

## American Contract Bridge League District 8 Standing Rules

As Amended November 4, 2023

### 1. Fiscal Year

The Fiscal Year for the District 8 Organization Inc. shall be from July 1 to June 30 of each year.

### 2. Open Regional Tournament Fees to District

Open Regional fees to the district shall be the greater of (\$900) or (4% of the gross entries plus \$1.00 per table) excluding the following:

A. Charity events

B. District authorized four (4) free single-session entries, which include:

- 1) District President
- 2) District Treasurer
- 3) District Administrative Secretary
- 4) ACBL Region 7 Director
- 5) ACBL President
- 6) ACBL Executive Director

C. If one person functions as both District Administrative Secretary and District Treasurer at the same time, he or she is entitled to the combined free plays indicated for both positions as specified in Article 2(B) above.

D. Free entries may only be used in District Open Regionals, not in District Non-Life Master (NLM) Regionals.

### 3. Membership in District

District 8 shall adhere to the regulations of the ACBL regarding memberships and geographical boundaries and will exercise options as provided for in the ACBL Bylaws.

### 4. District Board Meetings

A. Meeting Format, Motions, and Meeting Minutes

- 1) District 8 Board meetings may be held via videoconferencing or in person. Videoconferencing is the preferred method in District 8.
- 2) Board members must submit any New Business motions, fully stated in writing (email is preferred), at least seventy-two (72) hours before the scheduled board meeting to the Administrative Secretary and President. For the board to hear New Business Motions without seventy-two (72) hours advanced notice requires the approval of two thirds (2/3) of the present voting board members at the meeting.
- 3) The District 8 Administrative Secretary is responsible for the following:
  - a) Sending the meeting agenda and documents to board members per District 8 Bylaws
  - b) Taking minutes at the board meeting

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- c) Producing and distributing a draft copy of the meeting minutes within thirty (30) days of the meeting to board members for comments
- d) Submitting board meeting minutes for approval at the next scheduled board meeting. The Secretary will append a Summary of all Approved Email Actions and Motions since the last board meeting to the Approved Board Meeting Minutes to become part of the Official Record. This Summary will not include the email voting chain.
- e) Sending the final approved meeting minutes, appended with a Summary of Approved Email Actions and Motions, to the District 8 Webmaster for posting to the District 8 website within two (2) weeks of final approval of the minutes

### B. Voting

- 1) Each member Unit is entitled to one vote per Director, if present, for a maximum total of three (3) votes per Unit.
- 2) Agenda Items - Absent Director may give written authorization for a vote on a specific agenda item to the District Administrative Secretary prior to the stated meeting, otherwise the Unit is entitled to the number of votes as represented by the Directors present.

### C. Attendance

Three consecutive absences from scheduled Board meetings will result in automatic removal from the Board.

## 5. District Email Voting

A. District 8 may conduct voting by email, outside of Board meetings, as granted by the statutes of Illinois for Not-for-Profit organizations.

B. There are two ways in which email votes may originate. As long as the President is one of the three voting members on the District Board from his or her Unit, then the President may send out an email vote directly to the board with his or her own proposals. Alternatively, any voting board member may send the President a proposal and request an email vote. Only the President can send out an email vote to the Board. The process is as follows:

- 1) The motion, proposal, or action being requested must be clearly stated in the requesting email.
- 2) If the District President agrees with the proposal or action, the President will forward the email proposal to the other eleven (11) voting Board members and CC the Administrative Secretary. If the President does not agree, he or she will deny the request, and the motion must be taken up at the next scheduled board meeting or at a special meeting called for that specific purpose, assuming there are sufficient board members requesting the special meeting according to District 8 Bylaws.
- 3) All board members must reply to the vote via email with a clear Positive or Negative response and use REPLY ALL so that everyone can see all the votes. Even the board member who submits the proposal must indicate his or her reply to the email vote.
- 4) Per current Illinois law, the email motion, proposal, or action is approved only if the vote is unanimous. Therefore, voting by email is not recommended where discussion will most likely be necessary or helpful to reach a consensus.
- 5) The President will notify the Board members and Administrative Secretary when the email vote is complete and whether the motion has passed or failed.
- 6) The Administrative Secretary will create a chronological Summary of Approved Email Actions and Motions, including the dates approved, and also retain a separate corresponding record of each approved voting "email chain" in the Official Records of District 8 Board Actions. The Secretary will append this Summary of all Email Votes approved since the last District Board meeting to approved Board Meeting minutes before posting to the District 8 website.

