The Corvallis Duplicate Bridge Club (CDBC)
MANUAL OF POLICIES AND PROCEDURES (MOPP)

Amended: 8/26/2025

Table of Contents

Table of Contents 1
1. JURISDICTION 2
2. THE CDBC ORGANIZATION: POSITIONS AND RESPONSIBILITIES 2
2.1. Role of Guarantors 2
2.2. Responsibilities of Officers of the CDBC Board of Directors 2
2.2.1. President 2
2.2.2. Club Manager 2
2.2.3. Secretary 3
2.2.4. Treasurer 3
2.3. Committees 3
2.3.1. Standing 4
2.3.1.1. Calendar 4
2.3.1.2. Celebration 4
2.3.1.3. Director 4
2.3.1.4. Education and New Player Development 5
2.3.1.5. Facilities 5
2.3.1.6 Finance 5
2.3.1.7. Grievance 5
2.3.1.8. Outreach 6
2.3.1.9 Technology 6
2.3.2. *Ad hoc* committees 6
3. MEETINGS OF THE BOARD OF DIRECTORS 6
3.1. Communication among Board Members: 7
3.2. Pre-Meeting Preparation 7
3.3. Board Meetings 7
3.4. Communicating Board Decisions to Club Members: 8
4. ELECTION PROCEDURES 8
4.1. Filling vacancies 8
5. FINANCIAL 9
6. POLICY ON GAME CANCELLATIONS 10
7. GAME MANAGEMENT 10
8. GRIEVANCE PROCEDURES 11

1. JURISDICTION

This document specifies policies and procedures for CDBC and takes precedence over any such approved by the CDBC board prior to its adoption that are not noted within. All dated policies and procedures in this Manual have been approved at a CDBC Board meeting and noted in the minutes. The MOPP can be changed by a simple majority approval of the Board. It does not need input or approval from the membership. The changes are made and the document is labeled: Amended (date).

2. THE CDBC ORGANIZATION: POSITIONS AND RESPONSIBILITIES

2.1. Role of Guarantors

A Guarantor not an elected or appointed member of the board:

- may submit issues for meeting agendas ○ is welcome to participate in Board discussions
- is copied on all Board communications, including committee reports, meeting notices, agendas and briefing statements, and email meeting communications.

2.2. Responsibilities of Officers of the CDBC Board of Directors

2.2.1. President

- Presides at all meetings of the CDBC Board of Directors and the annual Membership Meeting.
- Prepares the agenda for Board meetings, and the annual Membership Meeting.
- Appoints all committees and serves on them as an ex-officio member.
- Exercises general supervision over the activities of the CDBC and has overall responsibility for running the Club.

2.2.2. Club Manager

- Acts in the absence of the President; assists the President.
- Is accountable to ACBL for the enforcement of ACBL rules and regulations in all sanctioned games the club conducts.
- Must supervise the following activities:
  - Preparation and filing of the Monthly Financial and Masterpoint Report(s)
  - Correspondence with ACBL on club game matters
  - Application for sanction renewals
  - Reporting any change of club managers or session changes on a form provided by ACBL. The signatures of the club manager or officer must be on the form when it is filed.

2.2.3. Secretary

- If requested by the president, sends notice of time and place of meetings to Board members and guarantors along with agenda, meeting reports, and prior un-approved minutes.
- Takes minutes at the meeting, prepares draft minutes after meeting, and distributes minutes to Board members for review and following approval, the secretary will call an email vote to approve the minutes. · After approval provides minutes to Webmaster for posting · Prepares correspondence as needed.
- Maintains permanent CDBC records and documents.
- Assists CDBC President.

2.2.4. Treasurer

- Ensures that all money collected by CDBC is deposited in a timely manner
- Pays all bills
    - o Payments over $250 shall have President's approval
    - o Payments over $500 shall have Board approval, exempting rent, utilities, and other routine monthly payments
- Enter financial data into Quickbooks
- Monthly report to the Board via email. Report should include, but are not limited to:
    - o Bank balance
    - o Change in the bank balance from:
        - ▪ the last report
        - ▪ year-to-date
    - o Table count for:
        - ▪ the month
        - ▪ year-to-date

- In addition, quarterly prepare financial statements for the board meeting, including but not limited to:
    - o Balance Sheet
    - o Profit and Loss
- Post monthly and quarterly reports and statements on the Club Website
- Include the monthly report in a weekly newsletter (currently edited by Catherine Van Fleet) to the club.
- Fulfills government compliance requirements
    - o Ensures the necessary annual IRS forms 1099 are prepared and filed
    - o Ensures Annual report to the Oregon Corporation Division is prepared and filed.
    - o Ensures that the annual report to the IRS is filed.

