

UNIT 131 POLICIES & PROCEDURES (Draft)

I. BOARD OF DIRECTORS POLICIES & PROCEDURES

A. Agenda

1. The agenda for the coming board meeting and minutes of the past meeting will be mailed or (e-mailed) to all members at least 7 days prior to the upcoming meeting.
2. A decision to bring items not appearing on the agenda above up for discussion or vote at meetings will be at the discretion of the President.
3. In the event there are issues that are not voted on at scheduled meetings or that come up between meetings, the President is authorized to call a special meeting or poll the board members by phone, mail or email to obtain a consensus on these issues. These actions will be reported in the minutes presented at the following board meeting.

B. Publication of Minutes

Copies of the meeting minutes will be posted on the Unit web site and on the Unit bulletin board at the studio.

C. Banking and Check Writing

1. The choice of Unit banking facility will be at the discretion of the Treasurer all other factors being equal.
2. The Unit President and the Unit Treasurer are authorized to write checks on the Unit's checking account with one signature.
 1. CDs will require 2 of the 3 authorized signatures (the Unit First Vice President being the third authorized signature).

D. Nominating Committee

Only Board members not currently running for the Board or officer positions will be eligible to serve on the nominating committee.

E. The Declarer

No advertising will be accepted for the Declarer.

F. Unit Directory

The Unit will publish and provide to members an updated directory every other year.

II. REMUNERATION AND FREE PLAYS

A. Unit President

1. The Unit President shall play free (up to 2 sessions per day) at all Unit-sponsored events including the Unit game, Sectionals and the Regional.
2. The Unit President is entitled to free plays at the Holiday Regional and also entitled to up to five (5) free hotel room nights provided that his/her permanent residence is 75 or more miles from the tournament location.
3. The Unit President may award up to twelve (12) free plays per year at tournaments or Unit events.
4. The President may award free plays at Unit events for visiting dignitaries such as ACBL officials and the District Director.

B. Unit 2nd Vice President

The Unit 2nd Vice President shall play free (up to 2 sessions per day) at all Unit-sponsored events including the Unit game, Sectionals and the Regional.

C. Unit Treasurer

The Treasurer shall play free (up to 2 sessions per day) at all Unit-sponsored events including the Unit games, Sectionals and the Regional.

D. Declarer Editor

The Declarer Editor shall play free (up to 2 sessions per day) at all Unit-sponsored events including the Unit games, Sectionals and the Regional.

E. Unit Webmaster

The Unit Webmaster shall play free (up to 2 sessions per day) at all Unit-sponsored events including the Unit game, Sectionals and the Regional.

F. Unit Duplimate Operator

The Unit Duplimate Operator shall play free (up to 2 sessions per day) at all Unit-sponsored events including the Unit game, Sectionals and the Regional.

G. Sectional Tournament Chairpersons

Sectional Tournament Chairpersons will receive free play (up to 2 sessions per day) for all of their tournament events. Sectional Tournament Chairs will have 2 free plays to award per day to award to volunteers who have helped significantly with the tournament.

H. Regional Tournament Chairperson

The Regional Tournament Chairpersons will receive free plays (up to 3 sessions per day) for all of their tournament events. Regional Tournament Chairpersons will have 3 free plays per day to award at their discretion.

I. New Members

The Unit Membership Chairperson shall issue to each new ACBL member one free play coupon redeemable at any club level game in Unit 131. The Unit Treasurer will reimburse the club owner for the coupon at the clubs prevailing game rate.

Note: Free plays do not include special assessments such as those imposed for GNT or NAOP.

J. Students

Unit 131 will pay one-half of high school or younger students' entry fees to any ACBL sponsored game within the Unit. Club owners may apply directly to the Treasurer for reimbursement.

III. GENERAL POLICIES FOR ALL UNIT SPONSORED EVENTS

A. Bad Checks

The Treasurer will send a form letter to writers of bad checks informing them that they will be barred from Unit tournaments until the check is made good.

