

I. PURPOSE

This document provides a list of rules and a summary of duties for directing the members of the Pasadena - San Gabriel Bridge Unit in performing their responsibilities. The intent is to supplement, but not modify, the By-laws of the Unit or the By-laws of the American Contract Bridge League.

II. CHANGE PROCEDURE

In the event that a change is required to one or more of the rules, the following procedure shall be used:

A. At a regular meeting or a special meeting of the Board of Directors called in accordance with procedures established in the Unit By-laws, a Board member shall introduce a motion for change. The motion must state the reason for the change.

B. After the motion has been seconded, the motion for change shall require a majority vote of all active members of the Board in an open ballot. Example: Seven votes are required when twelve Board members are present, six votes are required when ten or eleven Board members are present.

III. RULES

A. Board members shall be subject to removal from the Board due to failure to attend meetings without good cause. Absence for two consecutive meetings or three within six meetings shall require Board action for this rule to apply.

B. Removal of a Board member as stated in Rule A shall require the same majority vote as established in Article II, Paragraph B.

C. No Board member shall take any action which requires the expenditure of Unit funds without prior approval of the Board. See Rule D for exceptions.

D. When necessary the Treasurer may provide advance funds to committee chairmen with the consent of the President.

E. All correspondence relating to Unit affairs shall be transmitted through the Secretary except for the following:

1. Game sanctions, Unit tournament reports, and any other related correspondence.

2. Correspondence relating to the Unit's Sectional Tournament. Additionally all correspondence, except as noted, must have the approval of the Unit Board or Unit President before transmission.

F. The President shall be empowered to appoint chairmen from the Unit for all standing committees. With Board approval, the President may discharge any chairman for cause.

G. New committees may be formed as required by the President.

H. Unless prohibited by these Standing Rules, or unless stated otherwise within the Unit or League By-Laws, all action requiring Board approval shall be by a majority vote of the Board members present.

I. The Unit shall hold an annual membership party in February or March for all Unit members whose dues are currently paid for the purpose of making awards and providing a full membership meeting to elect six new members to the Board of Directors.

IV. DUTIES

A. OFFICERS

1. President

- a. Preside at all regular and special meetings.
- b. Assume or delegate the responsibility to carry on committee activities in the absence of committee members.
- c. Initiate correspondence concerning Unit affairs and authorize all correspondence initiated by Board members relating to Unit affairs.
- d. Appoint committee chairmen.

2. Vice President

- a. Assume the President's duties in the absence of the President when delegated by him to do so, and assume additional duties as needed.
- b. Purchase Life Master pins and Mini-McKenney Medallions.

3. Secretary

- a. Record the minutes of all Unit Board meetings.
- b. Distribute copies of the minutes of previous meetings to all Board members prior to the next meeting and have copies available for any Unit members who may request them.
- c. Prepare and transmit all correspondence concerning Unit affairs as initiated and/or authorized by the President of the Board.
- d. Maintain a file of all Unit minutes and correspondence.
- e. Maintain copies of the Unit By-laws and Standing Rules.

4. Treasurer

- a. Collect all money received by the Unit and deposit it into Unit accounts.
- b. Pay all bills and maintain records of all disbursements. Payments and disbursements may be made in cash when convenient
- c. Prepare monthly financial statement and provide each Board member with a copy.
- d. Maintain a permanent file of monthly financial statements,

5. Assistant Treasurer

- a. Assume the Treasurer's duties in the absence of the Treasurer.

B. COMMITTEE CHAIRMEN (Appointed by the President)

1. Membership Chairman

- a. Maintain a roster of Unit members.
- b. Report membership status at regular Board meetings.
- c. Transfer funds received from the League to the Unit treasurer.
- d. Provide new members with a welcome letter and one free play for the monthly Unit game.
- e. Prepare a membership directory every two years.

2. Unit Game Manager

- a. Schedule all games and submit for Board approval.
- b. Submit and obtain sanctions for all Unit Games, Charity Games, and the Unit Sectional.
- c. Hire a game director.
- d. Maintain a master point record of members participating in scheduled Unit events to determine annual awards to winners. Records shall be maintained for the following awards as defined in Section V:

1. Unit Game Award
2. Election Party and Charity Game Award
3. John Waken Trophy

3. Sectional Manager

- a. Recommend to the Board a time and site for the Unit Sectional.
- b. Organize and staff the Tournament, including Directors.
- c. Arrange for rental equipment.
- d. Procure supplies.
- e. Arrange publicity.
- f. Organize and supervise handling of food and beverage options, e.g. snack bar, complimentary refreshments during play, box lunches, food vendors, area restaurant lists, etc.
- g. Prepare summary report of all activities and recommendations for the next year.

4. General Board Member Duties

- a. Attend Unit games.
- b. Supply food for one Unit game per year with reimbursement from the Unit.
- c. Assist with set-up and clean up for all Unit games.

5. Supply Chairman

- a. Procure and maintain all non-food supplies such as coffee, tea, napkins, plates, flatware, etc.

6. Friendship Chairman

- a. Send get well or sympathy cards to Unit members or their families.
- b. Send flowers as directed by the President of the Unit.

7. Unit Reporter

- a. Prepare a column for the Southern California Bridge News and submit it by the 15th of each month for the following month's issue.
- b. Send column to Web Master to include in the Unit Web Site.

8. Publicity Chairman

- a. Promote and publicize bridge activity in the Unit area.
- b. Coordinate with club owners and managers concerning special events that need publicity.
- c. Utilize "news release" items to area newspapers concerning time and site of monthly Unit games. Provide a news release of the winners.
- d. Coordinate with Sectional Manager to prepare local publicity.

V. LIFE MASTER, MINI-MCKENNEY AND OTHER ANNUAL AWARDS

Each year the Vice President shall purchase from the American Contract Bridge League headquarters enough life master pins to award them to members who shall have obtained that status in the previous year. The award is presented at the annual membership party, and all new Life Masters shall be invited as non-paying guests of the Unit. The Unit Board shall also purchase Mini-McKenney medallions for the winners in each of the award categories and present them at an appropriate time.

The annual Mini-McKenney list, which is published by the ACBL and mailed to the Membership Chairman, shall be used to determine which player has amassed the highest number of rating points for purposes of these awards.

The Unit Board shall determine qualifications for the following three categories and present an award to each of them:

A. Unit Game Award - To the Unit member who, during the calendar year, accumulates the most rating points at the monthly Unit games including ACBL sponsored Charity games (usually nine games).

B. Election Party Award and Charity Game Award - To the Unit member who accumulates the most rating points at the Election Party and Unit sponsored charity games.

C. John Waken Trophy - To the Unit member who during the calendar year accumulates the most rating points at the Pasadena-San Gabriel Sectional Tournament.

A member is eligible for these awards only if he/she plays in at least three Unit Games in the Calendar Year of the award. Qualifications for the Waken Trophy exclude Unit sponsored Charity Games and the Election Party. In addition, the person must have either been a member of the Unit for at least six months or have won half or more of the total of his/her master point holdings as a member of the Pasadena - San Gabriel Unit.