

By-Laws
Berks Montgomery Bridge Unit #121
of the American Contract Bridge League

Revised 2024

From District 4 By-Laws

Each Unit is entitled to one representative to the District 4 Board of Directors for each 250 Unit members or major fraction thereof, except that no single Unit may have more representatives than the total number allocated to all other Units minus one.

A Unit's membership for the purposes of this action shall be its membership immediately after the removal of delinquents in the calendar year (January to January) preceding commencement of the term.

The president must verify that a full complement of the Unit representatives will be present at each meeting of the District 4 Board of Directors.

Representatives of the District 4 Board of Directors from the Unit will be appointed annually by the President of the Unit with the approval of the Board of Directors of the Unit. Each representative is required to attend at least two meetings of a year.

The Unit

The name of this organization shall be the Berks-Montgomery Bridge Unit #121 (the Unit) of the American Contract Bridge League (the ACBL). It is designated Unit #121 by the ACBL. It is a part of District 4 of the ACBL which is a division also established by the ACBL.

The Unit functions within the by-laws and regulations of the ACBL and District 4 of the ACBL, of which the Unit is a part.

Objectives of the Unit

1. To preserve and promote the best interests of and to stimulate interest in that art of playing competitive duplicate contract bridge.
2. To cooperate with and assist the ACBL in the promotion and conduct of contract bridge tournaments.
3. To encourage the highest standards of conduct and ethics by its members and to enforce such standards as prescribed by the ACBL.
4. To promote development and organization of affiliated clubs within the Unit.
5. To conduct such other activities as may be in keeping with its principal objectives.

Unit Jurisdiction

The geographical area within which the Unit shall have jurisdiction shall be such area as is presently or may in the future be assigned to it by the ACBL.

Membership

Any person of good moral character and residing within the jurisdiction of the Unit, subject to district regulations, is eligible for membership and no person shall be denied membership because of race, color, national origin or creed. Such person, upon favorable action, shall become and remain a member unless;

1. He or she has failed to pay dues in accordance with regulations of the ACBL.
2. He or she has been suspended or expelled from membership in accordance with regulations established by the ACBL and the Unit, provided, however those regulations shall not be in conflict with the regulations of the ACBL.
3. Membership in the Unit carries with it membership in the ACBL.

Dues

Annual dues shall be in the amount fixed by the ACBL.

Board of Directors

The affairs of the Unit shall be managed and conducted by the Board of Directors, all of whom must be members of the Unit.

The immediate Past President shall be a member of the Board of Directors for one year only.

1. The Board of Directors shall be a total of eight members elected by the membership at the Annual Meeting. Normally there will be four officers -- President, Vice President, Secretary, and Treasurer, plus four (4) other directors. If the Secretary and Treasurer positions are combined, there must be five (5) other directors elected by the membership.
2. Any member of the Unit can appear at Board meetings as a guest and may participate in discussion, but may not propose, second or vote on any motion.
3. The term of office for all directors shall be for two (2) years, commencing December 1st following election. Directors may not serve for more than (2) consecutive terms, but will be eligible for re-election one (1) year after completion of the second term.

Duties of Board of Directors

1. To acquire, hold, administer, maintain and dispose of all property of the Unit.
2. To appropriate the funds of the Unit for the purposes set forth in the By-Laws and Policy Manual of the Unit.
3. Conduct and manage, supervise and control business of the Unit including but not limited to:
 - a. Conduct tournaments, Unit games and special events.
 - b. Selection of all dates and locations for holding such tournaments, Unit games or special events.
 - c. Enter into all contracts as required.
4. Set fees for each contest. All game fees are determined by Board of Directors Secretary, Treasurer, Web Master and Auditor receive free play for Unit Games and Sectionals only.
5. Approve replacements to the Board of Directors until the next general election.
6. Approve Nominating Committee in accordance with By-Laws Policy Manual.
7. Meet regularly in accordance with the By-Laws.
8. Determine business of Unit and review and approve related financial expenses.
9. Censure, suspend, expel, or otherwise discipline any member under regulations established by the ACBL.
10. Determine exact time, place and date of annual meetings.
11. Each member, other than *Officers* shall be responsible for chairing a Unit game, Sectional tournament or special event.

