

CHAPTER III - ADMINISTRATION

A. UNIT AND DISTRICT RIGHTS AND RESPONSIBILITIES

Sale of Financial Management of a Tournament (723-51)

The Board reaffirms that Units bear the full responsibility for Sectional Tournaments sanctioned to them, and that Districts bear the full responsibility for Regional Tournaments sanctioned to them, regardless of the actual individual or group undertaking Management functions.

Costs and Procedures of District Judiciary Committees (733-6A)

Expenses in connection with District Judiciary Committees shall not be borne by the ACBL unless specifically authorized by the ACBL.

Resignation of a Unit Board (733-31)

Regulation IV, D, 2, is amended to read:

If there is no effective governing body of a Unit, whether because of suspension, expulsion, revocation of charter, resignation of the Unit Board, refusal to act, or for any other reason, the CEO shall appoint an Administrator or an Administrative Board to conduct Unit business, to provide for custody of the Unit's assets and to arrange for the resumption of the conduct of the Unit's affairs by a properly elected Board of Directors.

District Organizations (743-32)

Bylaws and regulations of District Organizations shall not contravene ACBL Bylaws and Regulations. Each District Organization shall submit its Bylaws and Amendments to the ACBL for filing. This supersedes July 1966 action that "District Organization By laws must be approved by the League before becoming effective."

Days for Holding Unit-Wide Games (772-34)

Management is given the prerogative of exempting a Unit from Unit-Wide game regulations pertaining to the sanctioning of these events on different days of the week.

District Assessments (793-22)

1. Districts do not have the right to fix dues, whether in the form of assessments or otherwise.
2. Districts may enter into agreements with constituent Units for voluntary contributions for purposes consistent with the objectives of the ACBL and the District, such as, but not limited to, hosting a National or International event or sustaining the District Organization.

3. None of the foregoing shall be construed as prohibiting District Organizations from controlling Regionals, or including, but not limited to, a per-table charge.

Club Participation in Unit Championship or Unit-Wide Events (801-43)

All clubs within a Unit that have an expectation of an adequate number of tables, and that are operating in conformance with ACBL regulations, and who have not proven consistently unreliable regarding submitting of report forms and monies due for such games, must be allowed to participate when a Unit Championship, Unit-wide, District-wide, or ACBL-wide event is scheduled on a session for which the club is sanctioned.

ACBL Districts (802-62)

District regulations are approved as follows:

- A. Every District must have a District Organization and District Bylaws.
- B. The Bylaws shall provide for the establishment of a democratically composed District Organization. District Bylaws shall be submitted to the District Supervisor not later than January 1, 1981. Sample District Bylaws will be furnished upon request.
- C. The District Organization must establish a Judiciary Committee.
- D. The District Organization may appoint a District Tournament Coordinator whose job shall be to screen all sanction applications for Sectional tournaments and other special games; advise the Units within the District of any scheduling conflicts, and resolve said conflicts.
- E. Except where regulations give specific authority to the District Director, each District Organization shall have complete supervision over all red point events allocated to that District, including allocation of Regional tournaments to Units or playing area, and supervision of the Grand National Open Teams and Open Pairs.

Membership Games for Units (803-63)

Any Unit holding regularly sanctioned Novice games is permitted to conduct a Novice Membership Game on the same basis as any other sanctioned club. Effective with 1982 Membership games.

Unit-wide Championships (882-25) (942-74)

A qualified Unit may combine with another qualified Unit to hold a combined Unit-wide game. The game will be charged against the quotas of each Unit. Unit-wide championships may be conducted as stratified events.

Payment of Tournament Funds Due the ACBL (853-27)

Sponsoring organizations are required to pay the Director- in-Charge all funds due the ACBL at the conclusion of the tournament.

Educational Committee (881-33)

Units and/or Districts shall designate a member to serve as a liaison with the ACBL for the purpose of furthering our Educational programs. Management shall present a progress report containing the names of the appointees at the 1988 Summer Meetings.

