

Livermore Valley Unit 501, ACBL By-Laws

Adopted February 29, 2016

The Unit

The Unit functions within the By-Laws and Regulations of the American Contract Bridge League (ACBL or League) and its District (District 21).

These By-Laws and any Regulations established by the Unit shall not be in conflict with those of the ACBL.

Objectives of the Organization

The objectives of the Unit are:

- A. To preserve and promote the best interests of and to stimulate interest in the art of playing competitive duplicate contract bridge and any modifications thereof;
- B. To cooperate with and assist the League 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 prescribe conditions of contest for tournaments under its auspices;
- F. To cooperate in the League's charity program, and to sponsor and conduct charity events with the object of realizing funds to be donated to worthy humanitarian causes;
- G. To conduct such other activities as may be in keeping with its principal objectives.

Article I Unit Jurisdiction

The geographical area within which this Unit shall have 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 II Membership

- A. Any person residing within the jurisdiction of the Unit is eligible for membership. If outside of the jurisdiction, you may request, through ACBL to be admitted as a

member of Unit 501. No person shall be denied membership because of race, sex or religious beliefs.

- B. Membership in the Unit requires membership in the League and requires full compliance with and adherence to the By-Laws, Rules and Regulations of the ACBL, District 21, and the Unit.
- C. Membership in the Unit will be terminated if: (1) the person fails to pay dues in accordance with regulations of the ACBL; (2) the person's conduct is not in keeping with the objectives of the Unit.
- D. Membership in the Unit may be denied or terminated if the person has been suspended or expelled from membership in the League or the Unit, provided that such actions shall conform to the By-Laws and regulations of these organizations.

Article III Dues

- A. Annual dues shall be in the amount fixed by the ACBL.
- B. The Board of Directors of the Unit shall have no power to levy any special assessment.

Article IV Membership Meetings

- A. There shall be an annual meeting of the members which may be held in connection with a tournament or special event which Unit members attend.
- B. The Board of Directors of the unit shall fix the time and place of the annual meeting and shall give notice by electronic communication, or mail, of such meeting. Such notice shall be sent to each member at least ten (10) days before such meeting.
- C. Special meetings of the members may be called at any time to consider specific subject matters by the President, or by petition of four (4) members of the Unit Board of Directors, or by petition of ten (10) Unit members. Notice of the time and place of any special meeting shall be given by electronic communication, or mail, at least ten (10) days before such meeting. The notice of any special meeting shall contain an agenda of the matters to be taken up at such meeting. No other business shall be acted upon at such special meeting.
- D. A quorum for the transaction of business requiring membership approval at any annual or special meeting shall consist of twenty (20) members.
- E. No proxies shall be permitted.
- F. Absentee ballots must be received by the Secretary, hand written or electronically, before the meeting and counted during the meeting.

Article V Unit Board of Directors

- A. Number of Directors - The affairs of the Unit shall be managed and conducted by the Unit Board of Directors which shall consist of seven (7) persons, all of whom must be members of Unit 501 and members in good standing of ACBL.
- B. Term of Office - Each Director shall hold office for a period of two (2) years and shall continue to hold office until a successor shall have been duly elected. The commencement of the term shall begin immediately following the person's election to the Unit Board of Directors. Three (3) or four (4) members shall be elected each alternate year.
- C. Nomination and Election of Directors - 1) Candidates for Director shall be nominated and elected from and by the membership of the Unit. 2) The Unit Board of Directors, at least thirty (30) days prior to the annual meeting, shall select a nominating committee of three (3) persons, two (2) of whom are not then members of the Board. 3) The names of persons nominated for the Unit Board of Directors shall be announced at least ten (10) days prior to the annual meeting; additional nominations may be made from the floor. 4) Every unit member shall be entitled to one vote for each Director to be elected. 5) Members may submit absentee ballots either electronically or in hardcopy; such ballots must be received by the nominating committee at least 48 hours prior to the annual meeting. 6) Ballots will be counted at the annual meeting by the nominating committee. All candidates are entitled to have witnesses at the counting of ballots. All ballots shall be secret. 7) The candidates receiving the most votes shall have been elected to the open Director positions. Ties shall be broken by separate ballot but absentee ballots must be recast without change. 8) The Board may appoint one (1) non-voting member for the express purpose of dealing with ACBL, to serve at the discretion of the Board.
- D. Vacancies - Any vacancy on the Unit Board of Directors shall be filled by the Board of Directors and the person so appointed shall hold office for the balance of the unexpired term.
- E. Meetings - The Unit Board of Directors shall hold a minimum of three (3) meetings per year, one of which shall be designated the annual meeting. Other meetings shall be held as required by the Unit Board of Directors.
- F. Quorum - A quorum of the Unit Board of Directors for the transaction of business shall consist of a majority of the Directors. Board members may vote electronically without meeting if there is unanimous consent of voting members to do so.
- G. Roberts Rules of Order Newly Revised shall be the authority on all questions of parliamentary procedure, to the extent they are not inconsistent with these By-Laws.
- H. Board Membership - The Unit Board of Directors shall be the sole judge of its membership.

