

# ACBL UNIT 431

## BYLAWS

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### ARTICLE 1. NAME DEFINITIONS

- 1) Unit 431 of the American Contract Bridge League shall be referred to hereinafter in these bylaws as Unit 431”.
- 2) The name of District Nineteen of the American Contract Bridge League shall be referred to hereinafter in these bylaws as “DINO”.
- 3) The name of the American Contract Bridge League shall be referred to hereinafter in these bylaws as the “ACBL”.
- 4) The name of the Canadian Bridge Federation shall be referred to hereinafter in these bylaws as the “CBF”.

### ARTICLE II. PRINCIPAL OFFICE AND JURISDICTIONAL AREA

- 1) Principal Office: The headquarters of Unit 431 shall be any place within the unit area that the Unit Board may designate.
- 2) Unit Jurisdiction: The geographical area under Unit 431 jurisdiction shall consist of the area defined by DINO, being at this date, Vancouver Island south of the Malahat and the adjacent Gulf Islands.
- 3) If a member of the ACBL wishes to belong to a unit in which s/he does not reside, the member must make this request in writing to the ACBL, stating the Unit of preference and the reasons for the request.
- 4) A person ceases to be a member of Unit 431 if the person changes his/her residence to a place outside the jurisdiction of the unit, or if the person fails to pay dues or has been expelled in accordance with regulations established by the ACBL Board of Directors.
- 5) A Unit 431 Member ceases to be in good standing with the unit when s/he has been disciplined by the ACBL to the extent that s/he is no longer in good standing with the ACBL, as dictated by ACBL disciplinary regulations.
- 6) A member may be expelled if it is determined that s/he has committed an offense warranting permanent abrogation of all membership rights and privileges. The relevant offenses are detailed in the ACBL handbook under the section “Code of Disciplinary Regulations”.

### ARTICLE IV. DUES

There shall be no unit dues. Members must pay their ACBL dues to maintain membership in Unit 431.

### ARTICLE V. MEMBERSHIP MEETINGS

- 1) The Annual General Meeting (AGM) of Unit 431 shall be held in the month of February each year.
- 2) The Unit Board shall fix the time and place of the annual meeting and shall give notice to the members at least 30 days prior to the meeting by: mail, newsletter, electronic mail, facsimile, and by giving such notice to all clubs in Unit 431 for posting.
- 3) Special meetings of Unit 431 may be called at any time by the Unit Board upon at least 14 days’ notice to members. The notice shall contain an agenda for the special meeting.
- 4) A quorum for the transaction of business at an annual or special meeting shall consist of twenty (20) members in good standing, and each member shall have one vote.

## ARTICLE VI. THE UNIT BOARD

### 1) NUMBER AND ELIGIBILITY OF BOARD MEMBERS:

The affairs of Unit 431 shall be managed and controlled by the Unit Board, which shall consist of ten (10) persons.

- a. All board members must be members of Unit 431.
- b. Franchised ACBL sanctioned club owners shall not be eligible for the Unit Board, and a board member shall cease to hold office upon his/her becoming a franchised ACBL sanctioned club owner.

### 2) TERM OF OFFICE:

The term of office for all board members shall be two years, ending on February 28 or immediately after the Annual General Meeting, whichever is later.

### 3) NOMINATIONS:

- a. A Nominating Committee consisting of three (3) members of the ACBL Unit 431, at least two (2) of whom are current Unit 431 board members, shall be appointed by the Unit Board of Directors by October 31. The Nominating Committee shall present a slate of candidates to Unit Board of Directors by mid-January of the following year.
- b. A call for nominations shall be issued by the Secretary at least thirty (30) days prior to the Annual General Meeting. Nominations shall close at the Annual General Meeting.

### 4) ELECTIONS:

Each Unit 431 member present shall be entitled to one vote for each board member to be elected. All candidates are entitled to have witnesses at the counting.

### 5) VACANCIES:

Any vacancy on the Unit Board may be filled by appointment of the Unit Board, and the person/persons so appointed shall hold office until the next Annual General Meeting.

### 6) MEETINGS:

The Unit Board shall hold a minimum of one meeting each calendar quarter. The Secretary shall call a meeting of the Unit Board at the request of the President or upon the request of three (3) Board members.

### 7) QUORUM:

The quorum of the Unit Board for the transaction of business shall consist of not less than six (6) Board members.

### 8) REMOVAL OF A BOARD MEMBER:

A member of the Unit Board may be removed for cause by an affirmative vote of seven (7) or more board members. Chronic absenteeism from Board meetings and/or lack of contribution to Board objectives is sufficient cause for removal.

## ARTICLE VII. UNIT OFFICERS

### 1. NUMBER:

The officers of the Unit shall consist of a President, a Vice-President, a Secretary and a Treasurer.

### 2. ELECTION:

The Unit Board will elect all officers for a period of two (2) years.

### 3. DUTIES:

The duties of the officers shall be as follows:

**President:** The unit president presides at meetings of the Unit Board of Directors and general meetings of the unit membership. The president appoints all committees and serves on them as an ex-officio member (but not on the nominating committee), except when the unit bylaws or regulations specify otherwise. S/he exercises general supervision over the activities of the unit and performs other duties that are incidental to office, including those that the Unit Board assigns.

**Vice-President:** In the absence or incapacity of the president, the vice-president assumes the president's duties and performs other duties that the president of the Board may assign.