Officers

The terms of office for the officers shall be two years, and commence December 1st following the election at the Annual Meeting. The President or Vice President may serve for more than 1 term.

A. President

1. The President shall preside at all meetings of the general membership, Board of Directors and the Executive Committee.
2. The President shall supervise the management of the affairs of the Unit and perform all duties incidental to this office.
3. The President shall appoint all committees subject to the approval of the Board of Directors and shall be an ex-officio member of all committees with the exception of the Nominating Committee.
4. The President is the principal representative of the Unit on the District 4 Board of Directors and shall appoint one (1) other representative.
5. In conjunction with the Secretary, the President writes revisions to the By-Laws that are approved by a majority of the Unit members attending the Annual Meeting.
6. The President shall be in charge of the Sectional Tournaments, working with the chairperson and committee appointed for each such Tournament and shall observe the guidelines in Chapter 6 of the ACBL Handbook to run the Tournaments.
7. The President will submit written 4-Spot articles monthly.
8. The President will prepare the agenda for the Board Meetings.

B. Vice President

1. The Vice President shall serve as presiding officer in the absence of the President and shall assume the duties of the President if the President is unable to serve
2. The Vice President shall be responsible for all games sponsored by the Unit other than Sectional Tournaments, and shall observe the guidelines of Chapter 5 of the ACBL Handbook to run these Unit Games.
3. The Vice President shall schedule all Unit Games for the year.
 - a. Appoint a chairperson for each Unit Game.
 - b. Work in an advisory capacity with the Chairperson.
 - c. Instruct the Chairperson of that person's duties.
 - d. Provide the Chairperson in advance of the Unit Game with access to the site of the Unit Game and to all Unit supplies and technical information necessary for running the Unit Game.
 - e. Provide the Chairperson with information regarding trophies.

- f. Notify the Chairperson of the amount to charge for entry fees to the Unit Games.
- g. Issue Unit Game free plays to appropriate people and notify the Treasurer of same.

C. Secretary

- 1. The Secretary will take minutes of all meetings of the Board of Directors, general membership meeting and Executive Board meetings.
- 2. Appends all written committee reports to the minutes, if any.
- 3. Sends thank you notes to all resigning or retiring Board members.
- 4. Handles all official correspondence as requested by the President or directed by Board of Directors.
- 5. Follows ACBL policy regarding notification of the death of a Unit member.
- 6. Sends written notice to any Officer or Member of the Board of Directors whose Term of office is terminated in accordance with the existing By-Laws.
- 7. Notifies ACBL and District 4 of any changes in Officers or Board of Directors.
- 8. Posts minutes of all meetings of the Board of Directors and the Executive Board and of the Annual Meeting on the Unit's bulletin board.
- 9. Distributes a copy of all such minutes to each Officer, Member of the Board of Directors and all Club Owners and or Managers in the Unit by any effective means within ten (10) days of any such meeting.
- 10. Prepares bi-annual Membership Directory in accordance with ACBL privacy Rules which state that everyone in the Directory must give permission for any Personal information to be included in the Directory.
- 11. Handles all communication for the Unit as appropriate, including, but not limited to announcements of the Unit Games, Sectional Tournaments and other special Events, meeting of Board of Directors, Executive Board and general Membership (including but not limited to, the Annual Meeting), advising of important features, including date, time and location as well as specific actions to be considered if such meetings are not regular and ordinary Meetings of the Board of Directors, Executive Board or General Membership.
- 12. Announces the slate of officers recommended by the Nominating Committee in advance of the Annual Meeting, in accordance with the By-Laws.
- 13. Announces proposed revisions to the By-Laws in advance of the Annual Meeting and these revisions will stand if adopted by the majority vote of Unit 121 members.
- 14. is the custodian of all the Unit's records, except for current financial Records in the custody of the Treasurer.
- 15. Maintains attendance records and scores from Unit-sponsored games for the current and two (2) preceding years.
- 16. Distributes copies of current By-Law and Policy Manual to members of the Board of Directors.
- 17. Posts copy of current By-Laws on Unit's bulletin board.
- 18. In conjunction with a committee appointed by the President, writes revisions to the By-Laws which must be approved by a majority of the Unit members attending the Annual Meeting.
- 19. In conjunction with the Committee appointed by the President, writes revisions to the Policy Manual which must be approved by a majority of the Board of Directors.

