

Unit 479

Orientation for New Board Members

October 2019

Contents

<u>Topic</u>	<u>Page</u>
Welcome Letter	3
Board of Directors Responsibilities	4
Unit 479	4
Organization Chart	5
General Information, By-Laws, Board Minutes, Schedules, Events, Financials	6
Insurance	6
Policies	7
Duties of Officers	7
Operational Coordinators	8
Appendix 1 Links To Additional Resources	9
Appendix 2 Board of Directors Contact Info	10
Appendix 3 Operational Coordinator Contact Info	10

Welcome Letter

(Created and signed by President)

Following is some suggested content:

Date

ACBL Unit 479
1782 Centennial
Springfield OR 97477.

Dear Board Member (name):

Welcome to Unit 479 Board of Directors. We are charged with oversight of bridge in our community. Our responsibilities include the active recruiting of new members, providing playing opportunities for all Unit members, conducting, managing, supervising and controlling of the business of the Unit as well as the conduct of the Unit Tournaments. We are responsible for setting policy, and supporting and promoting the organization. We look forward to working with you and trust that you will enjoy your tenure as a Unit 479 director.

Best Regards,

President

Mission Statement Unit 479

The primary mission of the Unit is to support the bridge community in a fiscally responsible manner and to make the game of Bridge accessible to all who are interested, while promoting harmony and unity amongst the players.

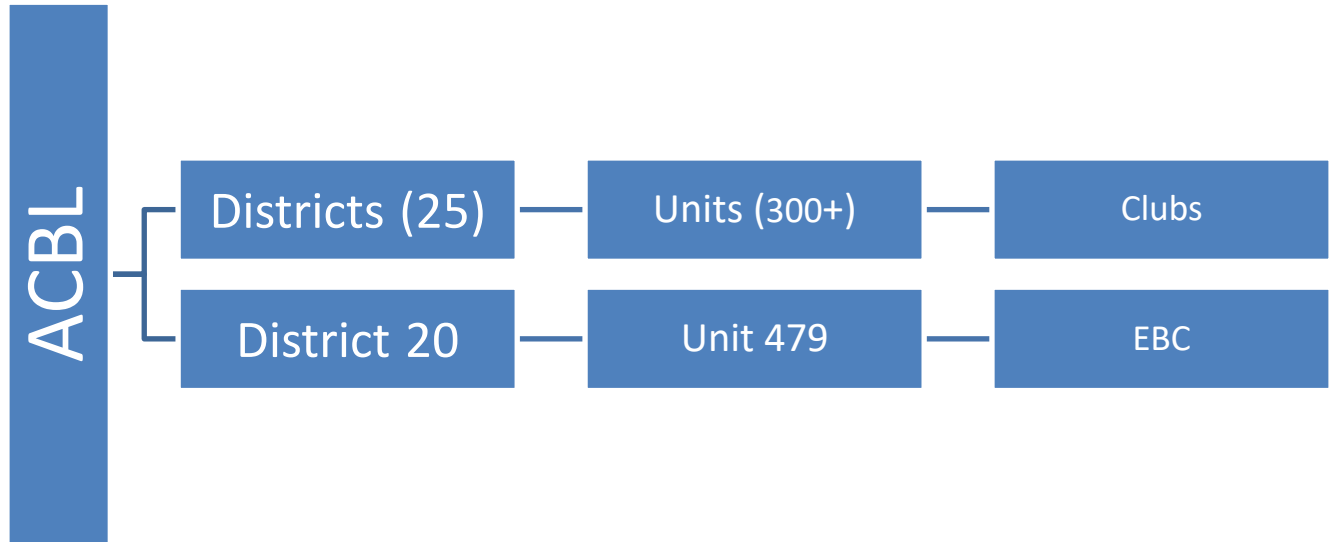
Board of Directors Responsibilities

- Act in support of the mission of the Unit which includes but is not limited to setting policies and procedures. (see Mission Statement above.)
- Supervise, manage and control the business of the Unit.
- Actively recruit and enroll new members of the ACBL. Elect officers and appoint special event coordinators.
- To provide playing opportunities for all Unit members.
- Support District 20 and the ACBL
- Participate in the following elections:
 - Annual election of Unit Board of Directors by vote of the Unit members.
 - Election of Unit Officers as provided in the Unit's bylaws.
 - Participate in District Director elections as appropriate.
 - Appoint Area Representative to District 20 when it is Unit 479's turn based upon agreed upon rotation amongst three Units for three year term. (Eugene(2021), Salem, Corvallis)

Unit 479

The ACBL is made up of 25 Districts and over 300+ units. Unit 479 is under District 20. District 20 includes Oregon, Hawaii, and portions of Northern California, Washington and Idaho. The Units are to supervise and promote bridge within their boundaries. Units have the exclusive right to host sectionals in their territory and may conduct other special games such as Unit championships. In addition each Unit receives a share of the ACBL membership fees. Unit 479 has approximately 130 members and currently has one sanctioned club, Emerald Bridge Club (EBC), in its region. EBC is a separate entity from the Unit. The Unit and EBC work closely together. The Unit's oversight of the Club is limited to violation of the Unit's mission. Currently the Unit pays rent and table fees to EBC for Unit games. This includes the use of the equipment, food, and space. EBC has developed and manages the EBC website which includes a small portion for the Unit. Some Units have multiple clubs.

