are not Members of the Corporation for any reason, or no Members in good standing, then the Directors shall be elected by the then serving Directors at last general membership meeting of that year in the year a vacancy will occur; provided no incumbent director may cast more than one (1) vote in favor of his or her own reelection.
2. Notwithstanding the foregoing, If only one candidate is nominated for an office or position on the Board of Directors, that candidate shall be considered elected.
3. The Board of Directors will elect a Chairman of the Board of Directors to serve at the will of that Board of Directors. The Chairman will set meeting dates and conduct any meetings.

Sect. D: Terms.

1. Term of Office. Each Director shall hold office for a term of three (3) years and until his or her successor is duly elected and qualifies, subject to his or her earlier resignation or removal. A Director's term shall begin at the close of the annual meeting at which the Directors is elected and qualifies and shall end as of the end of the annual meeting at which the Director's successor is duly elected and qualifies. A director may be elected to any number of additional terms.
2. Staggered Terms. In order to stagger the Board of Directors at the date of these Bylaws for future appointment purposes, the initial Board of Directors shall be split into three groups as designated by the Chair. Beginning at the next annual meeting, one Director shall serve for an initial term of one year, another Director shall serve for an initial term of two years, and the final Director shall serve for an initial term of three years, with three-year terms for all Directors appointed after these initial terms expire.

Sect. E: Resignation. Any Director may resign by giving written notice to the President, the Secretary, or the Board of Directors. Such a written resignation will be effective on the later of (i) the date it is delivered, or (ii) the time specified in the written notice that the resignation is to become.

Sect. F: Removal. A Director may be removed from office with or without cause by the vote of two-thirds of the other Directors at a regular meeting or at any special meeting called for that purpose.

Sect. G: Vacancies. In the event a vacancy occurs in the Board of Directors from any cause, including an increase in the number of Directors, an interim Director may be filled by a majority vote of the remaining Directors, though less than a quorum, or by the sole remaining Director. An interim Director shall serve until the end of the Director's term she replaces and until a successor is elected upon expiration of the term of office for that Director. In the event of the simultaneous death or resignation of all of the Directors or in the event of the death or resignation of the sole remaining Director, Directors to fill all the vacancies shall be appointed by the Corporation's statutory agent for the State of Arizona.

Article IV - Officers

Sect. A: The Board of Directors shall elect a Board of Officers, which shall include a President, a Vice President, a Secretary and a Treasurer. The Board of Officers shall appoint a Club Manager and a Membership Chair. Though not officers, these two appointed individuals shall serve as voting members on the Board of Officers to assist in day-to-day operations of the Association.

The immediate Past President may attend Board of Officers meetings in an advisory capacity for a period not to exceed one year, but will have no voting rights.

Sect. B: The Board of Officers shall be elected by a majority vote of Board of Directors and shall serve at the pleasure of the Board of Directors. The elected officers shall serve without compensation. Any member of the Board of Directors can also be a member of the Board of Officers and hold an officer position. An officer normally may not serve as an independent contractor. However, this restriction can be waived by a vote of the membership.

The Board of Officers shall have general supervision of the affairs of the Association between its business meetings. It shall fix the hour and the place of meetings, make recommendations to the Association membership, and perform other duties specified in these Bylaws.

Sect. C: The Duties of each officer position are as follows:

1. The President shall preside at all meetings, and shall serve as

Chairman of the Association Board of Officers and if the President is also a member of the Board of Directors, shall also be the Chairman of the Board of Directors. The President shall appoint any committee deemed necessary for the functioning of the Association, and shall serve as a nonvoting member of all committees except the auditing and nominating committees.

2. The Vice President shall be in charge during an absence of the President, shall supervise the monitors, and shall perform other duties as assigned by the President. The Vice President shall also head the Bylaws Committee.
3. The Secretary shall keep minutes of Association business meetings and Association Board of Officers meetings.
4. The Treasurer shall make disbursements as needed for the operation of the Association. The Treasurer shall make a financial report to the Board of Officers at each meeting and shall prepare such other financial reports and forms as may be required. It shall be the responsibility of the Treasurer to retain financial records for a period of seven years prior to the current year.

Sect. D: Vacancies. In the event of a vacancy in the office of President, the Vice President shall assume that Office. The Board of Directors shall appoint a member of the Association to serve the unexpired term for any other vacancy.

Sect. E: Removal. An officer may be removed with or without cause by the vote of two-thirds of the Board of Directors at a regular meeting or at any special meeting called for that purpose.

Sect. D: Notice and Waiver of Notice.

