

## STANDING RULES OF THE SOLEDAD CLUB

### A. Premises

1. Club property shall not be removed from the building or grounds without the permission of the President.
2. Persons issued a building key may not loan the key. Each person issued a key to the building will sign an agreement stipulating a fee for a lost key in an amount set by the Board of Directors (currently fifty dollars (\$50.00)).
3. Occupancy is:
  - MAIN ROOM – 357 without fixed seating, 175 with fixed seating
  - SURF ROOM – 159 without fixed seating, 74 with fixed seating
  - LOWER ROOM – 97 without fixed seating, 45 with fixed seating
4. Premises must be vacated no later than 11:00 p.m.

### B. Membership and Guests

1. Annual dues are payable by December 31 of each year. A late fee of five dollars (\$5.00) is assessed if paid after December 31.
2. Current annual dues are thirty (\$30) dollars.
3. Current lifetime membership is one hundred fifty dollars (\$150.00).
4. First time members joining after June 20 pay fifteen dollars (\$15.00) for the remainder of the calendar year and pay the non-member cost for parties.
5. Dues rates are subject to change by an affirmative vote of two-thirds (2/3) of all members present at a general membership meeting so long as the quorum requirements stipulated in the bylaws are met.
6. Guests are welcome at all Soledad Club bridge games; nonmembers pay one dollar (\$1.00) more at non-ACBL sanctioned games.
7. If space is available, guests may attend parties and will pay the non-member fee or full cost for a catered event.
8. Members who have belonged to the club for at least one year may rent the facilities at a twenty percent (20%) discount. Board members (past and present) may rent at a thirty percent (30%) discount. Non-profit organizations may rent the facilities at a rental fee that shall cover the current daily overhead expenses; the Board of Directors may assess additional charges.

### C. Duties of Board Members

1. President
  - Sets dates for all meetings and sends agenda items to the Recording Secretary.
  - Sends out announcements to the membership electronically.
  - Reviews all club contracts (not including private event contracts) and ensures that updated contracts are on file.
  - Deals with the City of San Diego regarding the lease and other city issues.
2. First Vice-President
  - Inspects the facility monthly and reports to the board via email of any emergency issues.
  - Gets a minimum of two (2) bids for any major work on the building or property.
  - Obtains board approval for major repairs and maintenance.

### 3. Second Vice-President

- Sends the dates for the members' parties to the recording secretary to post on the Google calendar and on the club's web site, to the corresponding secretary for inclusion in the membership directory, to the bridge director who will appoint a game director, and to the custodian for coffee preparation.
- Selects the caterer and a menu, with Presidents approval, and provides beverages.
- Determines the cost to members and guests with the President's approval.
- Prepares a flyer for posting on the bulletin board and on the web site.
- Ensures that tickets are printed and makes them available for sale.
- Prepares a sign-up sheet for both duplicate and party-bridge players.

### 4. Recording Secretary

- Updates the members-only section of the web site.
- Posts calendar of members' events to the web site.
- Posts other web-site items as needed.
- Posts all events on the google calendar including private parties, club events, and other rentals.
- Maintains all other records of the club and stores archival records at the site.

### 5. Corresponding Secretary

- Submits payments of dues to the treasurer within 15 days of receipt of payment.
- Prepares a report for each meeting detailing current changes to membership, a list of cards sent since the previous meeting, and other correspondence.
- Sends a report at the end of each month to the recording secretary of any changes in membership, including changes in email addresses and additions/deletions to the membership directory.
- Is responsible for the annual membership directory:
  - (1) Prepares by January fifteen (15) a first draft with all changes for board approval at their January meeting.
  - (2) Sends the directory for printing no earlier than February fifteen (15) and includes any membership changes up to the date the directory is finalized for printing.
  - (3) Distributes the new directory at weekly bridge games for thirty (30) days and by mail thereafter.

### 6. Treasurer

- Provides a year-end report calculating the rent due to the City of San Diego based on the lease with the city.
- Submits the report and a check to the City of San Diego as prescribed by the lease.
- For all private-event rentals:
  - (1) Keeps a spreadsheet of event details.
  - (2) Sends out notices for final payment.
  - (3) Informs Private-Events Manager of any outstanding requirements.
  - (4) Returns security deposits when approved by the Private-Events Manager.
- Keeps a spreadsheet of all income and expenses for the Hatfield Trust money-market account.
- Prepares and posts the annual paper calendar of all events.
- Purchases appropriate office supplies as needed.

## 7. Bridge Director

- Oversees the game directors as relates to game and behavior/zero tolerance policies.
- In the event that an infraction of the “Play Nice” policy by a member or nonmember is brought to the attention of the board, the board shall speak to all parties involved and then, as required, will; (1) First Offense - Give a written warning to the offender. (2) Second Offense - Suspend the offender from playing bridge at the club for a specified period of time. (3) Third Offense - Ban the offender from playing bridge at the club and, if a member, revoke their membership.
- Meets with game directors to discuss bridge-related issues.
- Finds a game director for member parties.
- Ensures that game directors post bridge results to the web.
- Ensures that all game directors’ contracts are current.
- Handles any purchases or repairs relating to bridge items.

## 8. Housekeeping Director

- Contacts appropriate person(s) to handle necessary cleaning and repairs.
- Inspects the club facilities monthly to check for cleanliness and minor repairs.
- Provides a written report at board meetings of outstanding items.

## 9. Charities Director

- Prepares a list of annual donations in October which is approved by the Board of Directors and forwarded to the Treasurer to prepare checks.
- Sends out checks with a letter to the approved organizations.
- Selects dates for member donations and posts a notice/flyer at the club detailing items to be donated – sends the notice/flyer to the Recording Secretary to be sent to the members electronically.

## 10. Stipends and Mileage Reimbursements

The following board members currently receive monthly stipends (amounts determined by the Board of Directors);

President	\$300.00
Treasurer	\$200.00
Recording Secretary	\$100.00

The following members receive monthly mileage reimbursements (amounts determined by the Board of Directors);

President	\$50.00
Treasurer	\$50.00
Recording Secretary	\$50.00
Supply Purchaser	\$50.00

### D. Amendments

These standing rules may be amended at a board meeting, with advance notice, by a majority vote of those members present, as long as a quorum is present.

These amended Standing Rules were approved by the Board of Directors at a Board meeting on:  
July 21, 2015