2.3. Committees

Committees represent the acting arms of the Board and report to the Board. Committees should set goals and budgets annually, and present these to the Board in writing by December 1st of each year

for the following year. Committees should report to the Board in writing at least annually on actions undertaken and progress towards achieving goals. Major committee actions should not be undertaken without the approval of the Board via the procedures outlined herein.

2.3.1. Standing

2.3.1.1. Calendar

- Prepares the special game calendar including weekend games calendar for the next year according to guidelines from the Board. The Board will deliver the guidelines by 9/30.
- Researches and comprehends changes in ACBL Special Games regulations
- Delivers the next year's schedule to the Board for approval by 10/31
- Coordinates with the Unit and Albany Club as necessary
- Makes a paper calendar available for the directors and others
- Updates the schedule as necessary during the year
- Processes all schedule changes
- Ensures the calendar is posted to the website

2.3.1.2. Celebration

· Organizes, and executes all special events, parties such as a Christmas party, New Year event, Decade challenge, annual members meeting, etc. ○ Liaise with the committee requesting the event to identify their needs, budget, etc. ○ Organize details such as décor and catering ○ Propose ideas to improve event quality
  - Ensure compliance with insurance, legal, health and safety obligations with facilities committee.
  - Cooperate with outreach to promote and publicize event

2.3.1.3. Director

- Maintains a comprehensive director's manual for directing games which details:
  - How to run the computer and clock.
  - Movements to be followed based on table count. ○ How to seat and stratify a game.
  - How to post game results to the web site.
  - How to correct scores and handle late plays or no plays.
- Sets up director training as needed, including recruiting and training new directors
- Maintains a set of director policies in line with the ACBL Handbook of Rules and Regulations, including:
  - ○ General demeanor as the public face of the club
  - ○ Making rulings, including consulting other directors
  - How to handle disciplinary issues
  - How to handle slow play, policies for warnings, and adjusted scores · Provides a current Director schedule for the bulletin board in the office.
- Determines convention usage
- Collects money and prepares the game report.

2.3.1.4. Education and New Player Development

- Provide classes and other learning situations to enhance the development of new players
- Develops/maintains a 2-year curriculum from Beginning Level through Advanced Beginner
- Determines when to start a new sequence of classes
- Recruits teachers and obtains training for them
- Develops learning opportunities for Intermediate players
- Runs mentor programs

2.3.1.5. Facilities

- Maintains a calendar of non-bridge game events to be held at the center
- Coordinates facilities management with the owners of the center
- Maintains appropriate levels of center supplies · Determines the settings on the thermostats Is responsible for the bulletin board.
- Manages club clean-up
- Manages food and drinks
- Arranges for quarterly R&M on HVAC

2.3.1.6. Finance

- The Finance Committee shall consist of a minimum of three Club members: the Treasurer and other Club members appointed by the Board President.
- The Treasurer shall be the Chairman of the committee.
- Duties
    - When requested, provide assistance and Guidance to the Treasurer.
    - Serve as backup signatories on the Club checking account –online and paper checks
    - Quarterly monitor the accounting and bank records

2.3.1.7. Grievance

- The Grievance Committee shall consist of three Club members: a Board member appointed by the Board President and two members selected by the appointed Board member. To avoid any potential conflict of interest the Board member will have no voting rights on the issue in question at any Board Meetings. Each Committee member will serve for one calendar year and may be asked to serve again.
- The goal of the Grievance Committee is to mediate minor disputes; to investigate issues not readily resolved by education, communication or immediate mediation; and to refer matters to the Board that appear to violate the ACBL Code of Conduct and/or that may require disciplinary action. The Board will make the final determination of any disciplinary action to be taken.

