

**STANDING RULES OF THE BOARD OF DIRECTORS  
FORT WESTERN DUPLICATE BRIDGE UNIT 183, INC.  
LAST REVISED 3/18/2013**

**I. DUTIES OF OFFICERS**

A. The President

1. Shall call and preside at meetings of the Board of Directors and the membership.
2. Shall function as the general executive and administrative officer of the Unit subject to the general direction of the Board of Directors.
3. Shall have the right to participate in all votes.
4. Shall appoint committees that are necessary to perform the functions of the organization; appoint all Committee Chairpersons (after ascertaining their willingness to serve, and after consultation with the chairperson, appoint the members of the committees) and submit the same to the Board of Directors for ratification and approval.
5. Shall be ex-officio member of all committees with the power to vote.
6. Shall be permitted to delegate any powers held by the President to the Vice-President.
7. Shall prepare and submit to the Board of Directors an agenda for each regular meeting.

B. The Vice-President

1. Shall assume all powers and duties of the President in the absence or inability of the President to act as determined by the majority of the Board of Directors.
2. Shall assist the President in the administration of the Unit affairs.

C. The Secretary

1. Shall keep the minutes of all meetings of the Board of Directors. Such minutes are to be kept in a permanent file. Shall place an approved copy promptly on the Studio bulletin board and on the Unit website for examination by members of the Unit.

2. Shall be responsible for posting changes in the Bylaws and Standing Rules of the Unit. Shall keep a current, approved copy of both documents and have them available for all meetings of the Board of Directors.
3. Shall furnish copies of the Bylaws and Standing Rules to new members of the board upon their election to Board membership if such new members are not able to access them on the Unit website. (3/18/13)
4. Shall handle correspondence of the Unit as directed by the Board of Directors or elected officers of the Unit.
5. Shall furnish to the Chairperson of the Election Committee a complete and current roster of valid members for use in conducting the annual Unit election of members to the Board of Directors. (3/18/13)

D. The Treasurer

1. Shall be responsible for ensuring that all funds due the unit are deposited in a federally insured bank.
2. Shall keep an account of all receipts and expenditures together with such supporting evidence as may be required under the Internal Revenue Code or otherwise normally be considered prudent. These accounts are to be kept in the manner provided by action taken by the Board of Directors.
3. Shall furnish a full statement of financial condition of the Unit to the President so that a permanent file can be kept of the financial records of the Unit. The treasurer's report, upon approval, shall be posted on the Unit bulletin board.
4. Shall be prepared to submit all records and books for an audit by an auditing committee appointed by the Board of Directors during the month of January of each year.
5. Shall disburse all funds by check except as authorized by the Board of Directors.
6. Shall require on all checks the signatures of two of the following: President, Vice-President, Treasurer, or one other board member.
7. Shall present all bills of an extraordinary nature to the monthly meeting of the Board of Directors for approval of payment.

## II. COMMITTEES

### A. Standing Committees

The President, with the advice and consent of the Board, shall appoint the following standing committees, and the chairpersons thereof, as provided for in Article 4, as soon as possible after the election of the President, but in no event later than February 1:

1. Executive Committee
2. Tournament Committee
3. Facilities Management Committee
4. Membership Committee
5. Publicity and Publications Committee
6. Education Committee
7. Directory Committee
8. Health and Safety Committee
9. Studio Decorations Committee
10. Finance and Audit Committee
11. Special Events Committee
12. Disciplinary Committee
13. Appeals Committee
14. Hospitality Committee

### B. Committee Powers

The duties and responsibilities of these committees are outlined as follows:

#### 1. Executive Committee

- a. Shall have the full power of the Board of Directors to act in an emergency situation subject to review by the full Board at the next regular meeting of the board. Any expenditure by the Executive Committee in an emergency situation shall be for not more than \$500.00, and shall be made only from funds not previously committed by the full Board of Directors. (3/18/13)
- b. Shall have the power to act with all authority of the full Board of Directors in the event of absence of a quorum of the Board of Directors at a regularly called and properly noticed meeting of the Board. (3/18/13)
- c. The members of the Executive Committee shall be the President, Vice-President, Treasurer, the immediate past president, and one other member

of the Board of Directors selected by mutual agreement of the other members of the Committee. If any two of the above-described persons are the same individual, another member of the Board of Directors may be added by mutual agreement. If under any of the above circumstances there is no mutual agreement on the additional member of the Board of Directors to be added, the Executive Committee shall operate without the addition of such a person. (3/18/13)

2. Tournament Committee

- a. Shall plan all sectional and regional tournaments allocated to the Unit as outlined in the Guide for Tournaments adopted by the Board of Directors.
- b. Shall make recommendations to the Board for the approval of the Board the following details for each tournament:
  - (1) Card fees
  - (2) Entertainment, food, beverages, and prize budget
  - (3) Rental costs
  - (4) Professional lecturers (09/07/96)
  - (5) A Tournament Manager
- c. Shall ensure that information is submitted to the Scorecard listing tournament results and other news of interest to members of the Unit.
- d. Shall ensure that schedules of all tournaments are submitted to the ACBL.

