

**MANUAL OF POLICIES AND PROCEDURES  
ACBL Unit 572**

From time to time, the Unit Board will approve an action which will become a continuing policy statement. These policy statements are binding on the Board and the Unit until either changed or rescinded by a future Board action. One time actions are not included. (See Section VI, Bylaws)

1. The Constituent Clubs of the Unit (Sanction # 905729) are:
  - Miracle Miles Bridge Club Sanction # 209684
  - Newport Bridge Club Sanction # 123729
  - Florence Bridge Club Sanction # 196642
  - Bay Area Bridge Club Sanction # 214866
  - Bandon Bridge Club Sanction # 210294

Adopted 1/14/2012	Revised	Date	Action
		8/11/12	Pinery Street BC deleted
		11/8/12	Gleneden Beach BC deleted
		4/30/16	Bridge Academy deleted
		4/30/16	Coos Bay BC deleted
		4/30/16	entered sanction numbers for unit and Bay Area and Bandon BC

2. For spending surplus funds, first consideration should be given to educational purposes and second to replacing equipment or supplies.

Adopted 1/2004	Revised	Date	Action
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3. All Board Officers should be ACBL members.

Adopted 7/2004	Revised	Date	Action
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4. The annual membership reimbursement to the Unit is to be placed in savings, rather than be distributed to the clubs as in the past.

Adopted 12/2005	Revised	Date	Action
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5. The financial records of the Unit are to be externally audited at the end of each year. Signatories on the Unit checking account should only be current Board officers. As officers change, the signatories on the account are to be changed.

Adopted 2/2006	Revised	Date	Action
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6. The Unit will participate in special games (e.g. STACs, international games, etc.) to replace its regular Unit games, when possible.
- When participating in special games, which require an extra table fee, the Unit will pay those fees rather than transfer the cost to the players.
  - When boards and copies of hand records need to be made for a specific special game, the Unit will pay a total of \$25.00 for preparation of the boards and making the necessary copies of the hand records.

Adopted 6/2007                                      Revised          Date    Action

7. The ACBL General Convention Chart will be used for all Unit sponsored games including the Sectional Tournament. No other Convention Chart is allowed unless specifically authorized by the Board for the event.

Adopted 7/9/2011                                      Revised          Date    Action

8. The Unit will reimburse certified bridge teachers, in accordance with the ACBL Cooperative Advertising Program, up to 1/4 the cost of advertising a beginning bridge class. The entire amount of this expenditure item per year will be limited to \$250 total. Any additional requests in excess of that amount will be reviewed by the entire board.

Adopted 1/14/2012                                      Revised          Date    Action

9. The Unit will buy name tags for new members of all the constituent clubs before the sectional tournament annually. Other members can order replacement name tags at cost if desired.

Adopted 8/11/12                                      Revised          Date    Action

10. The Unit is to maintain a minimum balance of \$4,000 in on-hand accounts.

Adopted 12/2005                                      Revised          Date    Action  
11/08/12 see below

The unit shall maintain a Tournament Reserve account of \$4,000. The expenses for the Unit Sectional Tournament will be paid by the Treasurer upon presentation of bills and receipts from the Tournament Manager. No board approval is required.

11. The unit shall maintain a working reserve account of \$1,500 to cover the ongoing expenses of the unit. These expenses are limited to:

- ✓ Postage and supplies for the Secretary and Treasurer.
- ✓ Name tags for new members.
- ✓ Engraving for the most improved 199er plaque.
- ✓ Cost of maintaining the Unit web site.
- ✓ Cost of the yearly audit of the Treasurer's books.
- ✓ \$25.00 per game for making up boards and hand records for special games.
- ✓ Cost of biennial Unit roster.

All other expenses require Board approval.

To encourage members to become club directors, the unit will pay half of the course and the test fee up to \$50.00. This will come from the working reserve account.

