



Guidelines For Unit 143 Board Members

Table of Contents

| | |
|---|-----------|
| PURPOSE OF THIS DOCUMENT..... | 1 |
| 1. Job Descriptions and Responsibilities | 1 |
| 1.1 President | 1 |
| 1.2 Vice-President | 1 |
| 1.3 Recording Secretary | 2 |
| 1.4 Corresponding Secretary..... | 2 |
| 1.5 Treasurer | 3 |
| 1.6 Tournament Chair..... | 3 |
| 1.6.1 Events Run by Members who are not The Tournament Chair..... | 4 |
| 1.7 District Representative | 4 |
| 1.8 Publicity Chairperson | 4 |
| 1.9 Membership Chair..... | 5 |
| 1.10 Webmaster | 5 |
| 1.11 Ethics Committee Chair | 9 |
| 1.12 Recorder..... | 9 |
| 1.13 Supply Coordinator | 10 |
| 1.14 I/N Coordinator | 10 |
| 1.15 Education Coordinator..... | 10 |
| 1.16 Awards Coordinator..... | 11 |
| 1.17 Goodwill Chair..... | 11 |
| 1.18 Directory Chair | 12 |
| 1.19 Parliamentarian | 12 |
| 1.20 Election Director | 12 |
| 1.21 Nominating Committee Chair..... | 12 |
| 1.22 Caddy Chair (Caddy Master) | 12 |
| 1.23 Unit Photographer..... | 13 |
| 1.24 Hospitality Chair | 13 |
| 1.25 Club Liaison..... | 13 |
| 1.26 NAP Coordinator | 13 |
| 1.27 GNT Coordinator | 14 |
| 1.28 Date Book Coordinator | 14 |
| 2. Unit accounting guidelines | 14 |
| 2.1 Accruals..... | 14 |
| 2.2 Audit..... | 14 |
| 2.3 Authority | 14 |
| 2.4 Budget..... | 14 |
| 2.5 Chart of Accounts..... | 15 |
| 2.6 Checking Account Balance..... | 15 |
| 2.7 Deferred Expense | 15 |
| 2.8 Duties of the Treasurer | 15 |
| 2.9 Fiscal Year | 16 |
| 2.10 Record Keeping..... | 16 |
| 2.11 Reimbursements..... | 16 |
| 3. Election Procedures | 16 |

| | |
|---|------------|
| 4. Intermediate and Novice (I/N) Programs | 16 |
| 4.1 General | 16 |
| 4.2 I/N Tournaments | 16 |
| 4.3 0-5 Game Subsidy | 16 |
| 5. How to Organize the Regional Tournament | 16 |
| 5.1 Tournament Chair Responsibilities..... | 16 |
| 5.2 Hospitality Chair Responsibilities REGIONAL..... | 17 |
| 5.3 I/N Chair Responsibilities (PENDING DEVELOPMENT) | 17 |
| 5.4 Regional Speaker Coordinator Responsibilities | 17 |
| 5.5 Partnership Chair Responsibilities..... | 18 |
| 5.6 Caddy Chair (Caddy Master) Responsibilities..... | 18 |
| 5.7 Head Caddy Responsibilities | 19 |
| 5.8 Characteristics of a Caddy | 21 |
| 5.9 Responsibilities of Caddies | 21 |
| 5.10 New Player Services Responsibilities (PENDING DEVELOPMENT)..... | 23 |
| 6.0 How to Organize a Sectional Tournament | 23 |
| 6.1 Tournament Chair Responsibilities..... | 23 |
| 6.2 Hospitality Chair Responsibilities-Sectional..... | 23 |
| 6.3 Partnership Chair Responsibilities..... | 25 |
| 6.4 I/N Chair Responsibilities | 25 |
| 6.5 Caddy Chair Responsibilities..... | 25 |
| 6.6 Head Caddy Responsibilities | 27 |
| 6.7 Characteristics and Responsibilities of Caddies | 28 |
| 6.8 New Players Services Responsibilities (PENDING DEVELOPMENT) | 28 |
| 7.0 How to Organize the St. Louis Knockouts and Bragging Rights Contest | 28 |
| 7.1 Description | 28 |
| 7.2 Tournament Director’s Responsibility for the STLKOs | 28 |
| 7.3 Tournament Director’s Responsibility for the Regional..... | 29 |
| 8.0 How to Organize an I/N Tournament | 29 |
| Appendix A..... | 32 |
| BY LAWS..... | 32 |
| ARTICLE I: NAME..... | 32 |
| ARTICLE II: AFFILIATION | 32 |
| ARTICLE III: OBJECTIVES..... | 32 |
| ARTICLE IV: MEMBERSHIP | 32 |
| ARTICLE V: DUES..... | 33 |
| ARTICLE VI: MEMBERSHIP MEETINGS | 33 |
| ARTICLE VII: BOARD OF DIRECTORS | 34 |
| ARTICLE VIII: OFFICERS..... | 38 |
| ARTICLE IX: DUTIES OF OFFICERS | 38 |
| ARTICLE X: COMMITTEES | 41 |
| ARTICLE XI: AMENDMENT & REVISION | 41 |
| Appendix B..... | 43 |
| STANDING RULES..... | 433 |
| Appendix C | 455 |
| New Member Letter | 455 |
| Appendix D..... | 466 |

| | |
|---|------------|
| Transferee Letter..... | 466 |
| Appendix E | 477 |
| Assignment of Responsibilities | 477 |
| Appendix F | 48 |
| Record of Revisions | 48 |

PURPOSE OF THIS DOCUMENT

This document is designed to provide new and current Board members with detailed information concerning their responsibilities. It supplements the Unit's by laws and standing rules. The manual is designed to be a "How-To" manual and resource guide with links to ACBL guidelines.

1. Job Descriptions and Responsibilities

1.1 *President*

The President is the person whose job it is to infuse the Unit with the interest and enthusiasm necessary for the Unit members to work as a team. The President leads the team as it works to fulfill the basic Unit obligations, duties and responsibilities as outlined by the ACBL.

The President's main focus should be to perform the duties and accept the responsibilities outlined for the President in the Unit's bylaws (Appendix A) and standing rules (Appendix B). These responsibilities should conform as closely as possible to the description that follows:

- The President presides at all meetings of the Unit board of directors and all general meetings of the Unit membership.
- The President appoints all committees and serves on them as an ex-officio member with the exception of the Nominating Committee. These committees include the following: disciplinary, education, executive, membership, publicity and tournament.
- The President exercises general supervision over the activities of the Unit board.
- The President performs the duties that are incidental to the office, including those assigned by the Unit.
- The President is responsible for communications with the ACBL Headquarters.

The ACBL provides a Unit President's Handbook at:

<http://web2.acbl.org/documentlibrary/Units/Unitpresidenthandbook.pdf>

1.2 *Vice-President*

The Vice-President shall:

- Assist the President in the execution of his/her duties, and perform such other duties as the Board or the President may direct, and as prescribed by the Unit bylaws.

- Be the Election Director unless he/she is a candidate for re-election. The Vice President shall order a membership roster from ACBL six weeks prior to the annual election of new Board members and give to election judge prior to the first balloting.

1.3 Recording Secretary

The Recording Secretary shall:

- Attend all meetings of the Board of Directors and all membership meetings.
- Keep a record of minutes for all meetings of the Board and General membership. Meeting minutes shall be sent to all directors prior to the next scheduled meeting for their approval at that meeting. The minutes shall be kept current on the Unit website.
- Maintain the Unit 143 procedures manual and revise as necessary.
- Handle all duties as outlined in the Unit 143 bylaws
- Serve as the Unit contact for ACBL e-mail correspondence.
- Maintain a copy of all minutes and correspondence
- Work with the Corresponding Secretary to file the Unit Official Election Form with ACBL after the November elections

1.4 Corresponding Secretary

The Corresponding Secretary shall:

- Complete the necessary forms notifying the ACBL of the annual Unit Board member and Officer changes.
- Provide the President with a list of new Life Masters to be awarded LM pins.
- Order life master pins as required.
- Order Unit Mini-McKenney awards.
- Request sanctions for Unit games.
- Maintain Ed Schultz Unit Champion award records.
- Notify ACBL (Membership Department) of any deaths that occur in Unit 143.
- Print mailing labels as required for Unit sponsored activities.
- File Missouri Corporation Registration with the Missouri Secretary of State on a yearly basis.
- Update the database for Units 101, 131, 143, 154, 208, 223 and 239 from the ACBL database on a monthly basis.
- Run queries on the Unit database for Board members and club owners.

- Submit monthly report to the Unit 143 Board.

1.5 Treasurer

The Treasurer shall:

- Pay bills as approved by respective tournament chairmen and the President, reimburse Board members for documented out-of-pocket expenses up to \$250.00. Board approval required for expenses over \$250.00.
- Maintain financial records and attend monthly Board meetings to furnish the Board with the following financial reports.
 - Reconciled bank statement with copies of cancelled checks.
 - Year to date balance sheet.
 - Year to date profit and loss statement.
 - Budget versus actual Comparison year to date.
- Change signature cards when necessary and handle all financial correspondence. At the direction of the Board purchase and renew certificates of deposit. Interest on certificates to be capitalized.
- Arrive one hour early at tournaments with cash advances for tournament directors. At conclusion of the tournament receive from the director a copy of the tournament invoice and all cash and checks to be deposited in the bank.

1.6 Tournament Chair

The Tournament Chair is appointed by the President and approved by the Unit 143 Board. The Tournament Chair is not required to be a Unit 143 Board Member, but must be a member in good standing of Unit 143.

The Tournament Chair shall abide by the policies and principles of the ACBL, and the by-laws of Unit 143.

The Tournament Chair shall report to the Unit 143 Board for planning of Unit Sectional Tournaments.

The Tournament Chair shall report to the District 8 Board for planning of Unit Regional Tournaments.

The Tournament Chair shall:

- Request sanctions for Regional tournaments in accordance with ACBL policies.
- Request sanctions for Sectional tournaments in accordance with ACBL policies.
- Present plans for Sectional tournaments to the Unit Board for approval prior to the event being publicized.

- After approval by the Unit Board, request an ACBL sanction for Sectionally rated events received from local club owners.
- Be in charge of organizing tournaments, following the guidelines shown in Sections 5 and 6.