Organization Chart



ACBL Unit Agreement

Unit 479 is chartered by ACBL, but operates as an independent organization. The Unit must comply with ACBL By-laws, rules, regulations as well as governmental laws and regulations. The Unit acts independently and is responsible for its own operation. A link to the ACBL Unit Agreement follows:

www.emeraldbridgeclub.net/unit-home/

General Information, By-Laws, Board Minutes, Schedules, Events, Financials

By-Laws, Board Minutes, Financial Statements & Schedules

These items are located on the Unit's Website: www.emeraldbridgeclub.net/unit-home/
Please review and gain an understanding.

Unit Events

Unit Games

Unit Games are once a month and generally held on the second Sunday at:

Emerald Bridge Club
1782 Centennial
Springfield, Oregon

Unit Board Meetings

The Unit Board generally meets on the second Sunday of the month one hour prior to the Unit game. Check the link on the EBC website, emeraldbridgeclub.net/unit-home/, for the current schedule. Minutes for the Board meetings can be viewed on the website.

Special Events

Currently the Unit hosts four special events annually: Two Sectionals, (299er and Open), Unit Election Party, and Unit Picnic.

Notebooks pertaining to individual events are contained in the EBC Office for review.

Insurance

The ACBL maintains liability insurance for the Unit. Games held at EBC are covered by EBC insurance. Unit games outside of the club are covered by the ACBL. See the following website for the Insurance Coverage:

http://web2.acbl.org/documentLibrary/about/D_UInsurance.pdf

Policies

Authority - The President and Treasurer are the designated signers for the Unit checking account.

Review of financials- Unit financials shall be reviewed annually by a non-board member.

Zero Tolerance Policy – The Unit supports the Zero Tolerance Policy. Located at the following link:
www.emeraldbridgeclub.net/unit-zero-tolerance/

Free play policy – Review free plays annually.

Discipline - Improper conduct by Unit members in Unit sanctioned games or by a Club under the Unit's jurisdiction shall be reported to District 20 for its guidance in proper procedure.

Duties of Unit Officers

President

The Unit President presides at all meetings of the Unit Board of Directors and all general meetings of the Unit membership. The President provides an agenda usually one week before each meeting. The President appoints all committees and serves on them as an ex-officio member. He or she exercises general supervision over the activities of the unit and performs other duties that are incidental to office, including those the unit board assigns.

The President shall initiate the following topics at the respective board meetings:

January – Review Free Play

February – Conduct Annual Meeting and Election of New Board Members

March – Electing officers

November – Recruiting Unit Board Candidates

Vice President

In the absence or incapability of the President, the Vice President assumes the President's duties and performs other duties that the President or Board may assign. They are also responsible for the development of the Annual Unit Calendar in October of each year.

Secretary

- Attends all membership and Board of Directors meetings.
- Records and keeps the board minutes. Minutes should include decision and action items for the next meeting. The minutes get posted at the Club and on the website. Responsible for curating the electronic files.

- Completes and files all unit reports and election results required by ACBL.
- Receives and files the reports of all officers and committees.
- Reviews monthly in and out report and contacts new members of the Unit to apprise them of bridge game schedules.

Treasurer

- Has custody of and is responsible for all funds, securities and properties of the Unit.
- Deposits such funds in the bank or banks as designated by the Board.
- Pays unit obligations from the Unit funds as directed by the Board.
- Makes and maintains monthly financial reports as directed by the Board.
- Annual review of Units assets.

Operational Coordinators

Tournament Coordinator

Keep ACBL Tournament Coordination Guidelines and keep Tournament Procedure Notebook current. Coordinate Open Sectional, 299er Sectional, and Unit Games.

Election Party Coordinator

Picnic Coordinator

Webmaster

Electronic Contact

- Receives and disseminates all ACBL Reports to the Board.

Grand National Teams and NAP

While the Unit is not required to provide monitors, it will make an effort to accommodate those wishing to participate.

APPENDIX 1

Links To Additional Resources

Learn about ACBL and their role.

<https://www.acbl.org/about-acbl/administration/>

Learn about the Districts and Units

<https://www.acbl.org/about-acbl/acbl-districts-and-units/>

Support for Units

Includes:

- Handbook for Unit President
- Sample Bylaws
- Sample Minutes
- Board Meeting Rescue Kit
- Board Member Agreement
- Board of Directors Manual

<https://www.acbl.org/about-acbl/acbl-districts-and-units/support-for-units-and-districts/>

District 20 Website: <https://acbl20.org/>

District 20 Trumpet: <https://acbl20.org/trumpet/trumpet.html>

APPENDIX 2

Board of Directors Contact Information

President – Bing Kibbey (Term 2 of 2) bngkbby1@comcast.net

Vice President – John Wolf (Term 1 of 2) johnalbertwolf@gmail.com Secretary – Betsy Ovitt
(Term 1 of 2) Bovitt@comcast.net

Treasurer – Carole Schmitz (Term 1 of 2) caroleschmitz159@gmail.com

Board Director – Denise Cox (Term 1 of 2) coxdenise11@yahoo.com

Board Director – Susie Leo (Term 2 of 2) susie@susiepiper.com

Bored Director – David Partridge (Term 1 of 2) dhpartridge@outlook.com

Board Director – Carl Scheffler (Term 2 of 2) cjs349@hotmail.com

Board Director – Ellen McCumsey (Term 2 of 2) ellenmccumsey@gmail.com

Don Marsh. Representing Emerald Bridge Club demarsh@comcast.net

APPENDIX 3

Operational Coordinator Contacts

Tournament Coordinator

Sectional Tournament,

Judy Nevell

Martin and Ali Nice

299 er

Ellen McCumsey

Annual Party

Betsy Ovitt

Picnic

Terry Nagel

Webmaster and STAC

Sherri Morgan

Electronic Contact

Jon Neimand

Grand National and NAP (?)

Terry Nagel