B. Unit Supplies

1. The Unit shall purchase, store and maintain tables, bidding boxes, and table supplies necessary to carry on the Unit games and tournaments.

2. The Board will approve the location and remuneration for storing all Unit supplies. Current storage is located at Public Storage, 11230 Mastin St, Overland Park, KS 66210.

IV. TOURNAMENTS, GNT AND NAOP:

A. Unit 131 Events

1. The Unit currently sponsors four sectional tournaments and the Holiday Regional.

2. A Tournament Committee is required by ACBL unit regulations. The 2nd Vice President will be the unit's Tournament Committee Chairperson and will function as the tournament coordinator. The 2nd Vice President will be responsible for insuring that sanctions are obtained for all Unit sponsored events and act as the liaison between the Tournament Committee and the Board. The Tournament Committee will also coordinate with Directors regarding Unit Games.

3. The 2nd Vice President will appoint the Tournament Committee, which does not need to consist of board members. The Tournament Committee shall plan and arrange the tournaments and assist the Director-in-Charge in the implementation. The Tournament Committee will recruit volunteers to assist in tournament management. A plan for each tournament will be presented to the Board and shall include recommendation for the schedule, start times, fees for play, and budget. The tournament chairperson may receive a cash advance for necessary supplies and a cash bank for the director.

4. The 2nd Vice President will call regular meetings of the Tournament Committee to discuss tournament business and plan future events.

5. Tournament chairs should refer to the templates posted on the unit website when planning tournaments. These templates include but are not limited to budget, task lists and surveys.

6. The Board will approve each tournament plan and once approved, deviations from the plan may only be made with the approval of the Board or at a minimum, the Executive Committee.

7. The President will appoint a Rules/Ethics Arbiter to ensure that ACBL rules and appropriate ethical behavior are maintained.

8. GNT. The Unit shall reimburse the winners of each flight of the Unit finals for their entry fees through the District level. If the winning team from the Unit final does not compete at the District finals, the team finishing next behind them that does go on to compete at the District finals will receive the reimbursement in their stead. Any team from the unit which wins the District final will have their entry fees reimbursed as long as they continue to compete. Compensation will be made for four times the individual entry fees. Only members in good standing of Unit 131 will be reimbursed.

9. NAOP. The Unit will reimburse the first and second place finishers in each flight of the Unit finals for their entry fees at the District competition. Reimbursement will be made only to members in good standing of Unit 131.

B. Unit Game

1. Any sanctioned club may hold monthly sanctioned Unit games with Board approval.

2. The monthly Unit Games in February and March may be used for GNT qualifying and the July and August games for NAOP qualifying and will consist of not less than 24 boards.

C. Compensation, Displaced Game

Club Owner will be compensated for their average tables if their game is totally displaced by a unit function, or if the unit function is in direct competition with the owner's game. Direct competition is defined as a unit function being held at the same site as the owner's game, and a player arriving could play in either game.

V. AWARDS - MR. AND MS. BRIDGE

A. Purpose

The purpose of the Mr. and Ms. Bridge contest is to encourage participation and reward achievement in Unit sponsored events. The Mr. and Ms. Bridge contest is open to all Unit 131 members in good standing at both the beginning and end of the contest or who join the Unit midyear. For the Rookie awards, the member must meet the membership requirements above and be a non-life master as of October 1 of the contest year.

B. Rules of Competition

1. The contest will run from January 1 to December 31 annually.

2. The Categories of competition are:

- a) Unit 131 Mr. Bridge: 1st \$50, 2nd \$25 and 3rd \$10.
- b) Unit 131 Ms. Bridge: 1st \$50, 2nd \$25 and 3rd \$10.
- c) Mr. Rookie Award: 1st and 2nd place. Trophies

C. Qualifying Events

Points can be accumulated in

- 1. Unit Sectionals
- 2. Unit Games
- 3. Unit Charity Games
- 4. Winners in categories a) and b) receive cash and categories c) and d) receive trophies.

