Unit 479

Orientation for New Board Members

May, 2022

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Welcome

ACBL Unit 479
1782 Centennial
Springfield OR 97477.

Congratulations on your election and 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 the business of the Unit as well as the conduct of the Unit Tournaments, monthly Unit Game and Annual Sectional. 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.

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.

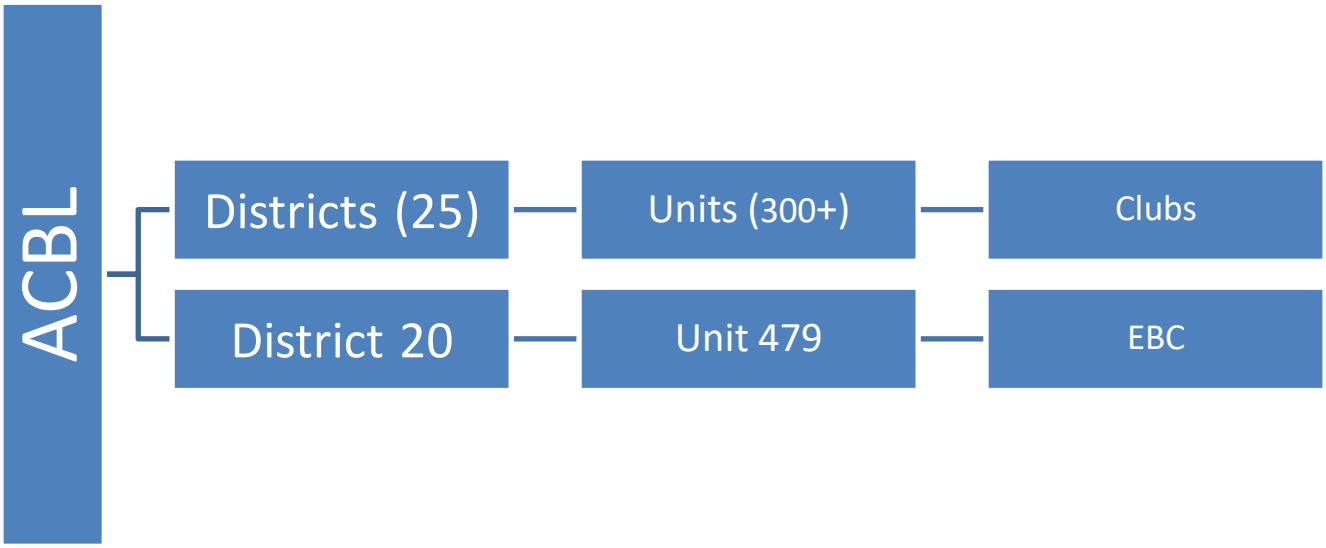
Board of Directors Responsibilities

- 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 oversite 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 at:

Emerald Bridge Club
1782 Centennial
Springfield, Oregon

Unit Board Meetings

The Unit Board meets about once a month either in person or via ZOOM. 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

The Unit may host special events annually. In the past they have been Two Sectionals, (299er and Open), Unit Election Party, and Unit Picnic. This will be determined at the Board's discretion annually.

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.

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, except for the Treasurer.
- Reviews monthly in and out report and contacts new members of the Unit to apprise them of bridge game schedules and add to group EBC group e-mail if they desire.
- Retains minutes and records.

Treasurer

- Has Custody of and is responsible for all funds, securities, and properties of the Unit
- Collects fees from any Unit game and deposits in the bank. Currently fee is $8/person
- Pays rent fee to EBC (currently $100/game)
- Pays Director fee to whomever is directing according to table count.
- Responsible for collecting fees and paying expenses for all Regional and Sectional games held in Eugene – and reconciling same
- Responsible for reconciling monthly Treasurer's report to monthly bank statement
- Send such statements to the Board each month prior to Board meeting
- Maintains financial records for 5 years.
- Conducts financial review.
- Maintains "nonprofit status" with the State of Oregon by paying annual fee (currently $50).
- File 990-N with IRS any time after February 1 of each calendar year

NOTE: I have "profile" set up with SELCO Credit Union to access bank information electronically. That information is in the front of the green treasurer's book. I also have "profile" set up with IRS to electronically submit 990-N annual free of charge.

Operational Coordinators

The Unit officers and Coordinators are listed on the ACBL website and updated each year by the Secretary.

www.acbl.org

Tournament Coordinator

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

Election Party Coordinator

Responsible for coordinating the annual Unit Party and Annual meeting generally held in February.

Special Event Coordinator

- Coordinate special events that might be developed during the year such as picnic, etc.

Webmaster

- Responsible for updating and maintaining the website.

Electronic Contact

- Receives and disseminates all ACBL Reports to the Board.

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://acbld20.org/

District 20 Trumpet: https://acbld20.org/trumpet/trumpet.html