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### 6. Standing Committees/Representatives

District 8 shall have the following Standing Committees/Representatives:

#### A. Executive Committee

- 1) The District Executive Committee shall be composed of the District President, the District Vice President, and each Unit President or their designee who is currently serving on the District Board of Directors. The Region 7 Director will also be invited to District Executive Committee meetings, but he/she has no vote and will not count toward a quorum.
- 2) The President may call a meeting of this committee at any time for the purpose of making decisions on emergency items of business or on special items of business on which the President requests consultation. The meeting may be conducted in person, by videoconferencing, or by telephone conference call.
- 3) Minutes shall be kept on such Executive Committee meetings and copies sent to all Board Members within fifteen (15) days. The Secretary will send the District Webmaster the Executive Committee meeting minutes for posting to the District 8 website.
- 4) A quorum at an Executive Committee meeting shall be three fifths (3/5) of the members.

#### B. District Treasurer and Financial Review Committee

- 1) The President shall appoint a District Treasurer with the approval of the Board.
- 2) The Treasurer must be an Illinois resident and as such will be responsible for ensuring recognition by the State of Illinois as the Registered Agent for District 8.
- 3) The duties of the Treasurer shall be:
  - a) Upon taking office, complete a Statement of Change of Registered Agent and/or Registered Office and submit it to the Secretary of State of Illinois
  - b) Prepare the Annual Not-For-Profit Report required under the General Not-for-Profit Corporation Act for year ending June 30th and file with the Secretary of State of Illinois
  - c) Prepare the Illinois Charitable Organization Annual Report for year ending June 30th and file with the Attorney General of the State of Illinois
  - d) Prepare, or cause to be prepared, and file any and all forms and documents required by the Internal Revenue Service and the Illinois Department of Revenue, including Federal Tax Returns. The Treasurer shall be responsible for annually determining such requirements.
  - e) Supervise all financial matters pertaining to the District and make recommendations to the Board
  - f) Prepare District Income and Expense Reports, District Actual and Proposed Budgets, and the District Balance Sheet for District 8 Board meetings
- 4) The Financial Review Committee shall consist of one (1) or two (2) members, excluding the President and the Treasurer.
  - a) The District President shall appoint with approval of the Board one regular member of the Board to serve as chairperson of the committee.
  - b) The Treasurer shall deliver all books to the Financial Review Committee within sixty (60) days after the end of each fiscal year.
  - c) The Financial Review Committee shall complete the financial review and report to the full Board at the next regular meeting.

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### **C. Judiciary Committees**

- 1) The District Organization shall establish a District Appellate Committee.
  - a) The District Appellate (DAC) Committee shall be composed of three (3) resident members of District 8.
  - b) At least one member shall be a practicing or retired member of the legal profession.
  - c) A quorum shall consist of two (2) members; at least one shall be a practicing or retired member of the legal profession.
- 2) The District Disciplinary Chairperson shall be appointed by the President of the District Organization, or, in the President's absence, by the Vice President of the District.

### **D. ACBL Goodwill and ACBL Charity District Nominations**

- 1) The District President may nominate two (2) individuals each year to the ACBL Goodwill Committee and two (2) individuals to the ACBL Charity Committee. Nominations are made in the Fall of the current year and go into effect the following calendar year.
- 2) A District 8 Goodwill pin will be given to each District appointee by their Unit President at a time to be determined by that Unit.
- 3) The District Administrative Secretary will remind each Unit President of the upcoming appointment at the first District meeting of the calendar year and the District President or Administrative Secretary will send a letter of acknowledgment and congratulations to each recipient after each appointment.