Adopted 2/2006	Revised	Date	Action
		05/2014	Rescinded policy to pay teachers upfront for books and advertising
		11/2015	Rescinded policy to purchase in bulk for clubs if a surplus exists at year end

12. Election of Area Representative to the District 20 Board of Directors

- Unit 572 is assigned to an Area, made up of several Units, by the Board of Directors of District 20 of the ACBL. The current area is Area 6 and is made up of the three costal units, Seaside Unit 491, Tillamook Unit 493, and Central Coast Unit 572. This may be changed by the District Board of Directors. Area 6 is represented on the District Board of Directors by an Area Representative (Area Rep) elected by the Boards of the three units for a three year term.
- The District Business Manager will inform the president and secretary of each of the units in Area 6 of an upcoming election of the Area Rep. This can be by post or e-mail.
- Each unit will seek interested candidates. The outgoing Area Rep will also seek appropriate candidates and so inform each unit.
- If there is a single candidate, each Unit Board shall vote yea or nay for the candidate and inform the District Business Manager, the outgoing Area Rep, the candidate, and the other Unit Presidents of the outcome of the vote.
- If there is more than one candidate for the Area Rep, candidates should send a brief resume to each Unit. Each unit will vote and communicate the results as above.
- The Unit votes should be completed by December 1st to become effective January 1st of the following year. In the event the Units fail to elect a new Area Rep by the first District Board meeting, usually in February, the District Board may appoint an interim Area Rep of Area 6.
- In the event of a vacancy occurring during the term for any reason, the Units are required by Article 5.11.2 of the D20 Bylaws to elect a new Area Rep within 45 days of receiving notice by the Business Manager of the District. The votes will be conducted as outlined above

Adopted 11/8/12

Revised Date Action

13. A trial program will be implemented for one year from April, 2016 through April, 2017 to offer payment of expenses to instructors at unit clubs to offer free bridge class instruction. Expense reimbursement is limited to copying expenses for class material and gas expenses for travel from home to the class site. The unit will limit reimbursement for the trial year to a maximum of \$500 on a first come first served basis. Instructors should submit receipts for copy expenses and a statement of mileage expense to the Unit Treasurer for reimbursement after classes are completed.

Adopted 4/09/16

Revised Date Action

These policies were rescinded from Item 11 above.

In order to avoid personal cash flow problems, the teacher can request that the unit pay all advertising expenses as they occur and pay for books for the course. The Unit will then collect 75% of the advertising costs from the ACBL Cooperative Advertising Program and the teaching grant from the District. The teacher will agree to reimburse the Unit for all other expenses from student fees as they are collected. He/She will also agree to keep an ongoing accounting of expenses for the Unit Treasurer. i) The Unit Education Coordinator (EC) will assist the teacher in obtaining the grant from the ACBL Cooperative Advertising Program. The ads must be pre-approved by the ACBL before they are run. Then the ads, fliers, etc. are to be collected and sent into the ACBL according to the instructions on the ACBL Cooperative Advertising Program Web page. The ACBL will reimburse the Unit directly. Also, the EC should assist with sending the 3 information required to the District. Again, payment will be made directly to the Unit. ii) Order requests for ads, books, etc. should be sent directly to the Unit Treasurer by the teacher or the EC. The treasurer will then place the order with the provider and send the provider payment directly. Adopted 2/9/13 Revised

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To help and encourage accredited bridge teachers to start new beginning classes the unit will finance advertising, supplies, and books up front. The teacher will pay the unit back from funds he/she receives from the ACBL Cooperative Advertising Program, the District and student fees. The unit will also contribute 4 ¼ of the advertising costs up to an aggregate of \$250 per year to the teacher. In addition, the Unit Education Coordinator will help the teacher to obtain the reimbursement from the ACBL and the District. This will come from the working reserve account.

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If after considering the above, the Board feels that there are surplus funds in the treasury, these funds will be distributed equally among the active clubs in the unit to purchase equipment and supplies. The clubs will request the unit treasurer to purchase specific items so that we may take advantage of bulk purchase prices.