D. Treasurer

1. The Treasurer shall have the care, custody and responsibility of all funds, securities and properties of the Unit. The Treasurer shall deposit the funds of the Unit in such bank or banks as may be designated by the Board of Directors. He shall keep an accurate account of all receipts and disbursements and shall submit a report at the annual meeting and at such other times as may be required by the President or Board of Directors.
2. If the President and Vice President are unable to act, then the Board of Directors shall choose a presiding officer from among their group.
3. Keeps record of all cash receipts and disbursements for a calendar fiscal year.
4. Makes all bank deposits. With the approval of the Board, the Treasurer chooses the most convenient bank for checking account.
5. The signature card must be signed by both the President and the Treasurer for all bank accounts of the Unit.
6. Pays all bills.
7. Maintains and prepares financial records of Unit.
8. Keeps all financial records for Unit for current and seven (7) preceding years.
9. Transfers funds from and to Unit's accounts as needed.
10. Maintains deposits at financial institutions authorized by the Board of Directors.
11. Prepares an investment and balance sheet showing operating loss or gain and values of all financial accounts for each meeting of the Board of Directors and distributes same to each Board member.
12. Prepares an annual report showing operating loss or gain from beginning of Fiscal year and values of all financial accounts to be made available to the Unit's membership at the Annual Meeting.
13. Has financial statement ready for audit by auditor selected by the Board of Directors.
14. Updates records of various fees and costs.
15. Checks all receipts and disbursements with the Director at Sectional Tournaments, reviews his/her report and collects all the money due the Unit.
16. Receives all money from Chairperson of Unit Games and special events.
17. Sees that free play scrips are checked and debited by the proper game for which they are issued.
18. Treasurer receives free play for Unit and Unit sponsored Sectional Games only.
19. Serves as a member of the Finance Committee, but is not the Chairperson of that committee.

Executive Committee

- A. The Executive Committee shall consist of the elected officers of the Unit. This committee shall be empowered to act for the Board of Directors when it is neither possible nor expedient to call a meeting of the Board of Directors. The Executive Committee will act in accordance with policy set forth in the policy manual of the Unit.
- B. It shall be empowered to act for the Board of Directors in accordance with the By-Laws of the Policy Manual.
- C. Written reports (minutes) of any meetings must be presented at the next meeting of the Board of Directors and appended to minutes of the meeting of the Board of Directors.
- D. Action of the Executive Committee shall be reported to the Board at its next meeting and shall remain effective unless overruled, rescinded or modified.
- E. When an action or decision rendered by the Board fails to meet with the approval of the membership, such action or decision may be rescinded by the membership at the annual membership meeting or special membership meeting called for this purpose. A two thirds majority vote of the members present and voting at such meeting shall be required to rescind. Motions passed by the general membership shall take precedence over motions passed by the Board of Directors.
- F. If the Secretary is unavailable, the Vice President shall prepare the minutes.

Meetings

- A. Board of Directors
 - 1. The Board of Directors shall hold a minimum of six (6) regularly scheduled meetings a year – the first of which shall be scheduled as soon as is reasonably possible but not to exceed thirty (30) days following the annual membership meeting.
 - 2. Special Board of Director meetings shall be called at the request of three (3) members of the Board of Directors or upon petition of twenty (20) members.
 - 3. A majority of the Board of Directors shall constitute a Quorum.
- B. Executive Committee
 - 1. An Executive Committee meeting can be called at any time by the President or any two (2) members of the Executive Committee.
 - 2. A quorum for the Executive Committee shall be three (3) members.