Transfer or Division of a Unit (912-24)

When a Unit is divided to form a second Unit or a minimum segment of 20% of a Unit membership is transferred to another Unit, assets of the Unit are subject to division on an equitable basis. If an amicable division of assets cannot be reached voluntarily by the parties and mediation by the District fails, both parties shall submit to bind arbitration. All costs for the arbitration process shall be paid for from Unit funds.

Unit Membership Chairman's Handbook (913-81) (approved 922-22)

A. The revised Unit Membership Chairman's Handbook was reviewed by the Committee. The Committee recommends the following:

The Handbook will contain the job description for the proactive membership chairman and will provide guidance on key elements of the function including:

1. Description of various types of members (new, Junior, promotional, etc.)
2. Recommendations on managing and promoting membership recruitment at Clubs, Bridge Classes, Sectional Tournaments, and Regional Tournaments.
3. A section on the Instant Membership Program
4. Information to assist in managing the Unit membership lists (manual or computerized).
5. Providing data updates to ACBL from the Unit (name and address corrections or deaths).
6. Renewal procedure, proactive involvement in recapturing lapsed members. An outline of a workable program to assist the Unit Chairman. (e.g., Novice mailings, special games for students, follow up on lapsed members)
7. Identification of various groups which can be selected from the membership program, such as Promotion members, Junior members and/or Member groups based on

masterpoint holdings.

8. Provide information as to the possible uses of the various lists for promotion work.

B. Management shall provide programming to track new members from various sources (i.e., education program individual teachers, non-ACBL sources, clubs, units and tournaments) for the lifetime of their ACBL membership.

II. Unit Membership Chairman's Handbook (922-22): The Board approves the Unit Membership Chairman's Handbook, as presented by Management, for distribution in the Fall of 1992.

Membership of a Unit for ACBL Elections (921-21) (921-24) (973-53)

The membership of a Unit shall consist of its active members (to include those members who are Life Members or who hold reduced price memberships) in determining the allocation of votes to Units for ACBL-wide and District-wide elections. For this purpose, educational/promotional members will not be counted.

Tournament Directors Serving on Unit and District Boards (922-24) (923-24)

Active, rated Tournament Directors may not serve on Unit and District Boards as a voting member.

B. The regulation which prevents active rated tournament directors from serving as voting members on Unit and District Boards (Item 922-24) is reaffirmed. In addition, an active rated tournament director may not serve as a proxy to vote at Unit and District Meetings.

Late Charge for Reports Overdue from Unit-wide Games, Unit Special Games and Special Events Games (931-48)

A. A Unit that is late in reporting Unit-wide games or Unit Special games will be sent one follow-up letter that allows 15 days for submitting the report and monies due. If after 20 days ACBL has not received the report and monies due, a \$25.00 late charge will be assessed. All subsequent Unit games will be suspended until the appropriate report and monies are received at Headquarters.

B. A club that holds the North American Pairs, 49er Pairs and Grand National Teams and does not submit its game reports within 15 days after the completion of the event will be assessed a \$25.00 late charge. The club will be suspended until the appropriate report, monies and late charges are received at Headquarters or by the CBF Coordinator. The club will be added to ACBL's Unresolved List and will not be granted a club sanction renewal for the coming year until the matter has been resolved. The Canadian National Rookie/Master Pairs, CWTC, COPC and CNTC are included.

- C. A club that is sanctioned to host the EPSON, ACBL Instant Matchpoint Game, ACBL-wide Senior Game, International Fund Games and ACBL-wide Charity Games and does not submit its game reports within 15 days after completion of the event will be sent one follow-up letter. The letter will allow a report/results postmarked within 20 days to be submitted with the monies due. If ACBL has not received the report/results and the monies due after the 20 day period, a \$25.00 late charge will be assessed. The club will be suspended until the appropriate report/results, monies and late charges are received at Headquarters. The club will be added to ACBL's Unresolved List and will not be granted a club sanction renewal for the coming year until the matter has been resolved. Also, if Special Event games are sanctioned and canceled, failure to report the cancellation is subject to the late charge and Unresolved status.