1. Notice. Written notice of the date, time and place of each General Membership Meeting and Special Meeting shall be given to each Member not less than fourteen days before such meeting.
2. Methods of Giving Notice. Except when the time and place of a regular meeting is set by the Board by resolution in advance (as permitted by Section 10(a)), notice of the time and place of all regular and special meetings shall be given to each Director by one of the following methods:
 - a. Personal delivery of oral or written notice;
 - b. First – class mail, postage paid;
 - c. Telephone, including a voice messaging system or other system technology designed to record and communicate messages;
 - d. Electronic mail or other means of electronic transmission if the recipient has consented to accept notices in this manner;
or
 - e. Any other method as determined by the Board of Directors.

Sect. C: Quorum. A quorum for the transaction of business at the Board of Officers meetings shall consist of a majority of the Board of Officers.

A quorum for General Membership Meetings and special meetings shall be 15% of the outstanding Members at the time notice of the meeting is given. The act of a majority of the Members present at a meeting at which a quorum is present is required for the approval of any action authorized by these bylaws other than revision to or amendment of these bylaws. The act of two-thirds of the Members present at a meeting at which a quorum is present is required to approve any revision or amendment to these bylaws.

Most votes will be visual, but written ballots will be used if requested or if more than one person is nominated for an office.

Anything not stated in the these bylaws shall be referred to Roberts Rules for parliamentary rule.

Article V - Meetings

Sect. A: General Membership Meetings. General Membership meetings shall be conducted at least two times per calendar year, with the final meeting of the year being designated as the election meeting.

Sect. B: Special Meetings. Special business meetings for a specific purpose may be called by the President, or upon the written request of at least fifteen members. The subject of these written requests must be voted upon by the general membership.

Sect. C: Minutes. Minutes will be taken by the Secretary to document all business sessions, and must be approved by the Association President. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years. Minutes should be available to the membership before the next general meeting.

Article VI -- Finances

Sect. A: Financial records shall be retained for a period of seven (7) years (prior to the current year).

Sect. B: Association Funds.

The Association Board of Officers has the authority to make expenditures for Association operations in amounts not to exceed \$1200, an exception being the monthly payments to Association contractors (ACBL directors, etc.) and another exception being the annual purchase of usual supplies. Expenditures above this amount must be approved by the membership at a regular business meeting or a special business meeting called for that purpose.

The Treasurer shall sign all checks for the Club. In the absence of the

Treasurer, the President or Vice President shall sign checks. The Club Manager has authority to make regular expenditures to ACBL and expenditures for supplies using the association's debit card.

Sect. C: No Association member shall receive any compensation or financial award from Association funds for contributions or service to the club. The only exception is when a member has an independent contractor agreement previously approved by the Association Board of Officers. The Association will contract for services such as Game Directors, Webmaster, Deal machine coordinator and Association Manager. The Association Manager is the only position that is on the Board of Officers.

The Association Manager may vote on all issues that involve the Association except those involving his or her own contracted compensation.

Sect. D: Financial records must be reviewed every 6 months by an individual appointed by the Audit Committee. This individual can be an Association member but cannot be a member of the Board of Officers. The results of the report will be presented to the general membership and duly recorded in the applicable minutes of such meeting.

Sect. E: In the event of dissolution of the Association, all equipment must be liquidated. After all debts are paid, any remaining funds in the Association bank account shall be donated to the ACBL Educational Foundation or its successor.

Article VII – Committees

Sect. A: Committees shall be created as designated by the Board of Officers to carry out needed tasks in the Association.
Some suggested committees are:
Nominating Committee
Safety Committee
Audit Committee
Social Committee
Bylaws Committee

Sect. B: Nominating Committee.

1. Creation of Nominating Committee. The Board of Directors may create a Nominating Committee in accordance with the guidelines in Article VII, Sect. B(2). Alternately, the Board may at its election, utilize the full Board as a substitute for the Nominating Committee to perform the duties outlined in Article VII, Sect. B(2).
2. Composition, Appointment, and Qualifications. The Nominating Committee shall consist of no less than two (2) and no more than seven (7) persons. A majority of the Nominating Committee must be persons other than those that serve as officers and/or directors.

3. Duties. The Nominating Committee shall (1) identify, screen and recommend individuals as potential directors for nomination to the Board of Directors, and (2) provide the Members with a written list of candidates eligible for appointment to the Board of Directors who have agreed to serve, if appointed. The Committee Chair shall deliver the written list of eligible candidates, complete with a short summary of the candidate's qualifications and relevant experience, to the Board of Directors not less than forty-five (45) days, nor more than ninety (90) days, prior to the last general meeting of the Members.