3. Facilities Management Committee

- a. Shall supervise all housekeeping duties of the studio.
- b. Shall act as liaison between the Board and all suppliers to the studio.
- c. Shall act as liaison between the Board and all parties that rent the studio for activities to be held there.

4. Membership Committee

- a. Shall keep a current list of all members of the Unit, along with their addresses.
- b. Shall send all new Unit 183 members a letter of welcome and information.

5. Publicity and Publications Committee

- a. Shall publish bulletins or newsletters subject to the direction and control of the Board. Publishing will occur as long as it is economically feasible. The publication will report tournament and Unit game results, announce upcoming tournament and Unit games, and include other information which is judged to be of general interest to the membership. The publication will meet generally accepted standards of good taste and rest within the bounds of accuracy and fair comment.
  - b. Shall prepare articles for local papers of general interest to the public.
6. Education Program Committee (06/10/96)
  - a. Shall plan and supervise the teaching program and novice games (0-20 points).
7. Directory Committee
  - a. Shall publish a new directory when authorized by the board.
  - b. Shall update the existing directory on a regular basis.
8. Health and Safety Committee
  - a. Shall provide to each director guidelines and instructions approved by the board for handling first aid and emergencies.
  - b. Shall make certain that the studio maintains a first aid kit and provides safety supplies such as flashlights and a weather radio.
9. Studio Decorations Committee
  - a. Shall keep the studio aesthetically pleasing.
  - b. Shall decorate as needed for studio special events.
10. Finance and Audit Committee
  - a. Shall be comprised of the Treasurer and such other Unit members appointed by the President.
  - b. Shall be responsible for (i) ensuring that the Unit's books are kept in a manner consistent with the intent of the Board, (ii) inspecting the Unit's accounts and records once a year, and (iii) submitting an annual report to the Board of Directors, which shall be made available to the members of the Unit. (3/18/13)

- c. Shall monitor the investment portfolio of the Unit to see that a sound financial status for the Unit is maintained at all times. Shall see that the Unit assets are placed in secure, low-risk investments.
- d. Shall submit to the Board the report of the outside auditor(s), recommendations of the outside auditors, and any other matters that are pertinent to the financial status of the Unit. (3/18/13)

11. Special Events Committee

Shall, subject to the approval of the Board of Directors, plan the Unit's special events. The Special Events Committee shall include representatives from all Unit 183 clubs that care to participate. (3/18/13)

12. Disciplinary Committee (09/07/96)

- a. Shall support adherence to the Unit 183 Zero Tolerance Policy, adopted in 2008.
- b. Shall support adherence to the Unit 183 Telephone Policy, adopted in 2008.
- c. Shall submit to the Board its recommendations for action on such appropriate matters as may be submitted to it in writing.
- d. Shall be authorized to take only necessary actions in relation to reported issues. Shall prepare written opinions. Shall cooperate with ACBL to promote improved conduct and ethical awareness on the part of all bridge players.
- e. Shall be guided in all official actions by the ACBL Handbook of Rules and Regulations, ACBL Code of Disciplinary Regulations, and all associated forms and sample documents.

13. Appeals Committee

Shall hear all appeals from the Director's rulings as shall be made to the Appeals Committee from all Unit games, special Unit events, and all sectional or regional tournaments.

14. Hospitality Committee

- a. Shall be charged with making all players (in particular, new players) feel welcome at all Unit events, club games, tournaments and all other bridge activities in the area.

- b. Shall make certain food and/or prizes are provided as appropriate for events that include, but are not limited to: Awards Night, NAP and GNT Unit Finals, Pro-Am Games, and Unit 183 Christmas Party.
- c. Shall coordinate the provision of all tournament hospitality, which includes, but is not limited to, meals, snacks, and beverage service.

### C. Special and Ad Hoc Committees

Special and ad hoc committees may be established to handle specific duties not delegated to the standing committees. The President will appoint the members subject to Board approval.