1.6.1 Events Run by Members who are not The Tournament Chair

Board members responsible for Unit 143 tournaments and special events such as NAP games, St. Louis Knockouts, and 199er Tournaments, must review the ACBL tournament calendar to ensure the event does not conflict with nearby District 8 tournaments.

1.7 District Representative

The Unit 143 Board of directors elects the District Representative. The District Representative shall:

- Attend all District 8 Board meetings. (If unable to attend, notify the President who will select an alternate.)
- Be responsible for determining the topics expected to be voted on at the district meetings and obtaining the Unit Board's input.
- Have the discretion to cast the Unit's votes on issues added to the agenda at the last minute.
- Report on the proceedings of each District meeting to the Unit Board at its next meeting.
- The District Representative may or may not be a member of the Unit 143 Board of Directors.

1.8 Publicity Chairperson

- Attend monthly Unit 143 Board meetings.
- Prepare, get approval, and distribute postcards and flyers on a timely basis for the three Unit 143 Sectionals held each year in January, May, and October and for the Unit 143 Regional held in August. Ensure timely posting of PDF files of the flyers to the Unit 143, District 8 Advocate and homepage sites, and ACBL websites.
- Distribution should include Unit 143 membership as well as to nearby areas in Illinois and out-state Missouri. Distribution should also include other non-Unit 143 sectional and regional tournaments held in similar or close timeframes.
- Order and prepare the ACBL Bulletin ads for the St. Louis Regional for the June and July editions of the ACBL bridge magazine.

- Track and provide reports of expenses for all sectional and regional events to the tournament chairperson and Unit 143 treasurer.
- Ensure that the Unit Board has approved Sectional tournament plans prior to publicizing the event.

The ACBL provides a Communications Handbook at:

<http://web2.acbl.org/documentlibrary/Units/CommunicationsCommitteeResponsibilities.pdf>

1.9 Membership Chair

Overall objective is to assure that new members are welcomed to the Unit.

The Chair shall:

- Receives “in/out report” from ACBL.
- Contact each transferee/new member in the Unit, welcome them to our bridge community, advise them of the Unit website, and provide them with a Unit date book and refer them to the website for member’s names and addresses. See sample letters in Appendix C and D. The ACBL provides a Membership Handbook at:
<http://web2.acbl.org/documentlibrary/Units/membershipChairmanHandbook.pdf>

1.10 Webmaster

Beyond being a news and information source to Unit members, the Unit 143 Website is designed to be a place to record all critical information and history of the Unit.

The position of Webmaster is a responsibility that should be in the hands of someone willing to dedicate significant energy to the position. The overall job is complicated, calling for a dedicated and persistent communicator.

The Webmaster should be a standing Board position. It could, in the future, become a non-voting Board position, similar to tournament chair, but it is critical the Webmaster attend all Board meetings to establish a timely and accurate channel of communication and information from the Board.

It is also important to be able to communicate with and access information from the ACBL Headquarters. It is easiest for all involved if the Webmaster is the Unit 143 electronic contact person for ACBL Headquarters actions.

Our website is most effective when it refers to and links to the ACBL’s and District 8’s web sites.

1.10.1 Webmaster Responsibilities

- Maintain a dynamic and attractive website. Include links to the scores and websites of any clubs that maintain one.
- Maintain ability for clubs to post game scores.

- Include and update promotion of events and notice of death of Unit members with links to obituary announcements.
- Update and/or create online information about the Unit's charter and mission, the Board of Directors pictures and bio pages, contact information, and Unit specific information such as Bylaws and Standing Rules. The site maintains position description for Unit positions not held on the Board.
- Provide an updated calendar of upcoming Unit events.
- Create new pages annually for the annual Date Book calendar pages, linking appropriately.
- Provide online links to Unit Masterpoint races, including advances in status and rank and the Unit Champion award. Maintain links to a longer history.
- Maintain links to point contests (Ace of Clubs, Mini-McKenney).
- Keep online links to results of a year's worth of tournaments and special events. Maintain links to a longer history.
- Provide direct links to the District & ACBL websites for frequently used and important matters (Masterpoints Online, Change Information, District Tournament Results, and District 8 *Advocate*).
- Post flyers on the website for all Unit events. Flyers provided by Publicity chair or tournament director.
- Publicize all Unit events on the Unit website.
- Publish results of ASK THE EXPERTS questions and answers, when submitted by Board coordinator.
- Maintain email correspondence with other Unit Webmasters or publicity contacts to inform them of new tournament postings so we can link to their flyers.
- Maintain e-mail correspondence with District representatives appointed to administer STaC, GNT, and NAP to ensure accurate information is posted on the website for Board members, club owners, and members.

The Webmaster shall:

1.10.2 Annually:

- Ensure on an annual basis our web hosting fee is paid to maintain our contract for our website.
- Read and update all pages on the site. Special attention needed for dates, names, and new information.

- Create new pages for the Date Book calendar pages, linking appropriately, a massive task.
- Compile an annual budget (due August) and submit to the Treasurer.
- Create and link the annual tournament pages for schedule, results, and photographs: Regional, St. Louis KOs, Bragging Rights, GNT, NAP, 199er, etc. Very time consuming tasks.
- Update and/or create Board of Directors pictures and bio pages, contact information, and Unit specific information such as Bylaws and Standing Rules. The site maintains position description for Unit positions not held on the Board.

1.10.3 Semi-Annually

- Physically check all off-site links (click on them to make sure they still work); repair, if not functioning. Maybe best done in February & September, as these months are not as demanding of Webmaster's time.
- Do publicity for both STaC and the Unit 143 199er tournaments: notice, schedule, and results pages, get pictures of winners.
- Review the Library and other Helpful links and add when new sites become available.

1.10.4 Monthly

- Post board meetings minutes and notification of next meeting.
- Update publicity for all Unit events, including *8 is Enough* and *Handicapped Swiss Team* games and results.
- Publish advances in status and rank, POTY, & ACBL master point races for Unit 143. Maintain communications with sources needed.
- Physically check all on-site links; repair if not working.
- Check and link appropriately the 3 Unit Sectional Tournament pages for publicity, schedules, and results.
- Reference and link to all District 8 publications, information, and tournament calendars.
- Be on the watch for items of interest to publish re: bridge or duplicate bridge that will inform or educate Unit members.

1.10.5 Weekly

- Make game changes, per club owners' requests. Sometimes this is urgent. Keep information re: times, locations of Club Games current in all appropriate places on the website. Implement a design which will allow Club Game directors to upload this information directly.

- Publish general news.
- Publish publicity for club owners, per their requests.
- Update Intermediate/Novice pages.
- Maintain communication with design team members, as needed, to assure assignments are complete and new ideas are implemented.

1.10.6 Daily (Or bi-weekly at a minimum)

- Read e-mail regarding the website: comments and requests for publicity re: games, tournaments (including other nearby Units and popular tournaments), membership directory, schedules, locations, Unit members' suggestions, compliments, and/or complaints. Respond to persons sending e-mail and confirm when and how their issue will be, and then, has been handled.
- Update the Home page: add data, remove expired data, move placement of items using editor's good judgment.
- Create new pages that the homepage will link to - for all kinds of information. This will keep content on the Home page to a minimum.
- Fix anything broken. Usually these are items that members notice. Sometimes it may be something a web page assistant did, who took a view different from Webmaster - both technical and content issues may arise.
- Working with the Unit Photographer, build a reference library of pictures of Unit members that can be used when members win events at tournaments.

1.10.7 Technical skills as a pre-requisite:

- Ability to use e-mail and Word software.
- Ability to install and use Macromedia Contribute on a functioning computer, and to edit the website using it.
- Ability to surf the net and use URLs for our website.
- The Webmaster does NOT need to be a programmer or hardware IT person. Contribute, though not perfect, is mostly user-friendly.
- There does need to continue to be a person, or persons, on the design team who has technical expertise for creation of special features, such as maps and editing of photographs. There also needs to remain available, for a fee, a Web IT specialist who is able to perform major fixes or changes to the Website, on an extremely limited, as requested basis.

1.10.8 Time Required

Very labor intensive before and after all tournaments, and the for the Annual and Semi-Annual items described. This takes in the neighborhood of 125-150 hours per year, or about 2-3 hours per week.

Creation of a new page generally takes 30, depending on complexity. Updating anything, however small, takes 5-10 minutes.

1.11 Ethics Committee Chair

The Board of directors will forward to the judiciary officer those complaints received from any ACBL member against a member of the unit which warrant consideration by a committee. This would include complaints received from the Unit Recorder.

The Ethics Committee Chair shall:

- Select two Unit 143 members to serve as a committee, arrange a date and location to hear testimony, and notify all parties involved. The judiciary officer shall serve as the voting chairman of this committee. Such committee shall make a recommendation to the Disciplinary Chair of appropriate action to be taken based on the testimony. The Disciplinary Chair then reports back to the Board of directors setting forth the findings and recommendations of the committee.
- The Board will take disciplinary action based on the committee's recommendation.

1.12 Recorder

The Recorder shall:

- Be responsible for collecting and cataloging complaints and/or inquiries from players, usually concerning a question of conduct or ethics. The Recorder may also assist with filling out the recorder forms when necessary. If a formal complaint is made to the Board of Directors against a member of the unit, the Recorder may be called upon to provide a history of other complaints. The Recorder may also file a complaint against a member if he feels that it is warranted.
- Be available at all Unit 143 tournaments. If the Recorder will not be available, notice should be given to the President so that an alternate can be selected.
- Communicates, as appropriate, with those involved with a reported incident, especially the reporter and subject.
- Educates reporters and subjects about proper behavior and ethical behavior in accordance with the Laws of Duplicate Contract Bridge and the ACBL Code of Disciplinary Regulations.

1.13 Supply Coordinator

The Supply Chair shall:

- Order all supplies required by the Unit and arrange for their storage between tournaments. This will include, but may not be limited to:
 - Cards, bidding boxes, bidding box inserts,
 - Rubber bands, tape, etc.
- Approximately one month before each tournament, coordinate with the tournament chairs to determine what supplies will be required and arrange for their delivery to, and pickup from, each tournament site.
- Ensure that the all supplies are organized at the warehouse prior to shipment.
- Ensure all supplies are packed and stored and ready for pick up at the end of the tournament.
- Make prizes available to the clubs for 199'er tournaments as requested.
- Conduct an annual inventory at or around the end of the year and reconcile physical inventory with book inventory.