**Secretary:** The secretary maintains a roster of unit members and sends meeting notices to the members and directors. S/he attends all membership and Board of Directors meetings and records and keeps custody of the minutes of all meetings. The unit secretary keeps records of all tournament and other unit activities and completes and files all unit reports that the ACBL requires. The secretary also receives and files the reports of all officers and committees, and is usually responsible for the maintenance of membership records. The Unit Board may delegate any of the secretary's duties to other employees or appointees.

**Treasurer:** The treasurer has custody of and is responsible for all funds, securities and properties of the unit. S/he deposits such funds in the bank or banks designated by the Board. From these funds the treasurer pays unit obligations as directed by the Board, keeps accurate records, and makes financial reports as directed by the Board.

**Unit 431 Charging Officer:** The charging officer will be appointed by the Unit Board for a two (2) year term from April 1 to March 31, starting April 1, 2006. Term may be renewed every two (2) years by the Unit Board. The charging officer must be removed from office by resignation, term expiry or for cause, during term, by 2/3 vote of Unit Board. The charging officer cannot be a **Board** member. The charging officer cannot be involved in unit politics. The charging officer must be completely free from Board influence.

**Charging Officer Duties:**

- Sole unit charging authority.
- Either acts as the Disciplinary Chairperson or appoints a Disciplinary Chairperson to select a committee and conduct a hearing after a charge has been made.

**Unit 431 Recorder:** Unit Recorder will be appointed by the Unit Board for a two (2) year term from April 1 to March 31, starting April 1, 2006. Term may be renewed every two years by the Unit Board. Unit Recorder must be removed from office by resignation, term expiry or for cause during term, by 2/3 vote of Unit Board. Recorder cannot be a **Board** Member. Unit Recorder cannot be involved in unit politics. Unit Recorder must be completely free from Board influence.

**Unit 431 Recorder Duties:**

- Unit Recorder duties are clearly defined and frequently updated by the ACBL.
- Qualifications:
  - Unit Recorder should be an experienced bridge player but does not have to be an expert.
  - Unit Recorder may consult with the District Recorder or the ACBL Recorder or with local experts.
- Unit Recorder must possess the ability to deal with people with diplomacy and must be able to communicate effectively without compromising correct solutions.

- 4) **REMUNERATION FOR DIRECTORS AND OFFICERS:**  
Directors and officers of Unit 431 may not receive any remuneration in return for their work on behalf of the unit.
- 5) **JOB DESCRIPTIONS:**  
The Unit Board shall produce job descriptions for each Board position. These job descriptions shall be periodically reviewed.

## **ARTICLE VIII. UNIT FINANCES AND SIGNING AUTHORITY**

1. **FISCAL YEAR:**  
The Unit fiscal year will end December 31 of each year.
2. **FINANCIAL STATEMENTS:**  
Financial statements shall conform to ACBL bylaws and regulations.
3. **BORROWING POWER:**  
The Unit Board shall have no borrowing powers, except as may be authorized by a special resolution of the membership, which shall require a seventy-five (75) percent of all members present and entitled to vote.
4. **MANAGEMENT OF UNIT FUNDS:**
  - a) Working capital will be kept in a chequing account with a bank or trust company covered by the Canadian Deposit Insurance Corporation (CDIC).
  - b) All disbursements will require two (2) signatures. The Unit Board will designate a minimum of three (3) signing officers, one of whom will be the Treasurer.
5. **AUDIT OF FINANCIAL STATEMENTS:**  
An audited financial statement must be presented at each Annual General Meeting. The Unit Board will appoint a Unit Member who is not a Board Member to perform the audit.
6. **REIMBURSEMENT OF EXPENSES:**  
Directors' expenses, so long as they are reasonable, may be reimbursed upon receipt of the original invoice and to a maximum of \$70.00. Directors' expenses over this amount requires prior Board approval.

## **ARTICLE IX. UNIT RECORDER**

A Unit Recorder is to be appointed by the Unit Board at the first meeting following the Annual General Meeting in a full election year. The Recorder is appointed for a two (2) year period and the Recorder's duties will be pursuant to Recorder Regulation and Procedures as defined by the ACBL. The Unit Recorder will attend Unit Board meetings as required.

## **ARTICLE X. AMENDMENTS TO THE CONSTITUTION AND/OR BYLAWS**

- 1) **PROPOSALS FOR AMENDMENT OF THE CONSTITUTION AND/OR BYLAWS**  
Proposed amendments may be initiated by:
  - a) A petition signed by at least twenty-five (25) members and submitted to the Secretary at least twenty-one (21) days in advance of the annual or special meeting.

- b) A petition signed by at least four (4) members of the Unit Board and submitted to the Secretary at least twenty-one (21) days in advance of the annual or special meeting.
- c) A recommendation from the Unit Board at least twenty-one (21) days in advance of the annual or special meeting.

**2) ADVANCE NOTICE OF PROPOSED AMENDMENT:**

The Secretary shall post the text of the proposed amendment at least 14 days prior to the annual or special meeting.

**3) APPROVAL OF AMENDMENT:**

The concurrence of seventy-five (75) percent of all members present and voting shall be required to pass any amendments to the **Constitution and/or** Bylaws.

**ARTICLE XI – MEMBER-FUNDED SOCIETY:**

**The Society is a member-funded society. It is funded primarily by its members to carry on activities for the benefit of its members. On its liquidation or dissolution, this society may distribute its money and other property to its members.**