#### 1. Bylaws and Standing Rules Committee

- a. Shall recommend amendments to the Bylaws to the Board for submission to membership for approval. (3/18/13)
- b. Shall recommend to the Board changes in the Standing Rules of the Board of Directors.

#### 2. Nominating Committee

- a. Shall function as provided for in the Bylaws of Fort Western Duplicate Bridge Unit 183, Inc.
- b. The committee shall be chaired by a member of the Board of Directors and shall consist of seven members (including the Chairperson). No more than three members shall be current members of the Board. No retiring member of the Board may serve.
- c. Shall determine that those nominated are willing and able to serve effectively as directors, if elected.

#### 3. Elections Committee

Shall recommend to the Board for approval a plan for the election of the Board of Directors by secret, written ballot. Shall supervise the election. Shall report the results of the vote to the Board and membership at the annual meeting. In the event that no fall tournament is held, then a locally rated tournament shall be held in November at which time the election shall take place. A locally rated tournament is defined as an event consisting of at least two sessions.

4. Recorder

- a. Shall determine whether or not to investigate any and all reported occurrences according to the ACBL Code of Disciplinary Regulations.
- b. Shall follow the ACBL Recorder Regulations and Procedures using the ACBL Player Memo form.
- c. Shall maintain strict confidentiality.

5. Tournament Coordinator

- a. Shall do long term scheduling of tournaments in coordination with district and national representatives.
- b. Shall do tournament site selection and contract negotiations.

6. Charity

Shall schedule charity events in coordination with national representatives.

7. Facility Manager

Shall monitor and order studio bridge supplies as needed. Shall apprise the Board of Directors about computer requirements.

8. District Representative

Shall serve as the voting representative at district meetings. Shall report to the Board of Directors about such meetings.

9. GNT and NAP Coordinator

Shall be responsible for coordinating the annual Grand National Teams and North American Pairs. The responsibilities include, but are not limited to, scheduling, providing hospitality, directing, and publicizing.

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### **III. ANNUAL MEETING**

As required by the Bylaws, the annual meeting of the membership for the election of members to the Board of Directors of the Unit shall be held at the annual fall tournament. In the event that no fall tournament is held, the meeting shall be held in



November at a locally rated tournament. See previous definition for “locally rated tournament.”

#### **IV. UNIT AFFAIRS**

- A. The Unit will participate in the ACBL Mini-McKenney Medallion Program. (03/01/77)
- B. Recognition awards with engraved gold cards are to be given to all new Life Masters. (06/07)
- C. The Unit shall absorb the cost of the ACBL report for all Unit games. (08/07/90)
- D. No Unit game directors shall be salaried. (08/07/90) Upon submission of proper documentation, the director may be reimbursed up to \$60 for food provided by the director for the game. (3/18/13) In the event a scheduled Unit game does not make, the Unit director may be paid \$20.00 per game (02/18/02) and up to \$20.00 for food costs incurred. (11/15/06) Also, the Unit director will sign the Memorandum of Understanding for the Unit Game. (03/14/06)
- E. Fort Worth Facility (Studio)
  - 1. It is the policy of the Board that the Studio be self-sustaining.
  - 2. There shall be a set of rules for club operators, directors, and other people using the Studio that will remain posted.
  - 3. The Board shall set Studio rental charged for all games. Unit rent due shall be computed based on the number of paid entries.
  - 4. Studio rent shall be due no later than the tenth day of the reporting month. (08/07/90) Failure to do so will result in a late fee of \$10.00 per week until the rent is paid. This is effective 12/01/05. (10/19/05)
  - 5. Any club manager found delinquent in Studio rent and/or ACBL fees for more than forty-five (45) days after the tenth day of the reporting month, without prior permission of the Unit Board of Directors, shall lose his/her Studio space. (08/07/90)
  - 6. Failure to hold six consecutive games without the approval of the Unit Board of Directors shall result in the Studio space being subject to reassignment. (08/07/90)
  - 7. The Board of Directors may schedule Unit or Special Events games at any time in keeping with proper sanctions and the best interest of the Unit. The owner/director of a regular game that is to be preempted by a Unit Game has the right of first refusal to direct the Unit Game. (03/18/13)

8. The Board of Directors will issue a unit-wide announcement whenever there is a need to establish a new game or appoint a new owner or director for an existing game. All eligible individuals will be considered. A new game is defined as one being established or being changed significantly. Approval for a new game, owner, and/or director will require a majority vote by the Board. (03/23/11)
  
9. All directors shall be guided by the ACBL Handbook of Rules and Regulations. Directors will enforce the Unit 183 Zero Tolerance and Telephone Policies adopted in 2008. Also, all directors will govern their actions according to the Player-Centered Guidelines adopted by the Board of Directors on February 16, 2011. (03/23/11) See Appendices.
  