1.14 I/N Coordinator

The main purpose of this position is to increase the participation of Intermediate and Novice players (I/N) in duplicate bridge events by coordinating tournaments especially for intermediate and novice players and supporting the I/N program at the Unit sectionals and district regional.

The ACBL provides an Intermediate/Newcomer Handbook at:
<http://web2.acbl.org/documentlibrary/Units/INHandbook.pdf>

At Unit Sectionals the I/N Coordinator shall:

- See Section 6.4

At Intermediate/Novice tournaments, the I/N coordinator shall:

- The I/N coordinator shall act as the Tournament Chair and corresponding chair for the Unit I/N tournaments. The I/N coordinator will organize two 199'er tournaments annually as tournament chair and also correspond with the ACBL as indicated. Other novice tournaments can also be arranged.
- See Section 8.0 for complete details of I/N tournament planning

1.15 Education Coordinator

The Education Coordinator's main job is to educate unit members about available ACBL educational programs and to inform the Board of any special education initiatives proposed by any member of the unit. Members are encouraged to submit a short proposal on any intended educational project and

they can also request funds, if needed, to get their project started. An education committee appointed by the President and headed by the Education Coordinator with two other Board members will review all proposals and advise the Board regarding the proposed project and the budget. The Board then makes the final decision on the project and any funding to be provided.

Details concerning the Education Coordinator duties are provided in *Handbook for the Education Liaison*, available on the Internet at:

<http://web2.acbl.org/documentlibrary/Units/EducationLiaison.pdf>

1.16 Awards Coordinator

The Awards Coordinator shall:

- Order I/N winner trophies for presentation at the January, May and October sectionals.
- Order Ed Schultz Unit Championship Award plaque for presentation at the January sectional. Also update the traveling trophy.
- Order I/N winner trophies for presentation at the March and September 199er Tournaments.
- Order trophies for the Youth group for presentation at the May sectional.
- Order I/N winner trophies for presentation at the August Regional.
- Order trophies for presentation at other Unit supported bridge events such as the Festus school bridge club.
- Update the Governor's Cup trophies representing the winners of the Bragging Rights contest held at the August Regional. Also marble bases need to be ordered and plated to be awarded to each individual winner.
- Order name tags for new Board members and new officers after the November Board meeting.
- Manage the awards desk at the Fall Regional. Section Top awards given for all PAIR GAMES ONLY. Each evening you need to get the print outs from the director. You should be at the Awards desk at least 30 minutes before each game starting before the Tuesday evening game. These awards should not be given out before 24 hours after they have topped their section. This is done just in case there needs to be a correction.

1.17 Goodwill Chair

The Goodwill Chair shall:

- Send greeting cards to sick members and condolence cards to families of deceased members.

- Notify treasurer/ membership chair and Unit Secretary of any death of a member.

1.18 Directory Chair

The Directory Chair shall:

- Coordinate the production of a Unit Directory periodically.
- If appropriate, coordinate sale of advertising pages in the Directory.
- When considering which month of ACBL data to use, chose a summer month so that the “snow birds” are included.

1.19 Parliamentarian

The Parliamentarian shall:

- Attend the Annual Meeting and ensure that the meeting is conducted in accordance with Robert’s Rules of Order.
- Advise the Board of Directors as needed with respect to matters of parliamentary procedure.

1.20 Election Director

- The Unit Vice-President will be the Election Director unless he/she is a candidate for re-election.
- The election director is responsible for ensuring that the election is conducted in accordance with the By Laws and Rules of Unit 143.

1.21 Nominating Committee Chair

The Nominating Committee Chair shall act according to the Unit’s By Laws Article VII paragraph B. Nominations.

- The Nominating Chair chooses a committee of 4 non-board members. This committee will make a list of unit members that they think would make good Board members. The committee will select four (4) unit members to be approached about serving on the Board.
- The Chairperson contacts those selected to determine if they would like to serve and be on the slate. If they agree, the Chairperson presents their names to the Board for approval.

1.22 Caddy Chair (Caddy Master)

The Caddy Chair Shall:

- Before the Tournament
 - Recruit the caddies needed for the tournament.
 - Select the Head Caddy for tournaments.

- Hold an orientation meeting to train the caddies assigned to the tournament.
- Assign the caddies to the various sessions of the tournament.
- During the Tournament
 - Set up the supply area and see that the caddies keep it neat.
 - Check the caddies in and out before and after each session.
 - Check with the director to make certain enough caddies have been assigned.
 - Keep daily financial records for the caddies.
 - Keep caddy morale up!

The ACBL provides a caddy master booklet at:

<http://web2.acbl.org/documentlibrary/units/Caddy%20Guide.pdf>

1.23 Unit Photographer

The Unit Photographer shall: 

- Take pictures of winners at sectional and regional tournaments.
- Take pictures of new Life Masters.
- Take pictures of candidates for the Unit Board of Directors as necessary.
- Take pictures of special events of newsworthy or informational value for publication.
- Maintain an archive of all photos taken, appropriately filed and indexed electronically.

1.24 Hospitality Chair

The Hospitality Chair be responsible for organizing and providing refreshments and amenities at Unit Sectionals and Regionals.

1.25 Club Liaison

The club liaison is responsible for fostering positive communication between the club owners and our unit. The liaison may be asked by the clubs to represent their issues at board meetings.

1.26 NAP Coordinator

The Unit NAP Coordinator shall:

- Publicize and promote participation in the NAP program.
- Arrange to hold the Unit level NAP qualifying games.

- Notify all club managers that they must provide dates for their NAP qualifying games to the Unit Webmaster for posting on the Unit's web site. If a game is not listed on the web by June 1, the Unit does not consider it a valid qualifying game even if it was scored and claimed to be such. The scores and qualifiers in all qualifying game must be posted on the Unit's web site so that the NAP Coordinator can determine the qualifiers.
- Notify all qualifiers by postcard that they have officially qualified.
- Prepare and send a detailed list of qualifiers to the District NAP Coordinator.
- Coordinate attendance by Unit members at the District level qualifying game.
- Serve as a resource to answer questions about the NAP program.

1.27 GNT Coordinator

The Unit GNT Coordinator shall:

- Publicize and promote participation in the GNT program at the District level.
- At the present time, the Unit does not have qualifying games. Teams wishing to participate should go directly to the District for qualifying game.
- Serve as a resource to answer questions about the GNT program.

1.28 Date Book Coordinator

The Unit provides its member a date book annually. The date book coordinator is responsible for collecting, organizing and publishing a date book for the next year so that it is available for distribution prior to January 1st.

2. Unit accounting guidelines

2.1 Accruals

Major expenses incurred in the fiscal that exceed \$500.00 shall be accrued. Expenses less than \$500.00 will be handled on a cash basis.

2.2 Audit

The Board shall arrange for an annual audit of the Unit's financial records.

2.3 Authority

The President, Vice President, and Treasurer are authorized to sign checks. Checks in excess of \$2,500.00 require two signatures.

2.4 Budget

An operating budget shall be prepared on an annual basis

The Treasure shall prepare the General and Administrative budget and consolidate the budgets prepared by the tournament and committee chairs.

The Treasurer shall present a comparison of actual income and expense versus budget at all monthly Board meetings.

2.5 Chart of Accounts

The Treasurer shall account for all income and expenses using standard accounting practices. Expense/income accounts must be established to allow for auditing and tracking. Reports should be available to show the expenses and income for each tournament.

2.6 Checking Account Balance

The checking account balance shall be reviewed at the monthly Board meeting and determined if excess funds should be invested in certificates of deposit.

2.7 Deferred Expense

Expenses for a tournament to be held more than 120 days from date of payment shall be recorded as prepaid expenses and reversed by journal entry at the time the tournament is held.

2.8 Duties of the Treasurer

- Maintain the Unit's books
- Pay properly approved vendors' invoices
- Pay approved expenses for directors and other Unit members
- Deposit checks and cash received in the bank in a timely manner
- Prepare the following reports for presentation at monthly Board meetings:
 - Reconciled bank statement.
 - Balance sheet.
 - Profit and loss statement.
 - Budget versus actual report.
- Be available at the Unit annual meeting to answer questions relating to the Unit's finances
- Immediately after the annual meeting, provide copies of the annual financial report to the Unit Webmaster for posting on the Unit website.
- Provide cash banks to the Head Director at the start of all sectional and regional tournaments as requested.
- Collect cash and checks from the Head Director at the conclusion of each tournament and deposit funds in a timely manner.
- Provide data as required to the auditor to facilitate the annual audit.

- Prepare and file with the IRS Form 990EZ at the end of the fiscal year.
- Prepare monthly journal entries to record interest on certificate of deposit.

2.9 Fiscal Year

The Unit's fiscal year shall be October 1st through September 30th.

2.10 Record Keeping

Maintain supporting detail for all disbursements and journal entries. Maintain copies of cancelled checks and appropriate bank statements.

2.11 Reimbursements

- Board members will be reimbursed for reasonable expenses incurred in performing Unit functions upon presentation of appropriate receipts.

3. Election Procedures

- The Unit Vice-President will be the Election Director unless he/she is a candidate for re-election.
- Election Procedures can be found in Article VII, Part C of the By Laws of Unit 143.

4. Intermediate and Novice (I/N) Programs

4.1 General

- Unit 143 is committed to adopting policies that will encourage Intermediate and Novice players to play more and develop their bridge skills.

4.2 I/N Tournaments

- The Unit will sponsor two sectionally rated I/N pair events each year.

4.3 0-5 Game Subsidy

- ACBL members with less than five masterpoints may play for free in all I/N pair events in the Unit's Sectional Tournaments.

5. How to Organize the Regional Tournament

5.1 Tournament Chair Responsibilities

The ACBL provides a complete guide for planning tournaments. Due to the extensive nature of the document, it is not included in this document.

