

ACBL UNIT 161 STANDING RULES

General:

1. The governing authority of Unit 161 is the Board of Directors.
2. A Unit Parliamentarian may be appointed by the President, with the approval of the board. If a Parliamentarian is not appointed, or is not present, the board may select an acting Parliamentarian from its membership (without loss of rights) or from the gallery.
3. The Unit will consider each year recommending an outstanding Unit member as candidate for the Goodwill Member of the Year.
4. The President appoints a Unit special Event Coordinator, whose function is to coordinate and sanction Unit wide games and extended team games within the Unit and the reporting to ACBL, and to coordinate and sanction GNT Unit finals, including District and ACBL reporting.

Tournaments:

5. A club that holds GNT qualification is responsible to pay directors fees according to club practice, ACBL fees and other costs, if any.
6. GNT finals will be scheduled between January 1st and April 1st and are rotated every year between Hot Springs Village 19 - 21 - 23 -25 etc., and Little Rock 18 - 20 - 22 - 24 etc. and split with Jonesboro.
NAP finals will be scheduled each September and rotated every year between Hot Springs Village 18 - 20 - 22 - 24 etc. and Little Rock 19 - 21- 23 -25 etc., and split with Jonesboro.
7. The Unit board has the right to decline to advance funds for any tournament before the board approves its Budget.
8. The ACBL - designated Tournament Director may be challenged only with prior approval of the Board of Directors.
9. Unit 161 owned bidding boxes may be loaned to other Units with in District 10 for tournaments with the agreement that the borrower will replace any damaged or missing boxes.
10. A \$65 per session fee for "local tournament directors" (TA's) will be paid for all Unit sectionals, and \$ 75 for TA's that run a tournament, effective 4-1-2017.
11. Unit Team Game Competition: Will take place on one of the first two Saturday's in October, rotating between Hot Springs Village and Little Rock. LR will host the Unit Team Championship in 2017 - 19 – 21 etc. and HSV 2018 – 20 - 22 etc. To encourage lower strata involvement and enthusiasm, we use the 3-2-1 point spread whereby each team can have no more than 8 points spread as follows: A: 2000+ MP = 3 points, B: 500 - <2000 MP = 2 points, and C: 0 - <500 MP = 1 point. Each team is limited to 1 A player. Individuals' total number of masterpoints is determined as of April 1. Club qualifications must be held between January 1 and September 30. If 1-4 teams participate in qualification, 1 team may compete in the Unit Team Championship; if 5-8 teams participate in qualification, 2 teams may compete; with more than 8 teams, 3 teams may compete. The Unit Team Championship will run as

a Swiss Team format.

12. All clubs in Unit 161 will share, proportionately by participation, in the profits of unit sponsored Sectional tournaments if: 1) the club has sanctioned games that are closed for the duration of the tournament; or 2) the club does not have sanctioned games during the tournament but who club members are in attendance at the tournament.

13. During the process by which a Sectional tournament is approved by the Unit, District and ACBL, the Unit will decide if they or the club will be the sponsor. The sponsor's responsibility includes providing seeding money, revenue sharing of profits if unit sponsored, or revenue loss absorption by the unit if unit sponsored. If a club is allowed to sponsor the Sectional, then the club receives all the profits or absorbs all of the loss.

14. The President will appoint a Unit Tournament Coordinator to process any Unit requests for Sectionals to the District Coordinator.

15. Equipment Sharing Policy for Unit 161 Profit Sharing Sectionals and Regionals
Unit 161 does not own their own dealing machine, duplicate boards, or bridge pads because the cost is prohibitive for such a small amount of use; they rely on teamwork from the clubs in the area to support Unit 161 sponsored Tournaments. In the interest of fairness and teamwork among all involved, compensation from the Tournament to the loaning club is required as follows. The amount must be at least double the amount calculated to be the actual cost to a club of loaning equipment, which for a Regional currently is \$89 for the dealing machine, \$ 81 for the duplicate boards, carrying case and cards, and \$ 118 for the bridge pads. Sectional costs can be calculated using the same formula used to determine Regional numbers. If the borrowed equipment was damaged or lost the Tournament Chair and Unit 161 would work as a team with the loaning club, guaranteeing to make things right. Clubs that loan a dealing machine, bridge pads, or duplicate boards to a Unit 161sponsored tournament when asked, will receive additional profit sharing in the amount of the money actually saved by using their equipment, or a guarantee of double the amount of the calculated cost of the use of the equipment (compensating for the tournament's share of lifetime usage times the purchase price and the tournament's share of the annual repair cost), whichever is greater. The Unit 161 Board will review this policy from time to time to insure that the compensation amount is fair to all parties. Effective January 1, 2013.