2.3.1.8. Outreach

- Communicates game schedules and advertises games to other area clubs
- Advertises special events
- Advertises all classes
- Recruits players for games and events as necessary
- Manages partnerships as necessary
- Responsible for member directories (coordinate with the unit)
- Responsible for member email lists (coordinate with technology)
- Polls the membership for desired changes or improvements

2.3.1.9. Technology

- Maintains the Club's website
- Coordinates with the Director Committee to create reliable posting of game results.
- Coordinates with Outreach for Web content and other club communication (i.e., a centralized email database or listserv).
- Creates the best possible documentation so in an emergency someone else could take over the website.
- Maintains the club computers
- Maintains the club computers, Bridge Mates, network equipment, etc.
- Responsible for Dealers, Dealer Schedules, and maintenance of the Dealing Machine

2.3.2. *Ad hoc* committees

Other committees may be appointed to perform special projects.

3. MEETINGS OF THE BOARD OF DIRECTORS

3.1. Communication among Board Members:

- During discussions, Board members will respect each other's perspectives and will endeavor to understand each other's viewpoints. Critical debates in which the pros and cons of issues are discussed openly are important in order to make well-informed decisions on behalf of club members.
- To fulfill our fiduciary responsibilities, Board members must be able to express their opinions freely and must be free to change their minds after listening to the discussion.
- The Board is a team and will strive for unanimity/consensus, but unanimity will not always be possible. Board members agree that differences of opinion regarding the substance of an issue will not be taken personally, and Board members will not harbor resentment towards others who speak on behalf of an opposing view.

- All Board members agree to explain the Board's decision to the club membership even in cases in which the decision was not reached by unanimity.

3.2. Pre-Meeting Preparation

Agenda and briefing statements: An agenda for each meeting will be prepared by the President. Agenda items may be brought forward by a Committee, a Board member, or a club member.

- Agenda items must be submitted to the President at least 4 days in advance of the board meeting. Each agenda item will include the person responsible for facilitating discussion.
- Agenda items will be categorized as either decision items, which are any items on which the Board is being asked to render a decision, or information items, which are any items that are for informational purposes only.
- Decision items will be accompanied by an explanatory statement. Explanatory statements will articulate the decision the board is being asked to make and include any specific information relevant to the decision. Explanatory statements will be submitted to the President by the end of the day 4 days prior to the meeting. The agenda and explanatory statements will be circulated to Board members and committee chairs by email at least 3 days before the meeting.

Disseminating the agenda/briefing statements to members: The agenda and briefing statements will be publicized to club members by making a printed copy available for review at the Bridge Center within 3 days of the meeting.

3.3. Board Meetings

Face-to-face meetings: Board meetings are open to the club membership.

- Club members are observers at Board meetings, but they may participate only if their participation is requested by at least one member of the Board.
- The date, time, and place of face-to-face meetings will be posted at the bridge center at least one week in advance. Board meetings should be held at the Bridge Center, if at all possible, but may be held at a private residence if necessary.
- If club members are present at a Board meeting, any Board member may request the Board go into executive session for confidential discussion. The Board will vote on this request. Executive session is primarily used for personal and/or personnel issues (i.e., director pay and performance, appointments to the Board or Committees) or disciplinary issues.

Email meetings: Email meetings may be called for the purpose of conducting business for which a face-to-face meeting is either unnecessary (i.e., routine housekeeping business) or impractical (i.e., emergency meeting over a holiday).

- Because of the nature of an email meeting, it is not possible to make these meetings truly "open" to the membership. The following procedure ensures that email meetings are as open as practicable. The membership will be informed of email meetings as soon as a meeting is called.

- The agenda will be made available on the web site and in hard-copy at the Bridge Center, and members will be allowed to provide feedback via discussion or a web-based comment box.
- Club members will be informed of decisions from email meetings via the mechanisms described below.

Decision-making process: At meetings, all decisions should be measured against the three main goals: (1) making the best possible bridge playing experience for as wide a membership as possible, (2) increasing table count, and (3) keeping the club financially solvent.

Topics raised at a meeting and not on the agenda: However, there may be occasions when topics that are not on the agenda are raised at a Board meeting.

- Topics brought up during a meeting that *do not need to be addressed immediately* will be referred to the appropriate person or standing/*ad hoc* committee for consideration. The topic may be put on the agenda for the Board's next meeting and handled according to the above procedures.
- During meetings, the Secretary will keep a running list of action items (items that are assigned to a Board member or committee for additional study or future action). Just prior to the close of the meeting, the Secretary will read the list of action items for the Board's review. Within 2 days of the meeting, the President or Secretary will notify (via email) any person or committee of the Board's action item.