The ACBL's "Resource Guide for Planning Sectional and Regional Tournaments" can be found at:

<http://web2.acbl.org/documentlibrary/units/TournamentGuide.pdf>

5.2 Hospitality Chair Responsibilities REGIONAL

- The responsibilities of the Hospitality Chair at the Regional is a completely different task from the Sectional Hospitality Chair. The Hospitality Chair must work closely with the Tournament Chair.
- First thing we usually do is meet with the Hotel staff and go over last year's performance and what we would like for this year. Within 3 months of the event we are usually send out books that list all events, all rooms and all services. We go over it separately and then we get together and prepare notes
- As we are not allowed to bring any food into the hotel, with the exception of hard candy, we only have to set the menus for the cocktail party hosted by the District and what we will serve after our the evening sessions. Cost plays a big issue on this and the Tournament Chair and Hospitality Chair must work closely to stay within the confines of the budget.
- In June, have invitations made up for the District cocktail party. Again this is all doubled checked by the Tournament Chair.
- During the 2 months prior to the tournament, monitor the room count, and consider action if we might not meet the hotel's guidelines.
- WE MIGHT ALTER WHAT WE ARE SERVING EACH NIGHT
- Set up a Hospitality table in the foyer. Up-coming tournaments and hand records usually cover this table with a bowl of candy (we buy between 100-200 bags of hard candy, being sure it is in all rooms at all times). Candy is stored in the directors room and the caddies usually help keep the bowls full
- During The Regional, the Hospitality Chair tries to meet as many people as possible. Get a feel if something is not right. If there are problems, go directly to the Tournament Chair and try to get it resolved.
- Name tags should be put on all tables by caddies
- Cleanup is not our responsibility though we do help caddies get boards and cards put away .

5.3 I/N Chair Responsibilities (PENDING DEVELOPMENT)

5.4 Regional Speaker Coordinator Responsibilities

The ACBL provides a complete guide for planning tournaments. Due to the extensive nature of the document, it is not included in this document.

Information on Speaker Planning can be found in the ACBL's "Resource Guide for Planning Sectional and Regional Tournaments" can be found at:

5.5 Partnership Chair Responsibilities

5.5.1 Two months before the tournament

- Start signing up volunteers to serve at the partnership table. Make up a roster of times and get names assigned to times.

5.5.2 One week before the tournament

- Put together folders for partnership cards for each event.
- Prepare partnership cards with spaces for name, telephone number, number of masterpoints, systems played, and event for which a partner is needed.

5.5.3 Before each session

- The partnership table should be staffed at least thirty minutes before the morning session, and an hour before the afternoon and evening sessions.
- One volunteer should be at the partnership desk before the morning session; at least two or three before the afternoon and evening sessions.
- Players requesting partners should be asked to fill out a card, and the card should be placed in the folder for the event in which the person wishes to play.
- Actively try to find suitable partners for everyone. Introduce potential partner to each other.
- Once a pairing is made the subject cards should be removed from the folders and discarded.
- Volunteers should wear Volunteer Nametags!

5.6 Caddy Chair (Caddy Master) Responsibilities

One month before the tournament

- Discuss with tournament chair the expected table count by session and the number of caddies needed to work the tournament. Also, verify pay for both caddy master and caddies with him/her.
- Choose a Head Caddy for the upcoming tournament, call them to see if he/she is available, and then discuss table count by session and number of caddies needed for upcoming tournament with him/her.
- Begin caddy recruitment.

How Many Caddies Will Be Needed?

- A general rule of thumb:

| PAIRS | | TEAMS | |
|--------|---------|--------|---------|
| Tables | Caddies | Tables | Caddies |
| 0-30 | 1 | 0-20 | 1 |
| 30-60 | 2 | 20-35 | 2 |
| 60-90 | 3 | 35-50 | 3 |

- Rate and Method of Payment
 - Caddies are hired by the session and are paid at the conclusion of each session. The rate of pay is established by the sponsoring organization. Caddies asked by local organizers to perform extra duties should receive extra pay.
- Create documents for tournament:
 - Phone list of all caddies
 - Personnel sheet for each caddy
 - Caddy names, days and times working current tournament
 - Caddy sign-in document

Day of the Tournament

- Not later than one hour before the scheduled starting time of the first session, make sure the head caddy knows the layout of the tournament rooms, the location of the supply area, the location of the scoring computer for each playing area, and where the various events will be held.
- Oversee caddy master to make sure things are running smoothly.
- 30 minutes before the first session is scheduled to start, the caddies should arrive and be assigned to their sections. Instructions for equipping the sections must be given at this time. Each caddy is responsible for his assigned section(s).
- Use caddy sign-in document as *total pay* sheet and have each caddy sign this sheet upon payment.
- Keep daily financial records for the caddies.

5.7 Head Caddy Responsibilities

The Head Caddy shall:

- Day of the Tournament
 - Arrive 1 hour before tournament begins.
 - Set up the supply area and see that the caddies keep it neat.

- Have caddies check in before each session, using Excel document on the wall in caddy room.
- Assign the caddies to various sessions of the tournament.
- Have caddies check the document listing their working days and times for correctness. This will also be posted in the caddy room.
- Check with the director to make certain enough caddies have been assigned.
- Keep caddy morale up!
- During the Tournament
 - Not later than two hours before the scheduled starting time of the first session, the caddy master should get to know the layout of the tournament rooms. The caddy master must know the location of the supply area, the location of the scoring computer for each playing area, and where the various events will be held. After table indicator cards, boards, bidding boxes, and scorecards have been placed on all tables, the caddy master should walk through the playing rooms to become familiar with the exact location of each section. Since the layout of sections often changes from session to session, the head caddy must keep track of the location of each section.
 - At the tournament, the supplies will be stored in the playing area. If the tournament warrants a large amount of supplies, there will be a separate supply room. The caddy master will normally be given free access to this room and is responsible for it during the course of the tournament. The head caddy is expected to assist the Director-in-charge (DIC) and see that all supplies are kept neat and orderly at all times.
 - 30 minutes before the first session is scheduled to start, the caddies should be assigned to their sections as they arrive. Check with the DIC to see which sections are being sold. Instructions for equipping the sections must be given at this time. Each caddy is responsible for his assigned section(s).
 - The head caddy should make sure that caddies understand they must get approval before leaving the playing area at any time. As the caddies ask to leave after the session, the caddy master must check to make certain all equipment in their section(s) has been picked up, as instructed. The boards should be checked to see that they are all in board cases and that each one has a card turned face up in the South hand.
 - When a caddy requests to leave early (with valid reason):
 - Assign someone else to collect and return the section supplies.
 - Instruct the caddy leaving early when to report back for the next session.
 - If this is the last session of work, make certain the caddy is paid at that time.

- Notify **Caddy Chair** of any departure from the tournament location by one or more caddies at any time and for any reason during the tournament.
- As Caddies Check Out Following a Session:
 - Tell caddies when to report for the next session. It is frustrating for caddies to be prompt in reporting back to work only to find out no one is present to assign the work.
- Stand-bys:
 - If a caddy is not assigned for the next session, the head caddy should ask if they want to be called if they are needed. **IF THE ANSWER IS YES, GET THEIR PHONE NUMBER FROM LIST POSTED IN THE CADDY ROOM.**

5.8 Characteristics of a Caddy

- Responsible, eager, enthusiastic, cooperative nature, with a good attitude toward people and work. A good sense of humor is also helpful.
- Able to **sit quietly** when not performing caddy duties. (Often homework or a book helps to pass the slack time.)
- Views caddying as a real job. Stays on top of the duties, does not miss rounds and is at the right place at all times.
- Has a desire to SERVE.
- Able to perform duties without constant correction. It's very important that caddies be able to sort score slips by round. No one at a tournament has the time to constantly unscramble score slips or to babysit.
- Previous experience is beneficial but not essential except for supervisory positions such as caddy master.
- Must always be in compliance with local laws regarding working conditions for minors (age 14+ or a mature 13 is minimum). Caddies should not get too tired or to be too immature for the job.

5.9 Responsibilities of Caddies

5.9.1 Duties

- "Dress" the card tables with supplies before each session.
- Collect score cards from the tables in pair games or move duplicate boards in team games.
- Assist directors in investigating incorrect score cards and obtaining verification of changes.
- Run errands for the directing staff (and players if it does not interfere with regular duties).

- Collect and return supplies to proper place at the end of each session.
- Post results (press sheets) in a designated area when requested by a director.
- Clean up trash on and around tables at end of each session and make sure tables are “dressed” for next session.

5.9.2 Attire

- CADDIES MUST BE APPROPRIATELY DRESSED. Clothes must be neat and clean. Avoid fashion extremes.
- Clothing should be practical.
- Since caddy work requires a good deal of walking, comfortable shoes are a must.
- When the tables are crowded together, as they often are, caddies have to be able to squeeze between the chair backs and weave through the sections. Dangling belts, loops, etc., that might catch on the chairs or distract players, should be avoided. The players tend to be so preoccupied with the game that they won't even realize that they are blocking the aisle.

5.9.3 Reporting for Work

- Caddies should be informed as to where to “check in”. Either the caddy master or the DIC will make the pre-game, game time and after-game assignments.
- ALL CADDIES ARE EXPECTED TO ARRIVE 30 MINUTES EARLY.
- Upon arrival, they should go to the playing area and ask where to report.
- During the first session, assignments may be given for the remaining sessions of the tournament.
- Caddies receive their work orders from the caddy master. The Caddy Chair is the overall authority and has the final responsibility for the staff at a tournament, so any order or request from the Caddy Chair supersedes that of anyone else. (In the case of a conflict, the person attempting to give the conflicting orders should be asked to get permission from the Caddy Chair.)

5.9.4 Interaction with Players

- The bridge players in a tournament tend to concentrate on the game. People who at other times are very reasonable may sometimes appear most inconsiderate when they are playing bridge.
- No matter how uncooperative or cranky the players may appear to be, a caddy is expected to remain cool and courteous.

- Players do not have a right to order a caddy to do anything, but whenever possible, a caddy should help out by responding to reasonable requests by players as long as it does not interfere with the work.
- Any problem that arises, such as a player being abusive or a member of the staff acting in an unreasonably arbitrary or disrespectful manner, should be reported to the Caddy Chair.

5.10 New Player Services Responsibilities (PENDING DEVELOPMENT)

6.0 How to Organize a Sectional Tournament

6.1 Tournament Chair Responsibilities

The ACBL provides a complete guide for planning tournaments. Due to the extensive nature of the document, it is not included in this document.

