

BYE-LAWS OF THE LOUISVILLE EUCHRE CLUB

(effective November 17, 2004 and superceding all previous versions)

THE LOUISVILLE EUCHRE CLUB

The first meeting of the club took place on Tuesday, November 28, 2000 at The Connection, 130 S. Floyd St. In attendance were Steve Simpson (founder), Richard Blanton and two other players.

The purpose of the club is to host Game Nights on a regular schedule where anyone interested in playing Euchre, but especially GLBT individuals, can meet to enjoy the game and socialize in a structured environment.

Anyone who actively participates in a Game Night is considered a member of the club. There are no membership dues. A player who misses four consecutive Game Nights is considered an inactive player. Active status is automatically reinstated when a player participates in another Game Night.

The rules of Euchre adopted by the club and the rules governing Game Nights are each published separately. There is a procedure in place by which any active player may propose a change that will be put to a vote. If approved by a majority of active players, the change will be adopted.

In addition to regular Game Nights the club hosts 3 special events each year, all of which are open to friends and non-players:

Annual Chicago Roadtrip Usually organized for Memorial Day Weekend or to coincide with the Halsted Street Market Days celebration in early August.

Fourth of July Party Usually held on that date or the immediately preceding Game Night.

Holiday Party Usually held on December 22 or the immediately preceding Game Night. There are usually no Game Nights between the Holiday Party and January 2 of the following year.

ORGANIZATIONAL STRUCTURE

Officers

Effective January 1, 2005, the affairs of the club will be conducted by elected officers, of which there will be four:

Game Night Director (executive position, some cost involved)

Responsibilities: setting-up and breaking-down (tables, chairs, lighting, signage); providing supplies (playing cards, pens and score sheets); running of Game Nights (overseeing sign-in and rotation, making all announcements, supervising new players, resolving disputes); handling all external communications (including those with bar employees, but excluding information requests via e-mail); supporting and working cooperatively with the other officers. The Game Night Director may also be required to assume the responsibilities of the Special Events Director.

Special Events Director (executive position, some cost involved)

Responsibilities: organizing and overseeing all special events (e.g. Chicago Roadtrip, Fourth of July Party, Holiday Party, recruiting events) excluding any Euchre component; forming volunteer committees to help with special events as needed; maintaining the trophy [trophies]; supporting and working cooperatively with the other officers. The Special Events Director may also be required to assume the responsibilities of the Administrative Director.

Administrative Director (executive position, requires an internet connection)

Responsibilities: administering the JACKpot (collecting cash, maintaining an accounting sheet, determining winners, paying out cash); score keeping (tallying scores, retaining score sheets, calculating averages, publishing results); administering the club website (posting routine updates); maintaining player contact information; responding to

information requests via e-mail; handling all internal communications; administering change proposals (assigning proposal numbers, distributing copies of proposals, collecting ballots, counting votes, providing results to Game Night Director, updating affected documents, posting updated documents to the club website); forming and assisting a volunteer Election Committee during the election cycle (see below); supporting and working cooperatively with the other officers. The Administrative Director may also be required to assume the responsibilities of the Game Night Director and/or Webmaster.

Webmaster (non-executive position, requires an internet connection, some cost involved)
Responsibilities: designing, creating and maintaining a club website, paying any associated hosting costs; resolving all related technical issues; providing technical assistance as needed; supporting and working cooperatively with the other officers.

Term of Office

The term of office for all positions will be one calendar year beginning January 1.

Resignations

If an officer resigns before the end of his [her] term, the associated responsibilities will automatically transfer to another officer as described below.

In the event that there are no other executive officers (i.e. the individual who resigned was acting as Game Night Director and Special Events Director and Administrative Director) the Emergency Procedure described below will be triggered automatically.

Involuntary Removal from Office

If an officer is involuntarily removed from office during his [her] term, the associated responsibilities will automatically transfer to another officer as described below.

Any officer not fulfilling his [her] obligations to the club may be removed from office using the following procedure:

1) All other executive officers (i.e. all officers except Webmaster) must unanimously agree to the removal. In the event that there are no other executive officers (i.e. the individual to be removed is acting as Game Night Director and Special Events Director and Administrative Director) this step can be skipped, however step 2 is still required and success in removing the individual from office will automatically trigger the Emergency Procedure described below.

2) A proposal to remove him [her] from office must be submitted by an active player and approved by a majority of active players per the existing procedure.

Transfer of Responsibilities

In the event that (1) there are no candidates for a position or (2) a position becomes vacant, the associated responsibilities will automatically transfer to one of the other officers as follows:

<u>Duties of</u>	<u>Will transfer to</u>
Game Night Director	Administrative Director
Administrative Director	Special Events Director
Special Events Director	Game Night Director
Webmaster	Administrative Director

Any mingling of responsibilities is temporary and will apply only until the next election cycle.

A candidate to whom additional responsibilities are transferred will hold only the title associated with the office for which he [she] originally ran. In the subsequent election cycle, he [she] will be considered an incumbent only of that office.

ELECTION CYCLE

The election cycle will occur every year. A condensed timetable will be required for the 2004 election cycle (see below).