- I. Powers and Duties - In addition to the powers herein granted by other provisions hereof, and by the laws of the State of California, the Unit Board of Directors shall have powers and duties including but not limited to: 1) The conduct, management supervision and control of the business of the Unit; 2) The conduct of Unit tournaments; 3) The employment and discharge of employees, the supervision of their performance and the fixing of their compensation; 4) The utilization of Unit assets for the purposes set forth in these By-Laws; 5) Disciplinary action which may be necessary so long as such action is within ACBL regulations and so long as the rights of all parties are properly protected.

Article VI Unit Officers

- A. Composition - The eight (8) officers of the Unit shall consist of a President, Vice-President, Secretary, Treasurer, Tournament Coordinator, Publicity Coordinator, Partnership Coordinator, and a Membership/Disciplinary Chair.
- B. Election of Unit Officers - Unit officers shall be elected by the Unit Board of Directors at their first meeting. The persons elected shall hold office for one (1) year or until their successors have been duly elected.
- C. Vacancies - Vacancies due to any cause shall be filled by the Unit Board of Directors. If a Board member is unable to fulfill duties, a temporary representative may be appointed at the discretion of a majority of the remaining members.
- D. Duties - The duties of the officers shall be those outlined in the Unit By-Laws, Unit Regulations, and such others as may be assigned by the unit Board of Directors.

President: Represent the Unit with the ACBL, attend ACBL meetings.

Vice-President: Assist the President; act in capacity of President when President not available.

Secretary: Maintain minutes of meetings and any other relevant records of the Unit. Serve as Electronic Contact for ACBL.

Treasurer: Handle Unit finances.

Tournament Coordinator: Coordinate sectional tournaments under the auspices of the Unit.

Publicity Coordinator: Publicize activities of the Unit.

Partnership Coordinator: Facilitate partnerships at games under the auspices of the Unit.

Membership/Disciplinary Chair: Handle Unit membership and monitor disciplinary issues. Serve as Disciplinary Chair and Recorder for ACBL.

Article VII Impeachment

- A. Any officer or Director may be removed for cause by the Unit Board of Directors at any meeting of the Unit Board of Directors provided a quorum is present and two-thirds (2/3) of the Directors present shall so vote.
- B. Any officer or Director against whom impeachment charges shall be brought shall be notified in writing, by registered or certified mail, of the charges against such officer or Director, at least ten (10) days prior to the meeting and shall be given an opportunity to be heard before the Unit Board of Directors and to be represented by any Unit member chosen by such officer or Director.
- C. Absence from three (3) consecutive meetings may be cause for removal of an officer or Director.
- D. Any officer or Director may be removed by the membership at an annual or special meeting provided that the meeting is properly called, notification is given, an opportunity to be heard is provided, a quorum is present, and two-thirds (2/3) of the members present vote impeachment.

Article VIII Committees

The President shall appoint such representatives or committees as may be necessary to perform the functions of the organization. Standing committees shall be appointed with the approval of the Unit Board of Directors.

Article IX Amendments to the By-Laws

- A. Amendments to the By-Laws may be proposed by the members of the Unit upon petition signed by at least ten (10) members of the Unit or four (4) members of the Unit Board of Directors and submitted to the Secretary at least thirty (30) days in advance of the annual meeting or any membership meeting called for the purpose. It shall be the duty of the Secretary to incorporate the text of the proposed amendment in the notice of the meeting.
- B. Voting on amendments to the By-Laws may be conducted entirely by electronic communication. Concurrence of two-thirds (2/3) of all members voting shall be required to pass any amendment provided that at least twenty-five per cent (25%) of the membership voted and that all members were given at least thirty (30) days to receive and vote on an amendment to the By-Laws.