Membership Residency Requirements (931-86)

Members of the ACBL are normally expected to belong to the Unit in which they reside. If a member chooses to belong to a Unit in which he/she does not reside, the member must specifically make this request in writing to the ACBL stating the Unit of preference and the reasons for the request. Further, if the Unit is not in the same District as where he/she resides, both Districts must approve the membership in the other District. The following are some of the reasons why a member would be given permission to belong to a Unit outside the District of residence:

1. Plays at least once a month in a club in that Unit, or
2. Attends STaCs or Sectionals in the Unit at least twice a year, or
3. Attends the annual Unit dinner and/or membership meeting, or
4. Participates in Unit special events, or
5. Serves on the Unit Board and/or Unit committees, or
6. Serves on the District board and/or District Committees, or
7. Has been a member of that Unit and wishes to remain.

If it is determined that a member requests a change of Unit membership for the sole purpose of Grand National Teams (GNT) or North American Pairs (NAP) play, the request must be denied.

The membership approval granted by a District in which the member does not reside will be reviewed by that district every five years to assure the above criteria continue to justify non-residency membership.

Minimum Table Requirement for Unit-Wide Games (941-43)

Effective immediately, a minimum of five tables are required at each site for Unit-wide games.

Playing Directors at Unit Games (943-71)

A playing director is permitted at Unit championships that do not have combined site overall awards.

Handbook of Rules and Regulations (952-65)

- A. Chapter 3, Section Two, II, final paragraph of the ACBL Handbook is amended as follows:
"The unit may run games on behalf of ACBL and/or the district where there is a void."
- B. Chapter 3, Section Five, Paragraph 2, second sentence is replaced with: "It is ACBL policy that unit bylaws and any subsequent amendments, deletions or additions be approved by the unit's membership."

Audit of Districts and Units (971-105)

All units and districts are strongly urged to conduct an annual audit of their financial records. If an external audit by an independent professional is deemed too expensive, it is recommended that units and districts appoint an internal audit committee to, as a minimum, verify cash and cash equivalents and test major income and expense items.

Unit-Wide and Unit Championship Games (972-68)

Current policy is amended to allow more than one unit-wide championship game to be held on the same day of the week.

Unit Officer Elections (993-48)

A unit is allowed to elect its officers either by vote of the general membership or by vote of the unit board.

Electronic Business Methods (002-50)

Management is authorized to require, at its discretion, business between ACBL and Districts or Units to be conducted electronically.

Elections of ACBL Director, Alternates & Representatives (012-45)

The following is to clarify some Election procedures:

Declaration of Candidacy

Present regulation reads:

AThe declaration must be received by the Director of Elections (D.E.) Prior to June 1st of the year in which such Director or Representative will be elected@.

For this purpose Areceived@ will be defined as: received at ACBL Headquarters no later

than 5 p.m. CDT on May 31st. Should May 31 be a Saturday or Sunday, then it will be the first business day following May 31. Receipt can be by mail, fax, delivery, e-mail (postmarked prior to June 1st, but received after May 31 will not be considered as received on time).

In the physical absence of the D.E., the CEO of the ACBL (or his nominee) will act as D.E. on the last day designated to receive declarations. Candidates should request written confirmation from the Director of Elections that their declaration had been received by the ACBL. In the absence of such confirmation the onus of proof of timely filing rests with the candidate.

Unit Special Games (012-133)

Each ACBL-sanctioned Unit will be allowed during Junior Month in February to hold one Sectional-rated game to benefit the Junior Fund, and a Unit will be allowed to hold one Sectional-rated Charity/International Fund game during each ACBL Charity/International Fund week, provided either that the Unit is sanctioned to hold a game on the date and session requested, or that there are no clubs within a 25 mile radius of the Unit game site that regularly hold a game on the date and session requested.

Unit Rebates (043-137)

Units will receive 11% of full dues payments and Life Master Service fees paid by their members.

Criteria for Maintaining Unit Status (052-23)

The following regulations for Units are adopted.