C. Annual Meeting

1. The Annual meeting of the members shall be in November of each year.
 - a. Written notice of this meeting shall be sent to the membership at least ten (10) days prior to the meeting. Electronic communication such as email or text message will be an acceptable method. Beginning in 2025 this written notice will no longer be sent to all members by US mail, unless a member is unable to receive email and has notified a Unit officer to request notifications by US mail.
 - b. The Chairperson or his/her designee shall prepare and distribute a flyer to Unit 121 Members at least one month prior to the Annual Meeting. This flyer should contain the following information: date, time, place, cost of meal/entrée selection, response deadline and name of person(s) designated to receive payment. In addition, this flyer shall contain the slate of nominees and other pertinent information, such as proposed changes to by-laws.
 - c. The Chairperson should give the reservation list to the Director in charge at least one day in advance so the Director will know the number of players expected in each flight.
 - d. The following awards will be presented at this meeting: Hartman, Hall of Fame, and engraved keychain to members who became Life Master since the prior year's Annual Meeting.
 - e. Business to be Conducted
 - 1) Approval of Secretary's and Treasurer's Reports from prior year's Annual Meeting
 - 2) Vote on the slate of Officers of the Board proposed by the Nominating Committee. If there is more than one (1) nominee for any office, voting shall be by ballot. A plurality of votes cast shall elect. Ballots shall be distributed at the site of the Annual Meeting upon arrival. The Nominating Committee shall furnish one ballot to each member entering who is on the current membership list furnished by the Secretary. This procedure shall be suspended if no officers are contested.
 - i. Counting shall be the responsibility of the Nominating Committee. All candidates shall be entitled to have witnesses at the counting. These witnesses may not be candidates for office.
 - ii. Recounts shall be conducted by the Secretary and Nominating Committee Chairperson in the presence of a witness of each interested candidate for the office. The results shall be submitted to the Unit by the Secretary and the ballots resealed.
 - iii. Voting results should be announced following counting of ballots. Any candidate may request an immediate recount. Any election ending in a tie shall be reconducted immediately. In the event of a second tie, a coin flip shall decide the winner

5. Any member who will not attend the Annual Meeting may request an absentee ballot by contacting the Secretary. These ballots must be signed and returned to the Secretary prior to the dinner. The Secretary shall mark the membership list for all absentee ballots and deposit them into the ballot box during the voting.
- D. Special meetings of the members shall be called at any time upon the request of three (3) members. Ten days written notice must be given to all members and shall contain an agenda of matters scheduled for such meeting.
 - E. A quorum for the transaction of business at any membership meeting shall be 25% of the members.

Disclosure

A copy of all minutes shall be supplied to all member clubs of the Unit within ten (10) days of such meeting.

A copy of all minutes shall be sent to all members of the Board of Directors prior to the next meeting of the Board.

Minutes shall be made available to any interested member.

Amendments to the By-Laws

Amendments to the by-laws may be proposed by the members or the Board of the Unit upon petition signed by at least twenty (20) members and submitted to the Secretary at least thirty (30) days in advance of the Annual Meeting or any special meeting called for this purpose, or upon petition signed by at least three (3) members of the Board of Directors. It shall be the duty of the Secretary to incorporate the text of the proposed amendment in the notice of the meeting. The concurrence of two-thirds of all members present and voting shall be required to pass any amendment.

Impeachment

Any officer or director may be removed for cause at any meeting of the Board of Directors provided two-thirds of those present and constituting a quorum shall so vote. Any officer or director against whom impeachment charges shall be brought shall be notified in writing – by certified mail – return receipt requested – of the charges against him or her at least ten (10) days prior to the meeting and shall be given an opportunity to be heard before the Board of Directors and may be represented by counsel of his or her own choosing.