The ACBL's "Resource Guide for Planning Sectional and Regional Tournaments" can be found at:

<http://web2.acbl.org/documentlibrary/units/TournamentGuide.pdf>

6.2 Hospitality Chair Responsibilities-Sectional

This position is under the guidelines, budget and directions set by the Tournament Chair.

The only items that are repeated at every sectional is candy, paper goods, and wine (4 bag in the boxes). When taking position over, a trip to Blanchette Park is needed to do a visual count of all of our paper and supplies. This will be the start of the Hospitality Director's inventory. When planning the food that is served, the Chair needs to work closely with Board members and the Caddy Master to get a work sheet set up for help during the tournament.

6.2.1 Six weeks to one month before the tournament

- Determine your budget and what you are going to serve during and after games.
- Go over the menu with the caterer for Sunday's meal and determine what food is going to be sold between morning and afternoon sessions on Saturday. Right now we pay \$7.95 per person for Sunday, meal-tip not included. We do not pay for any of the caterer's food cost.
- Make up what you are going to serve and everything you will need from the store. (I usually shop Sam's, Sysco and Schnucks)

- Set up shopping committee to go and purchase food on the Wednesday of the tournament. (This requires some lifting so you should be sure to line up at least one able man. For their help (takes 4-5 hours) I take them out to lunch and the Unit pays . Food may be taken to Blanchette at that time. They can hold ice cream and perishables there in small freezers. They have refrigerators and storage in the kitchen for us.
- Start announcing at all games, on the websites etc, that cookie or other goodies would greatly be appreciated
- Candy can be reduced to about four or five bags of mixed candies and tootsie rolls

6.2.2 Before each session during the tournament

- Do not put food out prior to the start of game, as it would be consumed before the game ever started. Usually I take a caddie and one Board member who has been assigned and setup everything in the kitchen. Candy, coffee creamer (usually get the liquid flavored) can be put out with napkins and plates, but nothing else. Five minutes before games starts the food is set out. This included cookies, fruit, veggie trays and anything else.
- Make sure popcorn is prepared before the session starts. Park people do that.
- The Park people also set up the coffee urns and ice bins
- Make hospitality table nice with tablecloth or decorations. Always have a big bowl of fruit out for players to help themselves. Make room for flyers for up coming sectionals (you will probably have to use front and back table to accommodate everything).
- We do not put food out for the Saturday morning session except for fruit bowl and a caddy can fill that. What is served in the main room is also served in the I/N room and replenished when needed
- Name tags should be put on all tables by caddies as the tables are set up
- Hand records will be kept on Hospitality Table after each session
- Check the bathrooms periodically. Be sure everything is in ample supply
- Have the caddies police the playing area on a regular basis

6.2.3 After the tournament

- After the tournament is over, those Board members assigned to cleanup help the caddies and the kitchen.
- Clean up kitchen, pack left over items.
- Hospitality's last job-do an inventory of what is left over. It is stored at Blanchette. This begins your next shopping list

- Make list of supplies needed for next tournament.

6.3 Partnership Chair Responsibilities

6.3.1 One month before the tournament

- Start signing up volunteers to serve at the partnership table. Make up a roster of times and get names assigned to times.

6.3.2 One week before the tournament

- Put together folders for partnership cards for each event.
- Prepare partnership cards with spaces for name, telephone number, number of masterpoints, systems played, and event for which a partner is needed.

6.3.3 Before each session

- The partnership table should be staffed at least thirty minutes before the morning session, and an hour before the afternoon and evening sessions.
- One volunteer should be at the partnership desk before the morning session; at least two or three before the afternoon and evening sessions.
- Players requesting partners should be asked to fill out a card, and the card should be placed in the folder for the event in which the person wishes to play.
- Actively try to find suitable partners for everyone. Introduce potential partner to each other.
- Once a pairing is made, the subject cards should be removed from the folders and discarded.
- Volunteers should wear Volunteer Nametags.

6.4 I/N Chair Responsibilities

At Unit Sectionals the I/N Coordinator shall:

- Arrange for speakers prior to the Friday evening, Saturday afternoon, and Saturday evening sessions at the Unit Sectionals. The speakers should present topics that are appropriate for the I/N player.
- Provide recommendations to the Sectional Tournament Chair on appropriate events for the Novice/ Intermediate players as requested.
- Provide recommendations to the board on ways to increase IN participation at the Unit Sectionals and District Regional

6.5 Caddy Chair Responsibilities

One month before the tournament

- Discuss with tournament chair the expected table count by session and the number of caddies needed to work the tournament. Also, verify pay for both caddy master and caddies with him/her.
- Choose a Head Caddy for the upcoming tournament, call him/her to see if he/she is available, and then discuss table count by session and number of caddies needed for upcoming tournament with him/her.
- Begin caddy recruitment.

How Many Caddies Will Be Needed?

- A general rule of thumb:

| PAIRS | | TEAMS | |
|--------|---------|--------|---------|
| Tables | Caddies | Tables | Caddies |
| 0-30 | 1 | 0-20 | 1 |
| 30-60 | 2 | 20-35 | 2 |
| 60-90 | 3 | 35-50 | 3 |

- Rate and Method of Payment
 - Caddies are hired by the session and are paid at the conclusion of each session. The rate of pay is established by the sponsoring organization. Caddies asked by local organizers to perform extra duties should receive extra pay.
- Create documents for tournament:
 - Phone list of all caddies
 - Personnel sheet for each caddy
 - Caddy names, days and times working current tournament
 - Caddy sign-in document

Day of the Tournament

- Not later than one hour before the scheduled starting time of the first session, make sure the head caddy knows the layout of the tournament rooms, the location of the supply area, the location of the scoring computer for each playing area, and where the various events will be held.
- Oversee caddy master to make sure things are running smoothly.
- 30 minutes before the first session is scheduled to start, the caddies should arrive and be assigned to their sections. Instructions for equipping the sections must be given at this time. Each caddy is responsible for his assigned section(s).

- Use caddy sign-in document as *total pay* sheet and have each caddy sign this sheet upon payment.
- Keep daily financial records for the caddies.

6.6 Head Caddy Responsibilities

The Head Caddy shall:

- Day of the Tournament
 - Arrive 1 hour before tournament begins.
 - Set up the supply area and see that the caddies keep it neat.
 - Have caddies check in before each session, using Excel document on the wall in caddy room.
 - Assign the caddies to various sessions of the tournament.
 - Have caddies check the document listing their working days and times for correctness. This will also be posted in the caddy room.
 - Check with the director to make certain enough caddies have been assigned.
 - Keep caddy morale up!
- During the a Tournament
 - Not later than one hour (before the scheduled starting time of the first session), the caddy master should get to know the layout of the tournament rooms. The caddy master must know the location of the supply area, the location of the scoring computer for each playing area, and where the various events will be held. Make sure table indicator cards, boards, bidding boxes, and scorecards have been placed on all tables.
 - At the tournament, the supplies will be stored in the playing area. If the tournament warrants a large amount of supplies, there will be a separate supply room. The caddy master will normally be given free access to this room and is responsible for it during the course of the tournament. The head caddy is expected to assist the Director-in-charge (DIC) and see that all supplies are kept neat and orderly at all times.
 - 30 minutes before the first session is scheduled to start, the caddies should be assigned to their sections as they arrive. Check with the DIC to see which sections are being sold. Instructions for equipping the sections must be given at this time. Each caddy is responsible for his assigned section(s).
 - The head caddy should make sure that caddies understand they must get approval before leaving the playing area at any time. As the caddies ask to leave after the session, the caddy master must check to make certain all equipment in their section(s) has been picked up, as instructed. The boards should be checked to see

that they are all in board cases and that each one has a card turned face up in the South hand.

- When a caddy requests to leave early (with valid reason):
 - Assign someone else to collect and return the section supplies.
 - Instruct the caddy leaving early when to report back for the next session.
 - If this is the last session of work, make certain the caddy is paid at that time.
 - Notify **Caddy Chair** of any departure from the tournament location by one or more caddies at any time and for any reason during the tournament.
- As Caddies Check Out Following a Session:
 - Tell caddies when to report for the next session. It is frustrating for caddies to be prompt in reporting back to work only to find out no one is present to assign the work.
- Stand-bys:
 - If a caddy is not assigned for the next session, the head caddy should ask if they want to be called if they are needed. IF THE ANSWER IS YES, GET THEIR PHONE NUMBER FROM LIST POSTED IN THE CADDY ROOM.

6.7 Characteristics and Responsibilities of Caddies

- *See 5.8 and 5.9*

6.8 New Players Services Responsibilities (PENDING DEVELOPMENT)

7.0 How to Organize the St. Louis Knockouts and Bragging Rights Contest

7.1 Description

This is two events. The first event, the St. Louis Knockouts (STLKO), is to determine the St Louis participants to compete against teams from Kansas City in the second phase, the Bragging Rights KO event at the St. Louis Regional.

7.2 Tournament Director's Responsibility for the STLKOs

- One year before the STLKOs, determine dates (usually second weekend in July) and book venue. For a two-day event, first day should accommodate between 30-40 tables. Smaller room for 8 tables on final day.
- Eight months before the STLKOs, obtain sanction from ACBL (via district 8 tournament director, or the ACBL tournament contact). Information needed:
 - Event and venue address and telephone number
 - Days and times

- Director request (request local to reduce expenses)
- Contact information
- Six months before STLKOs, establish number of flights and MP ranges. Coordinate with the Unit 143 Board and KC board representative.
- Consider having side game for those teams that get eliminated in the first round. This will also help raise additional revenue.
- Four months prior to STLKOs, prepare flyers for distribution to Unit 143 and 223 members. Flyers for distribution at local club games, and email to Unit 143 members. Flyers should request RSVPs. This will permit more accurate lunch planning and allow the Director to plan ahead for contest setup.
- Four months prior to STLKOs, prepare flyer for posting on Unit web site.
- Four months prior to STLKOs establish Conditions of Contest (COC), get concurrence from board, and review with Assigned Director.
- One week prior to event do cost/revenue estimates to determine entry fee. Financial goal is to break even.
- On the day of STLKOs take approximately 30 single dollar bills and work with Director in selling entries.
- Prepare print out of the COC, past winners, and brackets to use for posting at the event.
- Purchase snacks and soda based on RSVP list.
- If providing lunch – place preliminary order with and then adjust order based on the number of entries.
- During the contest, take pictures of the event and first and second teams. After the contest forward the pictures to the web master for posting on the Unit's website.
- Sunday – provide coffee, soda, and cookies as appropriate.