Article VIII – Indemnification

Sect. A: Mandatory Indemnification. The Association shall, to the fullest extent permitted or required by Sections 10-3850 to 10-3858, inclusive, of the ANCA, including any amendments thereto (but in the case of any such amendment, only to the extent such amendment permits or requires the Association to provide broader indemnification rights than prior to such amendment), indemnify its Directors and Officers against any and all Liabilities, and advance any and all reasonable Expenses incurred thereby in any Proceeding to which any Director or Officer is a Party because such Director or Officer is a Director or Officer of the Association. The Association may indemnify its employees and authorized agents, acting within the scope of their duties as such, to the same extent as Directors or Officers hereunder. The rights to indemnification granted hereunder shall not be deemed exclusive of any other rights to indemnification against Liabilities or the advancement of Expenses which such Director or Officer may be entitled under any written agreement, board resolution, the ANCA or otherwise. All capitalized terms used in this Article and not otherwise defined herein shall have the meaning set forth in Section 10-3850 of the ANCA.

Sect. B: Permissive Supplementary Benefits. The Association may, but shall not be required to, supplement the foregoing right to indemnification against Liabilities and advancement of Expenses pursuant to Sect. A of this Article VIII by (a) the purchase of insurance on behalf of any one or more of such Directors, Officers, employees or agents, whether or not the Association would be obligated to indemnify or advance Expenses to such Director, Officer, employee or agent pursuant to Sect. A of this Article VIII, and (b) entering into individual or group indemnification agreements with any one or more of such Directors or Officers.

Article IX – Amendments

Sect. A: To amend the Bylaws of this Association requires a two-thirds vote of the membership present at a meeting specifically called for such purpose, a quorum being present. Proposed amendments shall be well-publicized to the membership 14 days prior to the vote. All amendments must be voted upon and approved by a quorum of the membership.

DRAFT COPY

PROPOSED 3-11-2020

KIVA WEST DUPLICATE BRIDGE ASSOCIATION RULES, REGULATIONS, AND POLICIES

1. The Association will be guided by the Board of Directors as described in the Association Bylaws. Any vacancies in the Board shall be filled at the final membership meeting of the year. At that time the Board of Directors will appoint members to fill vacancies for the four officers for the coming year: President, Vice President, Secretary and Treasurer. Members of the Board of Directors may serve as officers.
2. The Association Board of Officers shall consist of all elected officers as well as the Association Manager and Membership Chair, both appointed by the Board of Officers.
3. The Association Board of Officers shall have general supervision of the affairs of the Association between its business meetings. It shall fix the hour and place of meetings, make recommendations to the Association membership, and perform other duties specified in the Bylaws.
4. The Association business year shall be from January 1 through December 31.
5. Membership meetings will be held a minimum of twice each year or as needed, determined by the Board. Any cancelled meeting will be posted in advance whenever possible.
6. The Association shall maintain a checking account at a local bank on a continuous basis.
7. Signature cards for the newly elected officers shall be presented to the bank to be effective as early as possible each new year.
8. Officers shall be elected to take office on January 1 of each year.
9. The President is responsible for removing all material from the bulletin board that does not pertain to bridge or is no longer timely.
10. The Vice President is responsible for posting on the bulletin board a current list of members who are ill and/or in the hospital.
11. The Vice President shall be responsible for recruiting and assigning monitors.
12. The Secretary shall assist the President with correspondence and special notices.
13. The Membership Chair shall process new memberships, sign up new members and teach daily monitors how to sign up new members until January 31st. Thereafter, monitors will sign up new members. The Membership Chair shall be responsible for welcoming new members, providing them with Association Directories and pointing out the Association's By-laws and Rules, Regulations and Policies throughout the year. Also, he/she will 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 members' names, phone numbers and life master status; to prepare the Association roster for publication and to maintain a current roster throughout the year.

14. The 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.
15. The Coordinator of the Directors serves as chair of the Safety Committee.
16. The Association is 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 Association Board.
17. 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 masterpoints, the monthly ACBL report, ACBL correspondence, sanction renewals, etc. as outlined in the ACBL manual. The Manager shall be appointed by the Association Board to serve for a period of two years and shall be a voting member of the Board. The position shall be contracted and the Board will determine the amount of compensation.
18. 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 Association Board. The Director, or the Association Manager, shall decide when or if ACBL rules have been violated and make an appropriate recommendation to the Board. The Board shall determine the nature of any disciplinary action in accordance with the provisions of Article II Section E of the Bylaws.
19. Member dues must be paid promptly in the new year in order to continue to play at the Association member playing fee. Previous members not renewing will be charged the guest playing fee.
20. A new member who joins the Association within two months prior to the beginning of the new year shall be considered paid for the coming year. However, if the annual dues are raised at the final business meeting of the year, such new member shall be required to pay the amount of the increase.
21. Only residents of Sun City West can become members of the Association. A current Recreation Center membership card or other proof of residency will be required to sign up for Association membership.
22. Playing fees for members and guests will be recommended by the Board of Officers and voted on by the membership. To comply with ACBL rules for open clubs, Kiva will not charge guests more than 100% of what members are charged to play. Fees may be temporarily raised for special games.
23. Seating arrangements are to be made only for those players with ambulatory difficulty, recent hospitalization or an accident. The Board may require and update a doctor's excuse to be submitted on or about October 1 of each year.
24. The Directors will handle seating arrangements. The Association 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.

