

Policy for Implementation of the Constitution and Bylaws of Palo Alto Unit 503 of the ACBL

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This document follows the organization of the Constitution and Bylaws for Palo Alto Unit 503. It provides more detail on the way the Unit has chosen to implement some of the Bylaws, but it is not as formal. It may be modified if a majority of the Board of Directors votes to approve the modification. For example, ARTICLE TBD Section II item D of the Bylaws states that a financial review shall be completed by February 15. The details of how the review is conducted and who does the review are in this document instead of in the Bylaws because the mechanism for conducting the review may change from one Board to the next.

Each policy statement is preceded by an excerpt from the Constitution and Bylaws.

There is an Appendix to this document that extracts relevant text from Robert's Rules of Order. Most people know Robert's Rules for its parliamentary procedure. However, the procedure was created to achieve specific goals. The extracts describe the goals and how Robert's Rules of Order are intended to meet them.

Note: Sometimes the deadlines and time limits in the Bylaws simply cannot be met due to circumstances beyond the Board's control. In these cases, as in emergency situations that require disbursing funds, the Board does the best it can.

ARTICLE VIII: Board of Directors

D. A nominating committee shall be appointed by the President at least sixty (60) days before the election. The committee shall prepare a slate of candidates by September 15.

The nominating committee should choose one person per open slot.

The board need not approve the slate.

The Kibitzer editors are responsible for creating the ballot and for editing articles on the election.

The method for noting whether a candidate was chosen by the nominating committee vs self-nominated should be subtle, such as an asterisk on the election ballot.

Criteria for members wishing to serve on the board include:

- A. A good track record if the member has served previously.
- B. A commitment to take responsibility for a reasonable share of the work the board does and to attend the meetings.

*F. Every qualified **Unit** member, as defined in Article V of these bylaws, shall be entitled to one (1) vote for each Director to be elected. All ballots shall be secret and each candidate is entitled to have a witness at the vote tabulation. The date of the election*

shall be set by the Board of Directors to be between the first *and last* day of November.

Vote tallies should be made available to the membership if requested.

ARTICLE IX: Meetings of the Board of Directors

A. Meetings of the Board of Directors...

1. The first meeting following the Board of Directors' Election shall be the meeting at which officers of the Board shall be elected, such newly elected officers to assume their responsibilities on January 1.

New Board members should attend this meeting and act as board members in one capacity only - the election of the new officers.

2. Unit membership shall be notified of scheduled Board of Director's meetings at least five (5) days before the meeting. Notification shall include a detailed agenda and the meeting location. Unit membership shall also be notified of changes to the agenda.

Meeting notification can be done on the Unit website. Notification was previously required on the Unit bulletin board. It is believed that members aren't looking at the notification on the bulletin board. If this assumption is incorrect and members are relying on the bulletin board for the meeting notice, the requirement to post the notification on the bulletin board will be reinstated.

E. Unit business shall be conducted in a forum where Unit members have the opportunity to participate in forming the plans and actions of the organization.

Robert's Rules of Order recommends against doing business by email as it is a closed forum. Consequently, Unit business shall not be conducted by email.

ARTICLE XII: District 21 Representative

In the event that only one representative attends a District 21 meeting, District 21 bylaws state that the Unit President, and only the Unit President, may give the District 21 representative a proxy to allow that representative to cast both of the Unit votes. This proxy may be given to anyone authorized by the Unit to attend the meeting even if this person is not an appointed District 21 representative.

The Unit President must inform the District 21 secretary in writing of the intention to provide a proxy and of who is authorized to use the proxy if the person attending is not a District 21 representative. However, if the Unit President is attending the meeting, written authorization is not necessary.

At least one person from the Unit must attend the meeting in order to cast the Unit votes.

ARTICLE XIII: Duties of Officers

C) He shall submit financial reports including a Balance Sheet, an Income and Expense report and a Budget to Actual Report for each meeting of the Board of

Directors. The Treasurer shall ensure that these reports are made available to Unit members who request them.

Financial reports are distributed via a mailing list. Unit Members can request these reports from the Treasurer who will then add the Unit Members to the list.

Financial reports are not to be posted on the Unit website.

ARTICLE XVIII: Budgets, Finance and Accounting

Section I Budgets

A. The Board of Directors shall prepare a yearly budget based on a fiscal year which begins on January 1st and ends on December 31st of each year.

Unit 503 has several sources of revenue. As of 2013, the Unit is doing cost-center-based accounting. There are 5 cost centers: the Bridge Center, Education, the Firecracker sectional, Unit Games, and Member Services.

The revenue and expenses associated with each of the cost centers need not match. For example, the revenue for Member Services is insufficient to cover its costs.

Doing the accounting this way allows the Board to look at the income and expenses of each cost center to make informed decisions about where to allocate resources. In cases where there is a conflict of interest, the data allows the Board to determine which expenses are causing the conflict.

B. By the end of September, the President shall ask the Treasurer to prepare the budget for the coming year.

Club Owners, teachers, and Board Members sometimes have conflicts of interest. The budget process was put in place in 2013. To get the appropriate input and review of the budget, at least for the first few years, the Treasurer and the Board should be proactive in soliciting input and resolving feedback throughout the month of October. While the Board of Directors has the final decision on any budget matter, a good faith effort should be made to resolve any disputes prior to making the final decision.

The finalized budget should be distributed to the members via the Kibitzer or the website.

Section XIX Finance and Accounting

B. Disbursements shall be in accordance with approved budgets.

Payments shall be made upon written request. A written request may take any of the following forms:

1. A documented vote by the Board to authorize payment.
2. A specification that an item is included in a budget approved by the Board.
3. A written contract the Board has approved that specifies payment terms.
4. General authorization by the Board to pay normal monthly bills.
5. An authorization by the President not to exceed \$500.

D. A financial review shall be conducted annually.

The Board excluding the Treasurer shall select an individual to do the review. This individual may be paid for doing the review. The review shall confirm the year-end bank balance, confirm that a random selection of payments were properly authorized, confirm that a random month's deposit matched the expected amount based on table counts, and make recommendations to the Board for best practices for the Treasurer.