VI. DUPLIMATE

A. Pre-Duplicated Boards

The Unit will offer pre-duplicated boards with hand-records to all clubs in the unit per the "ACBL Unit 131 Duplimate Service and Board Rental Agreement" to be signed by the club owner. Clubs outside the Unit, like Lawrence, may use the product also per a signed Unit contract.

B. Agreements

The Treasurer will keep the signed agreements and a copy will be given to the club owner.

C. Duplimate Operator

Each year the Board will appoint a "Duplimate Operator" to operate and maintain the machine, produce boards and hand records.

D. Report of Duplimate Usage

The Duplimate Operator shall each month give the Treasurer a listing of the Duplimate Board usage by the clubs and a request for reimbursement along with receipts for various duplimate expenditures such as paper, ink, and cards and a request for reimbursement of mileage with an accounting of those miles. The Treasurer will then bill and collect the monies from the

clubs for the duplimate usage and reimburse the reasonable duplimate expenses of the operator.

VII. ANNUAL STATE REGISTRATION

A. Registration

The Unit Treasurer shall be responsible for filling all required reports in a timely manner to assure that the Unit is qualified in good standing at all times as a Not-For-Profit Corporation with the State of Missouri.

VIII. ADDENDUM

A. Policy and Procedure History

The Unit 131 Board of Directors enacted these policies over the course of many years dating back to the 1960s. In 1999 John Glagola and Chuck Malcolm began scouring all the old minutes and consolidated Board decisions into a draft Policy document presented in January 2001.

In 2002 John Glagola and Bob Hicks edited and somewhat abridged the Policies document. Ken Bowers, 7/29/2006: A few updates have occurred in the past 3 years, with the Duplimate section being the most significant.

Kathy Rolfe, 1/27/2007: added Unit 234 to Bragging Rights Competition, changed total flights to 4 with different break points.

Pol. & Proc. Committee, Kathy Rolfe, Chair. 11/7/2009; updated Duplimate pay, caddy pay, clarified free plays, modified reimbursement for GNT team entries.

Revisions approved by the Board at the April 2, 2011 Board Meeting. Updated to recognize separate offices for Secretary and Treasurer; revisions to remuneration and free plays, update to insurance information, revisions to reimbursements of duplimate operator and misc. minor and editorial changes. Steve Day, Pol. & Proc. Committee Chair.

Revisions, corrections and updates approved at the February 2016 Board Meeting.

Revision approved by the Board at the January 10, 2015 Board Meeting. Updated to recognize cost of operating the website by allowing the Webmaster 3 free plays per day at Unit-sponsored events including the Unit game, Sectionals and the Regional.

Revisions approved and updated by the Board at the April 30, 2016 meeting.

Revisions approved and updated by the Board at the March 26, 2018 meeting include the elimination of free plays for the board secretary and partnership chair and the inclusion of free plays for the 2nd Vice President

Revisions approved and updated by the Board at the September 8, 2018 meeting include elimination of mention of Caddy reimbursement, the Webmaster being awarded 2 free plays rather than 3 and the Sectional Tournament Chairs and Regional Tournament Chairs being given free plays to award to volunteers have help significantly with the tournament at their discretion.

Revisions approved and updated by the Board at the March 9, 2019 include the addition of the word board to section I.A.1.; the addition of the word email to section I.A.3. In II.A.2 the board president will be entitled to free rooms at the Regional if he/she lives 75 miles away from the location of the Regional. In II.A.3, language was clarified to state the Unit President may give away 12 free plays at unit events and tournaments. The 2-session event language was eliminated. Section IV.A.2 and IV.A.4 were amended to define the role of the 2nd Vice President. Section IV.A.3 further defines the Tournament Committee to allow non-board members to serve. Section IV A.5 was added to state that templates that support tournament roles and responsibilities are posted on the website. The word tournament was added to Section IV.A. 6. Section IV.B.1 was removed. The duties associated with the Unit Game Coordinator will now be fulfilled by the tournament committee (See Section IV.A.2.) Section VII.A was added that clarifies the responsibility for filling for state registration.