Election Committee

On the last Game Night in September, the Administrative Director will ask for volunteers for an Election Committee. If the Administrative Director fails to ask for volunteers, any active player is authorized to do so. No eligible volunteer may be refused. Current office holders and those intending to seek office will not be eligible to serve on the committee.

The Election Committee will organize and administer the election according to the agreed rules. The committee should meet privately to decide: (1) who will speak for the committee and (2) who will accept nominations and prepare the ballots and (3) who will maintain the list of players who have voted and (4) who will count the votes.

The Election Committee will disband immediately following the announcement of final election results.

Nominations

October will be nomination month.

A player who wishes to be considered for an officer position may nominate himself [herself] on any Game Night in October in which he [she] actively participates. All nominations must be communicated to whomever the Election Committee prescribes. A player may nominate himself [herself] for one position only. Incumbents must nominate themselves in order to be considered for re-election.

A candidate who wishes to withdraw his [her] nomination has until the end of the last Game Night in October to do so.

On every Game Night in October, after Euchre results are announced, the designated Election Committee member will explain the election cycle and invite players to nominate themselves for office. After accepting nominations, he [she] will announce the current candidates for each officer position.

In the event that there are no candidates for any executive office, the Emergency Procedure described below should be followed as soon as it becomes necessary.

Voting

November will be voting month.

If there is only one candidate for each position, voting will not be necessary. If voting is necessary, it will apply only to those positions for which there are multiple candidates. The Election Committee will prepare a ballot showing the contested positions and the names of the candidates for those positions.

Voting will take place on the first four Game Nights of November and will be administered by the Election Committee. All participating players attending any of the four Game Nights may vote for one candidate for each contested position. Only participating players may vote and each may vote only once, regardless of how many of the four Game Nights they attend. Once a vote is cast, it cannot be changed or withdrawn. To ensure that a player votes only once, the Election Committee will maintain a list of players who have voted.

Completed ballots should be placed in a locked box (preferably by the voter directly) and retained by a member of the Election Committee. The box should not be unlocked until the end of voting. The Administrative Director should retain all keys at all times.

Counting Votes

Votes will be counted publicly at the end of the fourth Game Night. Any completed ballots deemed ambiguous by a majority of Election Committee members will be rejected. Rejected ballots will be made available for immediate public review.

In the event of a tie, an incumbent will take precedence over a challenger and be considered the winner. For the first election cycle (to determine the officers for 2005) no player will be considered an incumbent. In the event of a tie not involving an incumbent, the Election Committee will organize a run-off election between the candidates in question.

Run-off Elections

A run-off election will only be necessary in the event of a tie that doesn't include an incumbent. The Election Committee will prepare a special run-off ballot.

The run-off election will consist of a single opportunity to vote during the Game Night immediately following normal voting. Only players who actively participate in Euchre that night will be eligible to vote. If no clear winner emerges, this process will be repeated on the next Game Night. The process may be repeated any number of times.

In the event that run-off elections spill over into the next calendar year, all incumbents will remain in office until all election results have been announced.

Results

The Election Committee will announce the results of individual races as soon as they are known. The results should also be posted on the club website.

Condensed Timetable for 2004 Election Cycle

Election Committee Formation:	November 17, 2004
Nominations:	November 17 thru 24, 2004 (2 Game Nights)
Ballot Preparation:	November 25 thru 30, 2004
Voting:	December 1 thru 8, 2004 (2 Game Nights)
Run-off (if needed):	December 15, 2004

IMPLEMENTING CHANGES

Changes to the Rules of Euchre and/or Game Night Rules

Officers have no special power to change Game Night rules or the rules of Euchre adopted by the club. In order to make any such changes they must be active players, must submit a proposal and must obtain approval from a majority of active players per the existing change procedure.

Other Changes

All other changes, including but not limited to ... (1) changes to the activities of the club or (2) changes to the Game Night schedule or (3) changes to the way the club is funded or (4) any vetting of players or (5) changes to the organizational structure of the club or (6) changes to the election cycle or (7) changes to the term of office or (8) changes to any description or procedure contained in this document ... can only be implemented using the following procedure:

- 1) All executive officers (i.e. all officers except Webmaster) must unanimously agree to the change[s] as well as the method and timetable for implementing it [them].
- 2) A detailed proposal must be submitted by an active player and approved by a majority of active players per the existing procedure.
- 3) Updated documents reflecting the change[s] must be made available to all players.

Robert's Rules of Order

If a situation not covered by the bye-laws arises, the officers of the club should consult Robert's Rules of Order for guidance. Robert's Rules of Order is a reference book available from many bookstores. If necessary, the bye-laws should be amended using the change procedure described above.

EMERGENCY PROCEDURE

The Emergency Procedure will be used when terms of office expire following an election cycle that produced no candidates for executive positions.

It will be triggered automatically by the resignation or involuntary removal of an individual who was acting as Game Night Director and Special Events Director and Administrative Director.

Should either of these events occur, the following steps will be taken:

- 1) All club activities will be suspended.
- 2) Any player[s] interested in resuming the activities of the club will organize a meeting, prepare an agenda and invite all other players.
- 3) The purpose of the meeting will be to determine whether the club is viable and whether there is a willingness among players to collectively perform the essential duties. If so, players should decide how to proceed and produce a written plan that is acceptable to a majority of players.