10. For any game that does not make (i.e. fewer than three tables) the Director shall be paid \$20. For a game of three tables or more, Directors shall be paid according to the following fee schedule: (3/18/13)

Tables	Fee \$	Tables	Fee \$	Tables	Fee \$
3.0	48	15.0	90	27.0	162
3.5	48	15.5	93	27.5	165
4.0	48	16.0	96	28.0	168
4.5	48	16.5	99	28.5	171
5.0	48	17.0	102	29.0	174
5.5	48	17.5	105	29.5	177
6.0	48	18.0	108	30.0	180
6.5	48	18.5	111	30.5	183
7.0	48	19.0	114	31.0	186
7.5	48	19.5	117	31.5	189
8.0	48	20.0	120	32.0	192
8.5	51	20.5	123	32.5	195
9.0	54	21.0	126	33.0	198
9.5	57	21.5	129	33.5	201
10.0	60	22.0	132	34.0	204
10.5	63	22.5	135	34.5	207
11.0	66	23.0	138	35.0	210
11.5	69	23.5	141	35.5	213
12.0	72	24.0	144	36.0	216
12.5	75	24.5	147		
13.0	78	25.0	150		
13.5	81	25.5	153		
14.0	84	26.0	156		
14.5	87	26.5	159		

#### F. Unit Games and Special Events

1. Appointment of directors, Studio rent, entry fees and prizes for all Unit-sponsored events at the Studio shall be set by the Board. (3/18/13)
2. Any game at the Studio may be preempted for Unit functions without offering payment to the owner of the game.
3. The Unit Game Director, subject to direction and approval of the Board, shall plan and conduct the Unit Game and Unit championship events.
4. The board of directors shall plan the Unit's special events. They will coordinate with the director of the Unit Game in the planning and conduct of all Unit sponsored special events.

#### G. Tournaments

1. The Board shall set tournament card fees based on the tournament committee's recommendation.
2. Free plays shall be given to the Tournament Chairperson, Treasurer, Photographer, Caddie Chairperson, Partnership Chairperson, and Equipment (tables and chairs) Manager. (10/19/05) At sectional tournaments, the Tournament Chairperson shall also receive a free room. (3/18/13) At regional tournaments, rooms shall be made available for the Unit President, the Tournament Chairperson, the Caddy Chairperson, the Prizes and Hospitality Chairpersons, the Bulletin Chairperson, and the Photographer. (3/18/13)
3. Free plays shall be issued in advance of the tournament. (09/07/96)
4. Caddies shall be paid \$30.00 per session except for the last session. Each caddy shall be paid \$50.00 for working the final tournament session. (06/20/07)
5. Each tournament lecturer will receive \$25.00 per lecture presentation. (11/21/07)

#### H. GNT and NAP (08/01)

1. Any member of Unit 183 in good standing, who either (1) qualifies at the Unit 183 NAP or GNT event or (2) qualifies at another Unit's NAP or GNT event and has a good reason for not qualifying at the Unit 183 event, shall have District level table fees paid by Unit 183. (3/18/13) The member must notify the Unit GNT-NAP Coordinator of the intent to play by the deadline date.

2. GNT: Any Unit 183 member in good standing who, having fulfilled H-1, qualifies at the District level shall receive a \$300.00 (3/18/13) stipend to defray expenses at the National level. The member must notify the GNT coordinator of his/her intent to play before the deadline date. The player must attend the National Tournament and play in the GNT before reimbursement will be made. (3/18/13)
3. NAP: Any Unit 183 member in good standing who, having fulfilled H-1, qualifies at the District level, shall receive a \$300.00 (3/18/13) stipend to defray expenses at the National level. The member must notify the coordinator of his/her intent to play before the deadline date. The player must attend the National Tournament and play in the NAP before reimbursement will be made. (3/18/2013)

I. Sale of Bridge-related Items

Only Bridge-related items may be sold at the studio and tournaments. All items will require prior board approval before being offered for sale. (11/21/07)

**V. SECONDARY TO BYLAWS**

This document is subservient to the Corporate Charter and adopted Bylaws of the Fort Western Duplicate Bridge Unit 183, Inc., and anything contained herein that is contradictory or repugnant to said charter or Bylaws is null and void and without force.

**VI. AMENDMENTS**

Any provision or provisions of this document may be changed at any time by majority vote of the Board of Directors at a regularly constituted meeting.