3.4. Communicating Board Decisions to Club Members:

The outcome of Board decisions will be announced to the membership via the web site and posting information at the bridge center and posted on the website for at least 1 week. After approval, minutes will be archived on the website permanently.

4. ELECTION PROCEDURES

The procedures listed below are intended to clarify articles 5D and 5E of the by-laws by providing operational details that implement the bylaws.

4.1. Filling vacancies

- If a member of the Board resigns or is no longer able to fill their position, the President will act as soon as possible, waiting no longer than 3 weeks to fill the position. The President will seek input from the Board on selecting a candidate to advance to the Board for approval.

- However, if the vacancy occurs within one month of a normal club election and the vacating member's position would have been up for re-election in the coming election, the vacancy shall be filled as part of the normal election process or if the vacating member's position would not have been up for re-election in the upcoming election, the vacancy shall be filled by appointment by the Board as required by the by-laws. In that case, the Board is required to announce to the Membership that it will be filling a vacant position by appointment following the

election and that unelected candidates who ran in the election will be highly considered to fill the vacant position. The Board is not required to appoint someone who stood for election and was not elected.

- In rare circumstances, the Board can appoint members to the Board even without a quorum according to the by-laws. Examples of these rare circumstances could include the resignation of the President or the simultaneous resignation of multiple Board members. Usually vacant positions are expected to be filled by nominations from the President with Board approval.

5. FINANCIAL

- CDBC is a non-profit corporation under IRC Section 501(c) (4).
- Its legal name is Corvallis Duplicate Bridge Club.
- The corporation operates on a fiscal year ending December 31.
- The corporation is required to file annual reports to the IRS, and Oregon Secretary of State, Corporation Division.
- CDBC maintains a checking account at Chase Bank.
- The financial statements of the CDBC are prepared on a modified cash basis. · The CDBC owns 3 computers, 25 (5 outright and 20 jointly with Unit 477) Bridgemate electronic scoring devices, a refrigerator, microwave, dishwasher, sidewalk signage and tables and chairs.
- The CDBC operates on an annual budget as approved by the Board of Directors at its annual meeting.
- The financial records of the club shall be inspected annually by a club member with bookkeeping/accounting background. The inspection will be open to the guarantors. The inspection shall take place between January 1 and January 31. By January 31, the results of the inspection shall be reported to the Board and guarantors.
- Donations:
- Cash donations of any size are appreciated.
- Donations may be earmarked by the donor for a special purpose.
- Donations greater than $2000 will be set aside for a special project or an emergency.
- In order to estimate the true operating costs of the Center/Club:
    - Donations of items that would be purchased if not donated will be recorded at fair market value as a donation and an equal expense.
      Items that would not be purchased will not be recorded.
    - Donations of time that would be paid for if not donated will be recorded at fair market value and recorded as a donation and equal expense. Time doing jobs that would not be paid for, though very valuable, will not be recorded.

6. POLICY ON GAME CANCELLATIONS

CBDC's general policy is to cancel games only in the case of either hazardous weather conditions as determined by the President and Club Manager or the unavailability of a director.

- We will develop a phone tree for people without computers so we can alert them of cancellations or possible cancellations

- If there is a forecast for snow/ice, we announce at games, and send a blanket email to the members alerting everyone to check the website for cancellation info before coming to bridge. The phone tree will contact those without computers
- When bad weathers develops, the Club President and Club Manager should conference call, make the decision, post the info on the website, alert the phone tree, and send the email--all at least 2 hours before the game starts.

Exceptions to the general policy include the following:

- Regularly scheduled games will be cancelled for Unit 477 tournaments.
- Weekend games may be cancelled or moved to a different date if moved at least a month in advance.
- Games that are cancelled or moved will be posted on the website and on the announcement screen for a month. They will be announced at each session for at least the first week.
- Salem/Eugene/Newport sectionals – cancel Friday, Saturday, Sunday games
- Eugene Regional – cancel night games Tuesday, Friday, and Sunday, and Friday morning B&B game.

7. GAME MANAGEMENT

Movement at End of Each Round

- Don't allow players to move until 2-3 minute warning announcement

Players without Partners

During any day game, a player may arrive without a partner and have the expectation of play providing:

- They provide notification to the director at least 30 minutes prior to game start
- If no other 'singles' are available, then the Director will play with the player.