7.3 Tournament Director's Responsibility for the Regional

- Two months prior to event the Regional, coordinate with the Regional Tournament Chairman on the details of the event and determine the parties responsible for each area.
- One month prior to event, obtain names of Kansas City and St. Louis teams and print out matchups for postings at the site.
- One month prior to event, talk to ACBL director about having viewgraph on BBO for final A flight match, and Vugraph setup at Regional site.

8.0 How to Organize an I/N Tournament

At Intermediate/ Novice tournaments, the I/N coordinator shall:

- The IN coordinator shall act as the Tournament Chair and corresponding chair for the Unit IN tournaments. The IN coordinator will organize two 199'er tournaments annually as tournament chair and also correspond with the ACBL as indicated. Other novice tournaments can also be arranged.

One year ahead:

- Request sanctions for the tournament through the Unit Tournament Chair. The sanction request should include a request for a Director in Charge. A sectional for players with more than 100MP's must have a tournament or higher-rated DIC. A local director may be requested but this must be approved by the ACBL management. All DIC assignments must be made by the ACBL Tournament Department. Sanction requests should also include contact person (corresponding director, site and time for event).
- Arrange for a facility to hold the tournament. The facility should have ample space for 40 tables. Arrange for a facility with card tables or arrange to have the Unit's tables delivered from storage (there is a significant charge for this which may be prohibitive for an IN one day tournament).

Six months ahead:

- Arrange for a committee to assist with hospitality, publicity and partnership for the tournament. The committee can consist of board members as well as local players.
- Create flyer to advertise the tournament
- E-mail flyer to Unit webmaster for posting on the Unit 143 website
- E-mail flyer to the ACBL tournament department for posting on the ACBL website

Three months ahead:

- Have 200-300 flyers printed and distributed to local club directors. Additionally flyers can be given to outstate directors and local teachers who may have students interested in participating in the tournament.
- Have postcards printed advertising the tournament (generally this is about 700) and mail to all members of the ACBL with less than 200 masterpoints in Unit 143 and eastern Unit 222 as well as Columbia and Jefferson City. Labels for mailing are obtained through the Unit Corresponding Secretary.
- Arrange to have trophies made for the tournament through the Award Chair.
- Arrange for door prizes.
- Arrange for the delivery of bidding boxes, clocks, and nametags through the Supply Chair.

- Take reservations for the tournament and arranging partnerships as requested. Having advance registration prevents having to turn away participants. Advance registration is not required for participation only suggested.
- Arrange for caddies

One week ahead:

- Make preparations for food for the tournament based on number of tables.
- Copy hand records for distribution after the tournament.
- Arrange for photographs of the winners.
- Have money available to make change for registrants generally \$100 (\$5's and \$1's)

Day of Tournament

- Bring food and dishes, camera, trophies, awards, coffee pots, and bank to tournament.

After tournament prepare financial report for the Unit. Deliver money to the Unit Treasurer or deposit in the bank. Pay caddies. Send pictures of the winners to the Unit Website for posting also send info to the local District 8 reporter for posting on the District web site.

The above is a guideline for the planning and operation of an I/N tournament. The Unit can sponsor other I/N events. See the ACBL I/N guide for further information on planning and operating an I/N program.

Appendix A

BY LAWS

ARTICLE I: NAME

The name of this organization shall be the AMERICAN CONTRACT BRIDGE LEAGUE OF GREATER ST. LOUIS, INC.

ARTICLE II: AFFILIATION

The American Contract Bridge League of Greater St. Louis, Inc. Unit 143 (hereinafter referred to as UNIT) of the American Contract Bridge League (hereinafter referred to as ACBL) exists under a charter granted by the ACBL Board of Directors and functions within the Bylaws and Regulations of the ACBL and District 8 of the ACBL. The geographical area over which the UNIT has jurisdiction shall be such area as is presently or may in the future be assigned to it by the Board of Directors of the ACBL.

ARTICLE III: OBJECTIVES

The objectives of the organization are:

- A. To preserve and promote the best interests of and to stimulate the interest of both members and non-members of the organization in the art of playing duplicate bridge and any modification thereof;
- B. To cooperate with and assist the ACBL in the promotion and conduct of contract bridge tournaments;
- C. To encourage the highest standards of conduct and ethics by its members and to enforce such standards;
- D. To promote the development and organization of affiliated clubs within the UNIT;
- E. To cooperate in the ACBL's charity program and to sponsor and conduct charity events with the object of realizing funds to be devoted to worthy humanitarian causes;
- F. To conduct such other activities as may be in keeping with its principal objectives.

ARTICLE IV: MEMBERSHIP

Any person residing within the jurisdiction of the UNIT, subject to District regulations, is eligible for membership. No person shall be denied membership because of race, creed or color.

- A. Such person, upon favorable action, shall become and remain a member unless:
 - (1) He changes his residence to a place outside the jurisdiction of the UNIT and becomes a member of another UNIT; or

- (2) He has failed to pay his dues in accordance with regulations of the ACBL; or
- (3) He has been suspended or expelled from membership in accordance with the ACBL Code of Disciplinary Regulations or other regulations established by the ACBL.

B. Membership in the ACBL carries with it membership in the UNIT, subject to the conditions outlined in Section A of this Article.

ARTICLE V: DUES

Annual dues shall be in the amount fixed by the ACBL. The UNIT shall have no power to levy any assessments.

ARTICLE VI: MEMBERSHIP MEETINGS

The UNIT shall hold an Annual Meeting of the members each year during the fall Sectional Tournament, except that when in the opinion of the Board of Directors of the UNIT (hereinafter referred to as the BOARD) such time is not feasible, the BOARD shall have the power to designate a subsequent time.

A. Appropriate notice of the Annual Meeting shall be mailed at least thirty (30) days before the date of the meeting. The Secretary shall obtain from the ACBL the most recent membership list. Such notice shall be sent to all members on such list at the addresses shown and to all new members who have joined since the date of the list.

B. Special Meetings of the members to consider specific matters may be called at any time by the President. The Secretary shall also call such Special Meetings upon receipt of a petition signed by at least 50% of presently serving members of the BOARD or upon receipt of a petition signed by at least 150 members of the UNIT. Such Special Meeting shall be held at the next Sectional or Regional Tournament within the St. Louis Metropolitan Area that is scheduled at least thirty (30) days after receipt of the petition. Every page of such petition(s) must clearly state the specific matter(s) to be considered. Appropriate notice of a Special Meeting shall be mailed at least fourteen (14) days before the date of the meeting.

(1) Such notice shall contain:

(a) The place of the meeting; (b) The date and time of the meeting; (c) The agenda of matters to be considered at the meeting.

(2) No other business shall be acted upon at such Special Meeting.

(3) Notice of such meetings shall be sent to all members as described in Section A of this ARTICLE.

C. A quorum for the transaction of business at any Annual or Special Meeting of the UNIT shall consist of at least fifty (50) members.

D. Every member in good standing, in accordance with ARTICLE IV, is entitled to vote upon all matters that come before such meetings.

E. Voting by proxy will not be permitted.

ARTICLE VII: BOARD OF DIRECTORS

The Board of Directors shall be the governing body of the UNIT, shall have ultimate fiduciary responsibility for all assets of the UNIT, and shall have all powers necessary to manage and conduct the affairs of the UNIT.

A. The BOARD shall consist of fourteen (14) persons, all of whom must be members of the UNIT. In addition to meeting the requirements of ARTICLE IV, BOARD members who are Life Masters must have their Life Master service fees paid up.

(1) Twelve (12) of the Directors shall be elected at large from the Metropolitan St. Louis Area defined as the City of St. Louis, Jefferson County, St. Charles County and St. Louis County. Four shall be elected each year for three-year terms as outlined in paragraphs B and C of this ARTICLE. No Metropolitan St. Louis director shall serve more than three (3) consecutive terms, full or partial, not to exceed nine (9) consecutive years total.

(2) Two directors shall be elected by members residing outside the Metropolitan St. Louis Area. This area includes the Missouri counties of Bollinger, Butler, Camden, Cape Girardeau, Carter, Clark, Crawford, Dent, Dunklin, Franklin, Gasconade, Iron, Lewis, Lincoln, Madison, Maries, Marion, Miller, Mississippi, Monroe, Montgomery, Morgan, New Madrid, Oregon, Osage, Pemiscot, Perry, Phelps, Pike, Randolph, Reynolds, Ripley, Rolls, St. Francois, Ste. Genevieve, Scott, Shannon, Shelby, Stoddard, Warren, Washington, and Wayne. One director shall be elected every third year beginning with 1995, and the other director shall be elected every third year beginning in 1996.

(3) The director and alternate directors to the ACBL Board of Directors who are members of the UNIT shall be ex-officio members of the BOARD during their respective terms of office. Ex-officio members of the BOARD shall be considered as active members of the BOARD, and they shall be accorded all of its privileges except that they shall not vote on any matters before the BOARD.

(4) The BOARD may appoint additional honorary members to the BOARD, as it deems advisable. Such honorary members shall be appointed only by unanimous vote of the present and voting members of the BOARD, and such honorary members' terms shall be for life. Honorary members of the BOARD shall be accorded all its privileges except that they will not vote on any matters before the BOARD.

B. Nominations

(1) Every year, at least one hundred twenty (120) days prior to the date of the Annual Meeting, the President shall appoint a nominating committee consisting of at least three members of the UNIT, a majority of whom shall not presently be members of the BOARD.

(a) At least seventy-five (75) days prior to the date of the annual Meeting, the nominating committee shall submit to the BOARD a list of nominees for the UNIT Board of Directors. The number of nominees shall equal the number of UNIT directors to be elected at the next election. The nominating committee shall certify that every nominee has agreed to run and is willing to accept the responsibility of the office, if elected.

(b) In the absence of objections by a majority of the BOARD to one or more of the nominees so submitted, the BOARD shall approve the list of nominees. If a majority of the BOARD raises objections to one or more of the nominees so submitted, the slate shall be completed by majority vote of the BOARD.