16. The Unit board recommends that Unit sectionals schedule a 1 session regionally rated charity event. The points earned go up 40% compared to a normal 1 session event. The cost is \$1 extra per person. Effective January 1, 2013

Fiduciary Control:

17. The Secretary -Treasurer shall forward the Treasurer's report to all board members 15 days prior to Unit Board meetings.

18. An auditor who is not a current member of the Unit 161 board, assisted by a board member to provide all requested information, shall be appointed by the President to review the financial records of the Secretary - Treasurer once a year

and report to the board prior to the annual meeting.

19. The Secretary - Treasurer may spend up to \$750 annually for expenses.
20. The District delegate from the Unit may receive reimbursement up to a \$150 cap.
21. The Secretary - Treasurer shall update all bank information, including CD's and EIN information, immediately upon the election of a new President and/or Secretary - Treasurer.
22. So long as the Regional tournament needs significant seeding funds due to requirements from the convention center (or hosting hotel), the Unit 161 Treasury will withhold tournament profit distribution to the clubs in whatever amount is necessary to maintain a minimum of \$ 3000 greater than the regional seeding fund requirements.

Elections:

23. If there is no regularly scheduled autumn meeting of the board, the President shall call a special meeting to receive the report of the Nominating Committee 45 days prior to the annual meeting, as required by the By-Laws. That report shall be forwarded promptly to all clubs so that anyone wishing to file a petition to run for a board position will have the required 15 days to do so.
24. An Election Commission (Chairman & Tellers), appointed by the board, will conduct elections at the annual meeting and any other elections to be held at called meetings of the membership or by way of mail-in ballots.
25. In a contested election, there will be three voting times on one hour each: 1 hour prior to Friday's evening session, 1 hour prior to Saturday's afternoon session and 1 hour prior to the Sunday morning session.

Education:

26. The educational monies granted by District 10 will be sent to the Treasurer of Unit 161 and then the total will be paid by our Treasury to those approved for educational reimbursement.
27. The Unit Educational Reimbursement Policy is a combination of the ACBL Program, the District 10 program, and the Unit 161 program. The primary intent is to find new members who are not currently playing club games.
 - A. The Unit policy compliments the ACBL advertising program by paying ½ or 25% of the remaining 50% and submitting the remainder to District 10. The Unit will pay up to a maximum of \$250 per program. This is approved without prior notice if it meets ACBL requirements.
 - B. Unit 161 will assist clubs with financial support of the \$1000 per year for instructor fees, reasonable refreshment costs and any advertising expenses not reimbursed by ACBL and not already reimbursed provided that these costs are not covered by student fees.

28. The Unit will sponsor and reimburse TAP expenses @\$100 per time (not to exceed \$400) and tuition for one candidate per club per year. In exchange, a newly accredited teacher will make a three -year commitment to teach for his/her club and will make a report to the Unit board preferably in person. This report may also be made in writing and should include the dates of instruction and the number of students.

29. The Unit will reimburse \$50 for training for one Associate Tournament Director candidate per club per year.

30. The Unit may sponsor a TAP on an as needed basis as determined by the Unit board. The Unit may specify a fee to all attendees and upon completion of the TAP a completion of a basic course of instruction within one year at their local club; the Unit will reimburse the TAP tuition to the teacher.

31. All requests for reimbursement for educational expenses must be submitted within three (3) months of completion of the course of instruction by a club official (Club Manager, President, Vice -President or similar). The request for reimbursement must indicate the total number of students attending the course, the dates of instruction and the number of new ACBL members (if any). The request may be submitted by e-mail from a club official's home e-mail account or may be mailed or emailed to the Unit 161 education coordinator. All mailed reimbursement requests shall have the receipts attached and be signed by a club official.