

# Unit 131 Policies and Procedures

## I. Board of Directors Policies:

### A. Agenda

1. The agenda for the coming meeting and minutes of the past meeting will be mailed or (e-mailed) to all members at least 2 weeks 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 board members by phone or by e-mail 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 mailed to outlying clubs, 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 Secretary/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.
3. 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.

## **G. Insurance**

The Unit will carry additional insurance for all games and events not covered by the ACBL policy. The insurance policy number 22CMC0023 is with Roy Becker Insurance Agency, Potomac, Maryland.

## **II. Remuneration and Free Plays:**

### **A. Unit President**

1. The Unit President shall play free (up to 3 sessions per day) at all Unit-sponsored events including the Unit games, Sectionals and the Regional.
2. The President is entitled to a free room as well as free plays at the Holiday Regional.
3. The President may award up to six (6) two-session free plays per year.
4. The President may award free plays at Unit events for visiting dignitaries such as ACBL officials and the District Director.

### **B. Unit Secretary/Treasurer**

The Secretary/Treasurer shall be paid \$1800 annually in monthly installments.

### **C. Declarer Editor**

The Declarer Editor shall play free (up to 3 sessions per day) at all Unit-sponsored events including the Unit games, Sectionals and the Regional.

### **D. Unit Webmaster**

The Unit Webmaster shall play free (up to 3 sessions per day) at all Unit-sponsored events including the Unit games, Sectionals and the Regional.

### **E. 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.

### **F. Students**

Unit 131 will pay one-half of high school or younger student's 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 Secretary/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 the home of Kelley Bremer in Kansas City, MO - (816) 505-0706. Remuneration authorized is \$150 to deliver and pick up 75 tables for the Unit Sectionals at the current playing venue and \$350 to deliver and pick up 200 tables for the Holiday Regional at the current playing venue).

### **IV. Tournaments, GNT and NAOP:**

#### **A. The Unit currently sponsors four sectional tournaments and the Holiday Regional.**

1. The 2<sup>nd</sup> Vice President will be the unit's Tournament Coordinator and Tournament Committee chair. A Tournament Committee is required by the ACBL unit regulations. The 2<sup>nd</sup> 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.
2. The President and 2<sup>nd</sup> Vice President will appoint the Tournament Committee, which need not be board members. Tournament Committee shall plan and arrange the tournaments and assist the Director-in-Charge in their 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 of events, start times and fees for play, and hospitality budget. The tournament chairperson may receive a cash advance for necessary hospitality supplies.
3. The Board will approve the plan and once approved, deviations from the plan may only be made with the approval of the Board or as a minimum, the Executive Committee.
4. The President will appoint a Rules/Ethics Arbiter to insure that ACBL rules and appropriate ethical behavior are maintained.

## **B. Remuneration for Tournaments**

1. All Tournament Chairpersons will receive free play (up to 3 sessions per day) for all of their tournament events.
2. The Regional Tournament Chairperson will have \_\_\_ free plays and \_\_\_ free sleeping nights to award at their discretion. Both of these are subject to annual Board approval.
3. The Partnership Chairperson(s) shall receive 2 free plays per session, to be used by 2 partnership workers for each session. If more than 2 workers are working the partnership desk, the partnership chair shall award the free plays at their discretion, trying to maintain equity over the course of the tournament.
4. Caddies will be paid \$30 per session.
5. **GNT** The Unit shall reimburse the winners of each flight of the Unit finals of the GNT for their entry fees thru 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 final will receive the reimbursement in their stead. Any team from the unit which wins the District final will then 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.
6. **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.

## **D. Unit Game**

1. The President will appoint a Unit Game Coordinator.
2. Any sanctioned club may hold monthly sanctioned Unit games with Board approval. The monthly Unit Games in February and March may be used for GNT qualifying and the July and August games for NAOP qualifying.

## **E. St Louis Bragging Rights Competition**

1. Unit 131 will hold a knockout game to determine Unit representatives to the Bragging Rights competition during the month of June & July each year. The initial round(s) may be held at the studio with subsequent games held at the discretion of the team captains at the location of their choice. A definite winner in each division must be determined by August 1st of the year held.
2. The board will appoint a representative to oversee the competition.
3. This event cannot be stratified. Competition will be in Flights A: open, B: 0-2000, C: 0-750, and D: 0-199.

4. There must be a minimum of two teams in any bracket to qualify as representing the Kansas City area.
5. All players must be members of Unit 131 or Unit 234 to be eligible to represent our area in St Louis. Winners in all four brackets have permission to augment their team to a maximum of 6 players before heading to St Louis. However all members must have played in the qualification round to be eligible for augmentation.
6. The Regional Competition will always be held in St Louis and the unit accepts its responsibility for paying its share of the monies to promote this event.
7. Remuneration of \$100 per team will be paid to each of the four teams competing at the regional level.
8. Cost will be the same as the sectional entry fee per session. All monies will be accountable to Unit 131.
9. A session will consist of not less than 24 boards.
10. The event may on occasion be held during the Unit's July sectional. This decision must be made prior to advertising the sectional.

### **C. Compensation, Displaced Game**

Compensation of a Club Owner for a displaced game. 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**

1. Purpose: The purpose of the Mr. and Ms. Bridge contest is to encourage participation and reward achievement in Unit sponsored events.
2. Rules of Competition: The contest will run from January 1 to December 31 annually.  
  
Categories of competition are:
  - a. Unit 131 Mr. Bridge: 1<sup>st</sup> \$50, 2<sup>nd</sup> \$25 and 3<sup>rd</sup> \$10 place.
  - b. Unit 131 Ms. Bridge: 1<sup>st</sup> \$50, 2<sup>nd</sup> \$25 and 3<sup>rd</sup> \$10 place.
  - c. Mr. Rookie Award: 1st and 2nd place. Trophies
  - d. Ms. Rookie Award: 1st and 2nd place. Trophies
3. Eligibility: 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.

4. Qualifying Events: Points can be accumulated in the following:
  - a. Unit Sectionals
  - b. Unit Games
  - c. Unit Charity Games
  - d. Unit level GNT and NAOP
5. Winners in categories A and B receive cash and categories C and D receive trophies.

## VI. Duplimate

In April 04, the Board approved the purchase of a Duplimate machine and accessories. Enough boards would be purchased to run a 13 table barometer pairs. 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.

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

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

The Duplimate Operator shall each month give the Treasurer a listing of the Duplimate Board usage by the clubs and the Treasurer will bill and collect the monies.

As of August, 2009, the Board approved remuneration of the “Duplimate Operator”, with pay of \$75.00 a month.

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## POLICY and PROCEDURE HISTORY

### History:

These policies were enacted by the Unit 131 Board of Directors 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. A few updates have occurred in the past 3 years, with the Duplimate section being the most significant.

Ken Bowers, 7/29/2006.

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 play, modified reimbursement for GNT team entries.