Thus, a regularly scheduled director for day games should not schedule a partner for the day he/she directs unless the partner is willing to play with any 'single' who may want to play. Alternatively, if the director does not wish to play, then he/she should have available a stand-by or on-call player.

Taking Boards Away

Slow Play

- Players can only make board up if ALL 4 players agree
- Players can only make up one board per pair per session
- The Director can disallow a make-up board

Penalizing Slow Play

- 'Warning' system – after two warnings, award 'AVG minus'

Other reasons for taking boards away

- Director's prerogative (behavior, noise, other disruptions, etc.)

8. GRIEVANCE PROCEDURES

The purpose of the procedures is to provide a clear process for reporting, investigating, evaluating, and making recommendations for actions in response to objectionable actions and unacceptable behaviors experienced in the club and to clarify behavioral expectations.

The Corvallis Duplicate Bridge Club (CDBC) is committed to maintaining a fair and enjoyable atmosphere for all players.
Unacceptable behaviors include, but are not limited, to the following:

- Threatening words or behaviors
- Harassment or bullying, i.e., causing another to feel uncomfortable or threatened · Profanity
- Hate speech
- Refusing to abide by Director's instructions
- Cheating
- Lying
- Stealing or Embezzling

Grievance Committee:

The Grievance Committee shall consist of three Club members: a Board member appointed by the Board President and two members selected by the appointed Board member. To avoid any potential conflict of interest the Board member will have no voting rights on the issue in question at any Board Meetings. Each Committee member will serve for one calendar year and may be asked to serve again.

The goal of the Grievance Committee is to mediate minor disputes; to investigate issues not readily resolved by education, communication or immediate mediation; and to refer matters to the Board that appear to violate the ACBL Code of Conduct and/or that may require disciplinary action. The Board will make the final determination of any disciplinary action to be taken.

Grievance Initiation Procedures

Any member who has a complaint or concern against one or more members is encouraged to first voice his or her concern directly to any Director, Board Member or Grievance Committee Member. The complainant may request that his or her identity be kept confidential if the complainant fears retribution. The Grievance Committee may subsequently determine that the complaint cannot be pursued without the complainant being identified. At such time, the complainant will be informed and may choose to reveal their identity or withdraw their complaint.

Any member making a complaint against one or more members is encouraged to do so as soon as possible following the event to prevent any loss of accurate information.

Players who believe a violation has occurred during a game may call the Director, who will attempt to resolve the issue at the time. If this is not an option or if the player disagrees with the decision of the Director, that player may voice their concerns to the Grievance Committee Chair within seven days of the incident.
Upon receipt of any complaint or concern, the Grievance Committee will attempt to resolve the situation immediately to the mutual satisfaction of the involved parties. It's possible that the concern is about bridge etiquette and the accused party does not realize that their actions may be objectionable. Addressing the issue in a constructive and positive manner may resolve the issue quickly and prevent future occurrences.

If the complaint or concern cannot be resolved at the time to the mutual satisfaction of the involved parties a further investigation will occur. The Committee shall begin an investigation and a record of the discussions and agreements (if any) shall be prepared and included in the Committee's findings report to the board.

Grievance Evaluation Process

Once a complaint is submitted to the Grievance Committee, the Committee may make such further investigations as it considers appropriate. The Committee will first contact the accused party, informing that person of the complaint and the impact or results of the objectionable actions or behavior and eliciting that person's comments on the substance and details. The Committee may seek advice from within the Club, the Unit, or other bridge clubs. The accused party is free to contact the ACBL at any time and should advise the Board of such contact.

Disciplinary Actions

If the complaint can be resolved by the Grievance Committee to the satisfaction of all involved parties through education or clarification or mediation of the issue, no further discipline need be enacted. The Grievance Committee will inform the Board of all complaints investigated and resolved. If disciplinary action is recommended, only the Board of Directors may authorize such and will follow the procedure outlined in Article IV, Section F, 5 of the CDBC Bylaws. This will include written notice of the charges and the Board's intent and will include the right of the charged to a formal hearing.

Appeal Process

An accused party shall be provided the opportunity to respond to any and all sanctions, disciplinary actions, and other Board decisions which affect the accused party. If the accused party is not satisfied with the Board's disciplinary decision the accused party may make a subsequent appeal to the district Board or to ACBL Disciplinary Committee.