A. Minimum Unit Requirements:

1. Must conduct a Sectional tournament (STaCs do not meet this requirement) at least once every two years unless exempted by the District Organization;
2. Must have an approved set of Bylaws and file a copy with ACBL Headquarters;
3. Must hold an annual membership meeting;
4. Must elect a Board of Directors for a specific term as stated in its bylaws;
5. Must produce a written annual financial report and make it available to its District Director and any of its members upon request;
6. Must have at least one club running sanctioned games in the unit;
7. Must have enough ACBL members to accomplish 1-5 above.

B. Unit Privileges:

1. Receive a share of the ACBL membership fees;

2. Conduct Unit Championship sessions (currently up to 16 per year);
3. Vote in District elections;
4. Earn additional Sectional tournaments through membership growth;
5. Hold Charity games (currently up to four Sectional-rated sessions per year).

C. Loss of Unit Status and Privileges:

Units must comply with the minimum requirements set forth in A. Failure to do so will result in an initial penalty of the withholding of a Unit's share of membership fee rebates until it is in compliance with this regulation. Continuation of non-compliance shall result in further action up to and including revocation of the Unit Charter.

D. Voluntary Dissolution of a Unit

If a Unit chooses to dissolve it should take the following steps:

1. Notify ACBL and the appropriate District Director of the intent to dissolve.
2. Apprise ACBL of all Unit assets and liabilities.
3. Apprise ACBL of one of the following:
 - a. With which unit or units the dissolving unit wishes to merge.
 - b. To which other units the unit members wish to be reassigned.
 - c. There is no preference for reassignment.
4. Assets of the Unit will be distributed according to relevant law.

ACBL Units (053-31) (061-26)

- A. The relationship between ACBL and each of its chartered units is that of independent organizations.
- B. The application for and acceptance of a charter constitutes an agreement to the following:

A Unit in good standing of the ACBL shall agree to the following:

Units of the American Contract Bridge League (ACBL) are authorized by and accountable to the ACBL Board of Directors and ACBL management in the operation of sanctioned bridge activities by means of a charter process. Units must be organized and operated in accordance with the purposes of ACBL. They must comply with ACBL Bylaws, rules and regulations, as well as with all governmental (national, state, provincial and local) laws, rules and regulations. Failure to comply may result in censure, suspension, expulsion or other discipline in accordance with regulations established by the ACBL Board of Directors.

The relationship of the ACBL to each of its chartered Units is that of an independent

organization. This relationship shall not create any association, joint venture, partnership or agency relationship of any kind between a Unit and the ACBL. Unless expressly agreed to in writing, neither party is authorized to incur any liability, obligation or expense on behalf of the other, to use the other's monetary credit in conducting its activities or to represent to any third party that either is an agent of the other.

- A Unit warrants that it is incorporated as a nonprofit corporation in good standing or that it is an unincorporated association in good standing as defined by the state or other government authority in which the Unit has its primary place of business, and that it shall remain in good standing.
- A Unit shall support the mission, vision, goals and objectives of the ACBL as appropriate to the Unit.
- A Unit accepts and acknowledges that it has been granted a conditional Charter under the authority of the ACBL. Further, this Unit accepts and acknowledges that the privileges granted to the Unit under this conditional Charter may be withdrawn according to the rules and regulations of the ACBL.
- A Unit shall bear sole and complete responsibility and liability for its financial affairs. On an annual basis, any excess of unit revenues over expenditures shall remain under the control of this Unit. This Unit also shall bear sole and complete responsibility for any deficit of unit revenues over expenditures.

C. By acceptance of its portion of membership dues reimbursement, each existing chartered unit shall re-affirm its agreement to the above.

Model Bylaws for Incorporated Units (062-35)

The attached Sample Bylaws are approved by ACBL to be sent to units requesting assistance with writing appropriate bylaws. Management in consultation with League Counsel can make minor corrections to the model bylaws.

(See Appendix 3. *Sample Unit Bylaws*)

Sample District Bylaws (063-32)

The attached Sample Bylaws are approved by ACBL to be sent to districts requesting assistance with writing appropriate bylaws. Management, in consultation with League Counsel, may make minor corrections to the Sample Bylaws.