### **E. Charity Representative**

- 1) The President shall appoint a District 8 Charity representative who shall be responsible for coordinating the annual District-wide Charity game(s).
- 2) This Representative shall establish date(s) for the District wide Charity game(s), prepare and report their objectives, functions and recommendations to the Board of Directors.

## **7. District Tournament Coordinator**

A District Tournament Coordinator shall be appointed by the Board to coordinate all tournaments held within the District and with neighboring Districts. The Coordinator shall have final District approval of all dates. The annual compensation of the Coordinator shall be determined at the annual District meeting with the adoption of the annual budget.

## **8. Compensation of the Treasurer**

The annual compensation of the District Treasurer shall be determined at the annual District meeting with the adoption of the annual budget.

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### **9. Scheduling of Grand National Teams and North American Pairs**

- A. Planned dates for the District 8 Grand National Team (GNT) Finals and District 8 North American Pairs (NAP) Finals must be filed with the District Tournament Coordinator in order to coordinate dates with other Sectionals and Regionals. The District 8 Tournament Coordinator must approve the scheduled dates.
- B. The District 8 GNT Finals and NAP Finals shall not directly conflict with any previously scheduled Sectional or Regional events within the District. The GNT and NAP Finals may be held with a previously scheduled Sectional Tournament with the permission of the Host Unit. (See Appendix A for regulations of District 8 GNT or NAP Finals when held in conjunction with a Sectional Tournament.)
- C. District 8 NAP Finals are held on the 2nd Sunday in November as a one-day, 2-session event. The event may be conducted online or in person, as allowed by ACBL regulations. Pairs must 1st qualify at the club level each year before they are eligible to compete in the District 8 NAP Finals held the same year.
- D. District 8 Grand National Team Finals will be scheduled and held on a Saturday and Sunday during the 2nd half of April through the 2nd week of May. The event may not be held on Mother's Day weekend. The event may be conducted online or in person, as allowed by ACBL regulations. Teams do not need to qualify at the club level in order to compete in the District 8 GNT Finals.
- E. District 8 will use annual Grass Roots Funds to subsidize the four (4) 1st place teams from each flight of the District 8 GNT Finals. District 8 may also use District funds to provide an additional subsidy for each winning GNT team in each flight. In no case, however, will the combined Grass Roots subsidy and District subsidy exceed the \$599 per person limit that would necessitate the District 8 Treasurer filing a 1099 Non-Employee Compensation Form to the IRS.

### **10. Regional Tournaments**

- A. All requests to host a District Regional Tournament by a member Unit must be approved by the District Board three (3) years in advance of the proposed Tournament date.
- B. After a Regional Tournament has been awarded by the District Board to a Host Unit, any subsequent changes made by the Host Unit in the information originally supplied to the District shall be submitted promptly by the Host Unit to the District Board for District approval.
- C. The District Tournament Coordinator will lock in dates with the ACBL Tournament Department for all Regionals at least three (3) years in advance and will keep the District Board informed of all activity related to those dates.
- D. District 8, upon assigning Host privileges of a Regional Tournament to a member Unit, will be responsible for the following:
- 1) Approval of the playing site.
  - 2) Approval of the dates
  - 3) Approval of entry fees.
  - 4) Approval of the schedule of events.
  - 5) Providing partial reimbursement to the Host unit for Hand Records and their duplication, for Red and Gold point events. Reimbursement shall be one half (1/2) of the actual cost of all charges associated with the Hand Records, or \$300, whichever is the lesser amount. The Host Management of the Tournament shall be responsible for ordering such Hand Records.

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E. All other activities and responsibilities for Regional Tournaments are assigned to the Host Units. Each Host Unit will provide the following and include cost in each budget:

- 1) Free plays, except for charity events and for events in which master points are not awarded, for the persons listed in Article 2(B). The host unit will be responsible for the cost of the 1st two (2) single-session free plays, and the District will be responsible for the cost of the 2nd two (2) single-session free plays.
- 2) All hospitality
- 3) Order Hand Records and their duplication for Red and Gold point events. District 8 will provide partial reimbursement to the host unit at one half (1/2) of the actual cost of all charges associated with the Hand Records or \$300 whichever is the lesser amount.
- 4) Place the advertisement in the District 8 Advocate
- 5) Schedule at least one (1) single-session charity event to be held in conjunction with the Regional. The Unit is encouraged to benefit a local charity.
- 6) Pay Regional fees to the District as set forth in Article 2
- 7) File a Financial Report with the Treasurer within sixty (60) days following the Regional Tournament and present said contents at the next available District Board of Directors Meeting. The Financial Report must include a Regional Tournament Income and Expense Report as well as the standardized Regional Fees to the District Spreadsheet that calculates the monies owed to District 8.
- 8) Appointment of a Tournament Appeals Committee
- 9) Provide bidding boxes for all Regional events other than 99ers
- 10) Determine the COVID Vaccination Policy for the tournament

F. In recognition of the fact that the District has limited its income as defined above, it therefore becomes necessary to transfer the responsibility for receipts and accounting of monies to the Host Unit. Accordingly, the District shall assume no liability for dishonored checks or debts incurred by the Host Unit. The District supports the position of the ACBL regarding suspension of membership if a problem in fiduciary responsibility arises.

G. Whenever a Regional Tournament Chairperson is other than a District Board member, the Host District 8 Unit President shall be the liaison officer between the District and the Host Unit.

### **11. Non-Life Master (NLM) Regionals**

The District 8 board will allocate and approve Non-Life Master Regionals for specific Unit Sectionals within District 8. District 8 will not charge Regional Fees to the Hosting Units for NLM Regionals nor require District approval of the Hosting Unit NLM Regional flyer.

### **12. Sectional Tournaments**

A. Dates and sites for Sectional Tournaments shall be sent to the District Tournament Coordinator, who will check for date conflicts and adequacy of site location.

B. In the event that there is any question as to conflicts of dates or satisfactory site facilities, the District Tournament Coordinator will contact the sponsoring Unit for amendments or changes.

C. No District 8 Sectional shall be sanctioned during the dates of a District 8 Regional.

### **13. Charity Events**

An annual District-wide Charity Game shall be held each year as scheduled by the District Board.

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### **14. Honorary Members**

The District Board of Directors, by a two-thirds (2/3) vote of the members present, representing one half (1/2) of the Units, may, in recognition of meritorious service to the District and/or its constituent Units, elect Honorary Members to the District Board of Directors for a life term. Honorary Members shall be invited to all Board meetings, but shall have no vote.

### **15. Guests at District Board Meetings**

Guests to a District Board Meeting may be admitted by invitation of the District President, if space is available. Guests may be present during all discussions at a Board meeting, with the exception of any activity related to a Conduct and Ethics matter before the Board.

### **16. Retention of Financial Records**

The Treasurer shall retain bank statements, cancelled checks, check registers, receipts for expenses, tournament reports and any other pertinent financial information for seven years. All Treasurer's reports, financial statements and tax returns shall also be retained for seven years.

### **17. Publication of the District 8 Advocate Newsletter and District Website Updates**

Three issues of the District 8 Advocate Newsletter will be published each year in March, June, and September to publicize District 8 events including Regular and Royal STAC weeks, District 8 GNT and NAP Finals, Unit News, and Unit Sectionals and Regionals held within District 8. The District 8 Webmaster will update the District 8 Website as needed to reflect current District board members, bylaws, standing rules, and meeting minutes from both regular board meetings and Executive Committee board meetings.

The annual compensation of the District 8 Webmaster and the annual compensation of the Editor of the District 8 Advocate Newsletter shall be determined at the annual District Meeting with the adoption of the annual budget.

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### **Appendix A - Operation of a North American Pairs or Grand National Teams District Final in Conjunction With a Sectional Tournament**

1. District 8 agrees to pay the following costs prorated on the total number of tables in the Sectional Tournament and the NAP or GNT Finals event:
  - A. Playing space rental.
  - B. Cost of caddies.
  - C. Cost of chairs and tables.
  - D. Tournament Directors' expenses.
  - E. Chief Tournament Director
  - F. Cost of Refreshments. This shall not include after-session snacks and between-session meals.
2. District 8 shall pay the Sanction Fees for the NAP or GNT Finals event.