(2) Additional nominations may be made by petition, signed by the nominee and (a) by at least twenty-five (25) UNIT members in good standing for the St. Louis Metropolitan Directors or (b) by at least ten (10) UNIT members in good standing for the Out-State Directors. Such petitions shall be submitted to the UNIT secretary at least sixty (60) days prior to the Annual Meeting. Only those candidates who have been selected by the Nominations Committee or who have submitted a petition as described above will be considered eligible for election to the BOARD and included on the election ballot. Votes for candidates other than those described above will not be considered valid.

(3) The names of all nominees shall be made known to the members in the notice of the Annual Meeting.

C. Elections

(1) Elections shall be held during the fall Sectional Tournament, generally held in October of every year, except that when in the opinion of the BOARD such date is not feasible, the BOARD shall have the power to designate another date sometime after the Annual Meeting and before January 31 of the following year. In the event that there are only as many candidates as vacancies on the BOARD, the BOARD will not conduct an election and will, instead, announce the names of the new BOARD members at the Annual Meeting.

(2) Separate ballots shall be prepared, one for the election of Metropolitan St. Louis Directors as provided in Subsection A (1) of this ARTICLE, and one for the election of one or more Directors from the areas outside the Metropolitan St. Louis Area as provided in Subsection A (2) of this ARTICLE.

(a) The ballots shall be printed. (b) The number of UNIT Directors to be elected shall be clearly noted. (c) The names of the candidates shall be listed alphabetically. (d) There shall be a voting "box" beside each name.

(3) Every member in good standing shall be allowed to vote one ballot. Members residing in an area outside Metropolitan St. Louis whose directorships are up for election shall have the option to vote either for the Metropolitan St. Louis Directors or for the Director(s) representing the area in which such members reside, but not

both. A person preparing to vote will be required to show identification if not personally known to at least one of the election officials.

(4) All balloting shall be secret.

(5) There shall be no voting by proxy.

(6) A maximum of one vote may be voted for a candidate. If more than one vote is marked for a candidate, it will be declared that the candidate receives one vote only.

(7) The maximum number of votes on any ballot shall be equal to the number of UNIT Directors to be elected. If more than this number is marked on any ballot, the ballot shall be declared void.

(8) The ballot box shall remain open for two and a half hours in advance of the starting time on Friday and Saturday and for one hour in advance of the starting time on Sunday. In the event that it becomes necessary to hold the annual election at a time other than in conjunction with such tournament, the BOARD shall have the power to designate the period of time the ballot box shall be open, but in no event shall the time period be less than six (6) hours.

(9) Absentee ballots shall be permitted and shall be made available to all members who request them and who qualify under paragraph (3) of this Section C. The Secretary or other person designated under this subparagraph shall provide with the absentee ballot both a return addressed envelope and another envelope marked only as follows: "ballot -- place your absentee ballot in this envelope, then seal this envelope and place it in the return addressed envelope which can then be mailed." The member who desires an absentee ballot must personally make the request either verbally or in writing to the UNIT Secretary or other person designated by the BOARD for this purpose after the notice of the Annual Meeting as specified in ARTICLE VI and not less than one week before the first session of the fall Sectional Tournament or other date designated by the Board for such election as set forth in paragraph (1) of this Section C. Such person shall keep a record of date and form of all such requests on the Membership Roster used for controlling ballots. All voted absentee ballots must be in the hands of the UNIT Secretary or other person designated by the BOARD for this purpose, or deposited in the ballot box, no later than the closing of the ballot box as set forth in paragraph (8) of this Section C. All ballots received thereafter shall not be counted. All absentee ballots shall be counted only at the time that all other ballots are counted and shall be kept unopened in the envelope marked "ballot" until that time.

(10) With respect to the election of the Metropolitan St. Louis Area Directors, the four persons receiving the highest number of votes shall be declared elected to three-year terms on the BOARD. With respect to the election of Directors outside the Metropolitan St. Louis Area, that number of candidates, corresponding to the number of such UNIT Directors to be elected, who receive the highest number of

votes shall be declared to be elected to three-year terms on the BOARD. All Directors so elected shall take office immediately.

(11) If there exists a tie number of votes between two or more persons, all of whom cannot be elected because other persons have more votes, the tie shall be broken by the BOARD at the next meeting of the BOARD.

D. If any voting directorship on the BOARD becomes vacant by reason of death, resignation, or removal for cause, the BOARD shall elect a member to fill the vacancy for the unexpired term within ninety (90) days of the occurrence of the vacancy.

E. BOARD meetings may be called by the President or any five (5) members of the BOARD. The Secretary shall notify each Director at least two (2) days prior to the date of the meeting of the time and place of the proposed meeting.

F. A quorum of the BOARD for the transaction of business shall consist of not less than 50% of the presently sitting members of the BOARD. There shall be no voting by proxy.

G. In addition to the powers and duties granted by other provisions of the Bylaws and by the laws of the State of Missouri, the BOARD shall have the following powers and duties:

(1) To acquire, hold, administer, maintain and dispose of all properties of the UNIT.

(2) To appropriate funds of the UNIT for the purposes set forth in these Bylaws.

(3) To hire and discharge employees, if any, to supervise their conduct, and to fix their compensation;

(4) To account for all receipts and disbursements of the UNIT and publish and distribute to the UNIT Membership an annual statement of assets and profit and loss for the preceding year;

(5) To conduct, manage, supervise and control all of the business of the UNIT, including but not limited to, the conduct of tournaments, the selection of all dates and locations for holding such tournaments and the making of all contracts in connection therewith.

(6) To take disciplinary action against any member in accordance with the ACBL Code of Disciplinary Regulations or such other disciplinary regulations as may be issued by the ACBL.

H. Any officer or Director may be removed from office for cause.

(1) Absence from three (3) consecutive meetings, unexcused by the President, shall be cause for removal of a Director without the formality of impeachment.

(2) Other cause for removal may be, but is not necessarily limited to, misfeasance or malfeasance, gross misconduct, or failure to account adequately for UNIT funds

entrusted to that officer or Director. At any meeting of the BOARD, a finding of probable cause by three-fourths (3/4) of the members present, constituting a quorum, shall initiate impeachment proceedings. Any officer or Director against whom impeachment proceedings shall be brought shall be given the opportunity to be heard before the BOARD; shall be notified in writing by registered mail of the charges against him, and the time and place of the hearing; and shall be given the opportunity to be represented by counsel of his own choosing. A vote to remove by three-fourths (3/4) of the members present and constituting a quorum at the hearing shall effect removal.

(3) The actions of the BOARD shall be conclusive and final.

I. All meetings of the BOARD, except during times that issues of conduct and ethics of particular players are discussed, shall be open to any member of the UNIT, subject only to availability of space.

J. The BOARD shall have the power to authorize all expenditures and empower persons to make expenditures for specific purposes within specified limits.

ARTICLE VIII: OFFICERS

The officers of the UNIT shall be a President, a Vice-President and a Treasurer who shall be members of the BOARD, and a Secretary who may be but is not required to be a member of the BOARD, but must be a member of the UNIT. The election of officers shall be held at the conclusion of the first meeting of the BOARD after the annual election of Directors but in no case more than four weeks after such annual election. The officers shall hold office for one year or until their successors are duly elected. A President may not serve more than two consecutive one-year terms. A BOARD member shall not be eligible for election to the office of President or Vice-President unless they have been elected to the BOARD by the UNIT membership for the current term.

ARTICLE IX: DUTIES OF OFFICERS

Duties of the officers of the UNIT shall be as follows:

A. The President shall preside at all meetings of the BOARD and all meetings of the UNIT. He shall supervise the management of the affairs of the UNIT, prepare and present a written agenda for all meetings of the BOARD and UNIT, exercise any powers given to him under these bylaws, and perform all other duties incidental to his office. He shall be a member, ex-officio, of all committees except the nominating committee. He will represent the UNIT at all meetings of the ACBL District 8.

B. The Vice-President shall assume all duties of the President in the absence of the President or the inability of the President to act and shall perform such other duties as the President or the BOARD may direct.

C. The Treasurer shall have care and custody of the funds and securities of the UNIT, shall maintain a complete list thereof, and shall maintain all UNIT financial

records for the preceding seven (7) fiscal years. He shall keep an accurate account of all receipts and disbursements, shall submit a financial report at each meeting of the BOARD, shall file necessary UNIT tax returns on a timely basis, and shall be responsible for publishing the annual statement of assets and profit and loss as provided in ARTICLE VII G(4) of these Bylaws. He shall deposit all funds of the UNIT in a bank approved by the BOARD. All checks in excess of three hundred dollars (\$300) must be countersigned by the President, the Vice-President or any other BOARD member designated by the President and approved by a majority of the BOARD to act in such capacity for a specifically defined period of time.

D. The Secretary shall maintain a roster of UNIT members, send notification of meetings to members and Directors, attend and keep minutes of all meetings of members and Directors, keep records of all tournaments and other activities of the UNIT, complete and file all UNIT reports required by the ACBL including UNIT sanction requests and reports at the end of each sanctioned activity, maintain membership renewal records and undertake such additional duties as may be assigned by the BOARD.

E. The Corresponding Secretary duties are as follows:

MONTHLY

1. Report to board listing tasks completed and pending and expenses incurred.
2. Download Units 143, 101, 131, 154, 208, 223, and 239 from the ACBL and load into the Unit 143 database.
3. Update the ESUCA standings with Unit Game results. E-mail report to Milt Zlatic for posting on Unit web-site.
4. Send obituary notices, if any, to the ACBL.

AS REQUESTED

1. Print mailing labels for regional, sectionals, NAOP qualifiers, and 199'er games.
2. Minutes of Annual Meeting - Take minutes at annual meeting.
3. Run queries on the Unit database for Board members and club owners.

JANUARY

1. Prepare for the Unit President a list of new Life Masters listed in the November, December, and January ACBL Bulletin's. LM pins will be awarded at the January sectional.
2. Update the ESUCA standings with the January sectional results. E-mail the report to Milt Zlatic for posting on Unit web-site.