Unit Requirements, Privileges and Responsibilities (082-88)

The ACBL Handbook, Chapter 3, Section Two and Section Three, is amended as follows:

SECTION TWO: REQUIREMENTS, PRIVILEGES, AND RESPONSIBILITIES

A unit functions as an organization chartered by ACBL, which, in accordance with its charter, supervises and promotes many, but not all, aspects of ACBL bridge within its boundaries. (See the ACBL Unit agreement.) It has the exclusive right to conduct all sectionals held within its territory. In addition, it may obtain sanctions from ACBL to organize and conduct other games such as unit championships, unit-wide games, unit charity games and extended team events, and club games. The regulations that govern these events appear in Chapters 4 and 5.

I. UNIT REQUIREMENTS

A unit must meet the following ACBL requirements to receive and maintain its ACBL charter:

- Hold an annual membership meeting.
- Produce a written annual financial statement and make it available to its district director and any of its members upon request.
- Adopt bylaws that are consistent with those of ACBL and file a copy with ACBL. On request, ACBL will provide copies of typical unit bylaws.
- Conduct at least one sectional tournament every two years. (A waiver, for cause, may be granted by the district.)
- Select a standing disciplinary chairperson and otherwise comply with Section 1.1 of the ACBL Code of Disciplinary Regulations. See Chapter 11.
- Elect a unit board of directors in accordance with its bylaws.
- Process reports of dishonest or unethical conduct by participants in sanctioned games at clubs under its jurisdiction, and discipline members guilty of such conduct in a manner fully consistent with the ACBL Code of Disciplinary Regulations. See Chapter 11 and Appendix D.
- Process reports of dishonest, unethical, or improper conduct by participants in sanctioned games at unit events or tournaments under its jurisdiction and discipline members guilty of such conduct in a manner fully consistent with the ACBL Code of Disciplinary Regulations. See Chapter 11 and Appendix D.
- Select a designated unit electronic contact (UEC).

II. UNIT PRIVILEGES

As an organization chartered by ACBL, the unit has certain privileges. The Unit receives a share of ACBL membership fees as established by the ACBL Board of Directors and may:

- Conduct up to 16 (note: up to 24 effective 1/1/09) unit championship sessions per year.
- Hold up to four sectional-rated charity sessions per year.
- Run games on behalf of ACBL and/or the district where there is a void.
- Participate in elections for District Director, First and Second Alternate Directors and Board of Governors Representatives.

III. UNIT ACTIVITIES

A unit is encouraged to carry out the following:

- Conduct sectional tournaments and regional and/or NABC tournaments when authorized by the district.

- Perform basic marketing functions as established by the ACBL Board of Directors.
- Encourage people to conduct ACBL-sanctioned club games within the unit.
- Promote the development and enrollment of bridge players as members of ACBL.
- Promote interest in duplicate bridge by providing a continuous and attractive program of bridge events to supplement those offered by clubs with sanctioned games.
- Cooperate with the district and ACBL in the promotion of district-wide and ACBL-wide tournaments.
- Establish and maintain amicable relations with neighboring units, the district and conferences, thus fostering cooperation on matters of mutual interest.
- Select people to fill the positions of Education Liaison, Tournament Coordinator and Intermediate/Newcomer Coordinator.
- Conduct other activities in keeping with its purposes.

IV. LOSS OF UNIT STATUS AND PRIVILEGES

Units must comply with the requirements set forth in I above. Failure to do so will result in an initial penalty of the withholding of a Unit's share of membership dues and service fee rebates until it is in compliance with this regulation. Continuation of non-compliance may result in further action up to and including revocation of the Unit's Charter.

SECTION THREE:

III. BOARD OF DIRECTORS

Unit members elect the unit board of directors for the terms of office defined by the unit bylaws. All unit board members must be active ACBL members and must belong to ACBL through the units they represent. The unit board manages and conducts the affairs of the unit. Should a board member leave office before his or her term expires, vacancies will be filled according to the unit's bylaws.

Active, rated tournament directors and any other permanent ACBL employees may not serve as voting members of unit and/or district boards.