25. Movements will be at the Director's discretion.
26. Directors are allowed to give vouchers providing a free game as an incentive for a pair to change sections to avoid a sit-out situation.
27. The only beverage allowed at the playing tables is water which must be in a container with a lid.
28. The Association Board will appoint a Coordinator of Directors, who will determine which games each director will direct.
29. The Association President is the only person authorized to take complaints or instructions to the Board. Anyone who violates this authority should be reprimanded by the Association Board. All complaints must be put in writing and given to the President.
30. 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.
31. Association Championship games should not be scheduled on holidays.
32. Cheating Policy Statement: Suspected incidents of cheating may be reported to the game director or to the President in writing for action by the Association Board.
33. 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 Association Board. If disciplinary action is deemed appropriate by the 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 Association Board. A short suspension may be given by the Board through a written notification.
 - c. Third offenses: After a period of suspension expires, further infractions shall be cause for another hearing before the Association Board to consider a longer suspension, not to exceed two weeks.
 - d. Fourth offense: After a fourth offense termination of Association Membership is recommended.

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 for other than a medical emergency, or other disruptive conduct of a gross nature. This definition is not intended to be all inclusive. Good judgment 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 than a committee of Board Members must hear the "offender's"

version of the incident and relevant witnesses must be heard.

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.

34. 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 Association Board which describes the infraction, and why the player was removed from the game.
35. Allowing people to play who arrive after the 12:15 cutoff time (6:15 for evening games) 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 after the cutoff time unless special prior arrangements have been made.
36. All players who come early to secure a specific table or specific direction must remain in the building.
37. The current sitting President of Kiva West shall have the privilege of reserving an E/W or N/S position.
38. Kiva West Duplicate Bridge Association will sponsor all bridge lessons held at the Beardsley Recreation Center. The Association will negotiate contracts with the instructors. The Association will receive all money collected from the students. The Association 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 Association.
39. Side Chairs at players' tables are not normally allowed, except in the case of Web Movement where a chair is needed to accommodate a stack of boards. For health and/or safety reasons, walkers are permitted.
40. 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.
41. Convention Cards. Players are required to have a visible Convention Card on the table, open only to the convention side and filled out identically to that of the player's partner. Under no circumstances should the Convention Card be open to the scoring side (unless the 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.
42. Appeals committees are disallowed. Players who feel they have been ruled against unfairly or inaccurately by a Director may ask the Director or Association Manager to submit the issue to ACBL for a ruling.

43. Anyone leaving the game for other than a medical emergency or with permission from the Director will be subject to Bylaws disciplinary procedures.
44. Regarding the December Holiday Party or other such dinner/game events, payment for the event shall be considered as one payment for one combined event. In other words, members and guests will pay a fee for the dinner, which will include the game afterward.
45. The President may appoint Chairpersons for special parties or other special events.
 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, revenue, problems encountered and recommendations for the next similar event.
 3. The Kiva Treasurer shall insure an exact accounting of Kiva Party/event income and expenses.
46. 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 Association Board, Association Manager, or Committees as deemed appropriate by the Association President. The Association Secretary shall collect and maintain a separate and confidential file of such material as directed by the President.
47. Regarding air temperature of the room, appeals may be made to the Director. The Director shall have total discretion if any change is to be made in fans or temperature setting.
48. Some players 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. Everyone should be considerate and refrain from using those products while in the Kiva cardrooms.
49. Should a player encounter an issue in the card rooms that requires the attention of building maintenance, they should make the President or the Director aware of the problem.
50. The immediate Past President shall attend Board meetings in an advisory capacity but has no vote.
51. As a courtesy to all, players should silence or turn off their cell phones when they enter the card room. There may 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, at the discretion of the Director, the player responsible MIGHT be penalized after a repeat offense. Should the player actually answer the cell phone, they 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.
52. Association mailing lists, similar documents, or other lists derived from any Association documents either physical or electronic shall be used only for distribution of an Association newsletter or other Association business. Association membership rosters shall not be sold or used for any type of non- Association solicitation.

53. No member or guest shall use the Association for political purposes. No person running for an elected office in SCW shall be allowed to solicit petition signatures, engage in political rhetoric or hold political discussions on RCSCW property.
54. These Rules, Regulations and Policies may be amended by a two-thirds vote of the membership at a meeting called for that purpose. Proper notification of such meeting must be given 14 days in advance.