FEBRUARY

1. See Monthly.

MARCH

1. See Monthly.

APRIL

1. Order Life Master Pins if needed from Baron Barclay.

MAY

1. Prepare for the Unit President a list of new life masters listed in the February, March, April, and May ACBL Bulletin's. LM pins will be awarded at the May sectional
2. Update the ESUCA standings with the May sectional results. E-mail the report to Milt Zlatic for posting on Unit web-site.

JUNE

1. See Monthly.

JULY

1. Missouri Corporate Registration - file using state website.
2. Update the ESUCA standings with the results of the St Louis Knock Out.

AUGUST

1. Update the ESUCA standings with the August regional results. E-mail report to Milt Zlatic for posting on Unit web-site.

SEPTEMBER

1. Print a list of all Unit 143 members to be used in the board election for checking off voters.
2. Order Life Master Pins if needed from Baron Barclay

OCTOBER

1. Prepare for the Unit President a list of new Life Masters listed in the June, July, August, September, and October ACBL Bulletin's. LM pins will be awarded at the October sectional.
2. Prepare notebooks for new board members.
3. Update the ESUCA standings with the October sectional results. E-mail the report to Milt Zlatic for posting on Unit web-site.

NOVEMBER

1. ACBL Unit Officer List - File on-line with ACBL after board election and assignments are made.
2. Request sanctions for the following year's Unit Games.

DECEMBER

1. Order Mini-Mckenny medals from ACBL. They are awarded at the January or May sectional.
2. Order Life Master Pins if needed from Baron Barclay.

ARTICLE X: COMMITTEES

Committees to carry out the powers and duties of the BOARD set forth in ARTICLE VII G of these Bylaws shall be established as follows:

A. Standing Committees

- (1) The BOARD shall be empowered to establish and dismiss standing committees, including but not limited to Tournament; and Conduct and Ethics Committees.
- (2) The President shall appoint a committee chairperson for every standing committee, subject to BOARD approval.
- (3) The committee chairpersons are empowered to appoint the other members of their committee as necessary.
- (4) The committee chairpersons are responsible for reporting to the President and the BOARD.
- (5) The BOARD shall be responsible for defining the authority, duties and responsibilities of every standing committee.

B. Ad hoc committees to carry on activities of the UNIT may be established by the President, as the President finds necessary, subject to approval by the BOARD at its next regular meeting.

ARTICLE XI: AMENDMENT & REVISION

These bylaws may be amended or revised as follows:

A. Requests for amendments or revision

- (1) Amendments to or revision of the Bylaws may be requested by any member of the UNIT upon petition, containing the proposed draft amendment(s) or revision, signed by at least fifty (50) members in good standing and submitted to the Secretary at least forty-five (45) days in advance of the Annual Meeting. The

proposed amendment(s) or revision shall then be submitted for vote to the membership at the Annual Meeting.

(2) Amendments to or revision of the Bylaws may be requested by any member of the UNIT upon petition, containing the intent of the requested amendment, signed by at least fifty (50) members in good standing and submitted to the BOARD for action at any BOARD meeting. The requested amendment(s) or revision shall then be drafted and submitted for vote to the membership at the Annual Meeting or at any Special Meeting called by the BOARD for that purpose.

(3) Amendments to or revision of the Bylaws may be requested by a majority of the BOARD at any meeting. The President, with the approval of the BOARD, shall then appoint a committee to draft such amendments or revision. When approved by a majority of the BOARD constituting a quorum at any subsequent BOARD meeting, such amendments or revision shall then be submitted for vote to the membership at the Annual Meeting or any Special Meeting called by the BOARD for that purpose.

B. It shall be the duty of the Secretary to incorporate the text of the proposed amendment or revision in the notice of the meeting at which the vote by the membership shall take place.

C. An amendment or revision shall be considered as having been adopted provided that at least two-thirds (2/3) of the votes cast are in the affirmative.

Appendix B

STANDING RULES

- I. The fiscal year of this organization shall be from October 1 to September 30.
- II. Three annual regularly scheduled sectional tournaments shall be held in the St. Louis metropolitan area.
- III. No fewer than seven (7) days in advance of a regularly scheduled Board meeting, the President shall provide or cause to be provided to every Board member an agenda for such meeting.
- IV. The compensation of the Secretary and any other long-term employee of the Board shall be determined annually at the last regularly scheduled Board meeting before the end of the fiscal year.
- V. No Board member shall publish or cause to be published any policy statement on behalf of the Board without prior adoption of that policy by the Board.
- VI. No Board member shall obligate the Board to any expenditure exceeding two hundred fifty dollars (\$250) without prior authorization by the Board. Tournament and annual budget items shall be excluded from this requirement.
- VII. In the event of a need to make decisions on emergency items of business, if there is not time to consult with the full Board, the President shall consult with an Executive Committee composed of the elected officers of the Board. Should one or more such elected officers be unavailable, the President shall nominate as their replacements, on an ad hoc basis only, any other voting Board member or members so that an Executive Committee of three is formed. All remaining Board members shall be notified of any decision so taken at the first available opportunity.
- VIII. In the event of the death or serious illness of any member of the Board, it shall be the policy of the Board to send flowers or other appropriate gift to the member or his/her family. In the event of death or serious illness within the Board member's immediate family, it shall be the policy of the Board to send an appropriate card.
- IX. It shall be the policy of this Board that, in recognition of the time and effort expended by its officers and members, all such members, voting and non-voting, shall be entitled to two (2) sessions of free play at each St. Louis Sectional tournament and four (4) sessions of free play at the St. Louis Regional tournament.
- X. No electioneering shall be allowed within twenty (20) feet of the ballot box during the hours it is open for election to membership on the Board.
- XI. Immediately after the close of every calendar year, a Unit 143 Ed Schultz Unit Champion for that year shall be selected. Such person shall be the Unit 143 member awarded the most "Unit Points" during the calendar year. The most recent Unit Points schedule adopted by the Board shall be used in this determination.

XII. Checks written to satisfy Unit obligations shall signed by the Treasurer. Checks in excess of two thousand five hundred dollars (\$2,500) shall be signed by the Treasurer and co-signed by either the President or Vice President.

XIII. In the event of a resignation of an Officer or Board member, a meeting of the full Unit 143 Board shall be held within 72 hours to acknowledge such resignation. No announcement of the resignation shall be made until after that Board meeting.

Appendix C

New Member Letter

Unit 143 American Contract Bridge League

November 4, XXXX

Mr. John Doe
1515 Main St
Chesterfield, Mo. 63017

Dear Mr. Doe,

The members of St. Louis Unit 143 extend a warm welcome to you. You should have already received a "New Member Guide" from the ACBL headquarters. We would like to make sure you take full advantage of bridge opportunities in our Unit. To help you find a club that fits your availability I have enclosed our latest "Date Book & Club Directory" and a Membership Directory.

The clubs in our area are known for friendliness and sociability, and we are confident you will find the bridge games both enjoyable and mentally stimulating. If you don't have a partner, the club staff will help you find one that fits your level of play and your personality. I suggest you call the club director in advance if you will need a partner so he/she can find a good match. So call the club of your choice and give us a try. This is a great way to make new friendships that can last a lifetime.

I also suggest you visit our website, www.Unit143.org. There you can access our membership directory, get more information on our Unit or clubs, and see a listing of upcoming tournaments.

Again, we are delighted to have you as a new ACBL member and a member of our Unit. If you have any questions please feel free to call me at 314-555-5555.

Sincerely,

Jane Doe
Membership Chairman

P.S. HELP UNIT 143 SAVE MONEY AND STAY UP TO DATE ON UNIT EVENTS.
Send your name, email address, and ACBL number to email.Unit143@gmail.com and you will receive email notification of Unit 143 special events. This helps us save on the postage associated with sending post cards. Thank you.

Appendix D

Transferee Letter

Unit 143 American Contract Bridge League

November 4, XXXX

Ms. Jane Smith
9999 First St
O'Fallon, Mo. 63368

Dear Ms. Smith,

The members of St. Louis Unit 143 wish to welcome you to St. Louis and to the excitement of duplicate bridge games in our area. We encourage you to visit (and play!) at one or more of our clubs. To help you find a club that fits your availability I have enclosed our latest "Date Book & Club Directory" and a Membership Directory.

The clubs in our area are known for friendliness and sociability, and we are confident you will find the bridge games both enjoyable and mentally stimulating. If you don't have a partner, the club staff will help you find one that fits your level of play and your personality. I suggest you call the club director in advance if you will need a partner so he/she can find a good match. So call the club of your choice and give us a try. This is a great way to make new friendships that can last a lifetime.

I also suggest you visit our website, www.Unit143.org. There you can access our membership directory, get more information on our Unit or clubs, and see a listing of upcoming tournaments.

Again, we are delighted that you have moved to our area and are now in our Unit. If you have any questions please feel free to call me at 314-555-5555.

Sincerely,

John Doe
Membership Chairman

P.S. HELP UNIT 143 SAVE MONEY AND STAY UP TO DATE ON UNIT EVENTS.
Send your name, email address, and ACBL number to email.Unit143@gmail.com and you will receive email notification of Unit 143 special events. This helps us save on the postage associated with sending post cards. Thank you.

Appendix E

Assignment of Responsibilities

- Suzi Shymanski-Moore: 1.1, 1.17, 1.24, 5.2, 6.2
- Steve Zenk: 1.2, 1.20, 1.25, 3.0, 5.5, 6.3
- Bob Janis: 1.5, 2
- Jane Ettelson: 1.3, 8.0
- Jennifer Luner: 1.10
- Jackie Baker: 1.9, 1.14
- Carole Benkelman: 1.22, 5.6 through 5.9 and 6.5 through 6.7
- William Bunn: 1.18, 7.0
- Carl Clyne: 1.13, 1.23
- Ed Hale: 1.15, 1.26, 1.27
- Donna Pedrotti: 1.16, 1.21
- Robert Riggs: 1.19, 1.28
- Debbie Romero: 1.7, 1.8
- Jack Bryant: 1.4
- Michael Carmen: 5.1, 6.1
- Milt Zlatic: 1.12
- George Hawley: 1.11
- Unit 143 Board: 1.6
- PENDING Development: 4, 5.3, 5.10, 6.8

Appendix F

Record of Revisions

- June 10, 2010 – First Publication
- October 6, 2010 – Second Publication