

## STANDING RULES

### Northern Indiana Unit #154

#### I. TOURNAMENTS

1. Hotel accommodations shall be allowed to the following when attending tournaments in Unit 154:
 

a) President of the ACBL	Regionals & Sectionals
b) District 8 Director	Regional only – 3 nights
c) District 8 President	Regional only – 3 nights
d) District 8 Secretary	Regional only – 3 nights
e) Unit 154 President	Regional – 2 nights
f) Unit 154 Secretary/Treasurer	Regional – 3 nights
g) The Unit 154 President, Secretary/Treasurer may choose either 1 night hotel accommodation OR free plays for all sessions at a Unit 154 Sectional.	
  
2. Complimentary entry shall be allowed to the following for all sessions in which they play excluding Charity Tournaments:
 

a) President of the ACBL	Regional & Sectionals
b) Unit 154 President	4 Free Plays at Regional
c) Unit 154 Secretary	4 Free Plays at Regional
d) Unit 154 Treasurer	4 Free Plays at Regional
e) Tournament Chairperson	Regional & Sectionals
f) District 8 Director	Regional only
g) District 8 President	Regional only
h) District 8 Secretary	Regional only
  
3. The Sectional Tournament Chair has discretionary power over the following:
  - a) Awards schedule
  - b) Time schedule of events
  - c) Caddy fees
  - d) Supply and equipment needs
  - e) Individual free plays
  
4. The Regional Tournament Chair will be elected by the Unit Board, for the next calendar year, at the first board meeting after the unit elections have occurred. The regional chair will follow applicable District 8 rules for the conduct of a regional and observe any limitations or instructions given by the Unit Board.
  
5. The Unit Treasurer cannot be elected a Tournament Chairman.
  
6. Entry fee at sectional tournaments shall be established by the Board.
  
7. Each tournament chair shall submit a tournament plan to all Board members at least sixty (60) days in advance of the tournament.
  
8. Tournament reports shall be completed and distributed to all Board members within thirty (30) days for sectional tournaments and within sixty (60) days for regional tournaments.
  
9. Conventions to be used in NIU sectional tournaments are as defined in the ACBL General Convention Chart.

## II. UNIT OPERATION

1. The Unit President shall set the location, the starting time, and the agenda for each Board meeting.
2. Reimbursement allowances for Unit officers and District delegates shall be set annually by a majority Board vote at the first Board meeting of the fiscal year.
3. Secretary allowance is \$600 per year.
4. Treasurer allowance is \$600 per year.
5. Web Master/Unit Reporter allowance is \$600 per year.
6. The Recording Secretary shall be paid \$50 per meeting.
7. Each voting board member present at the Unit 154 Board Meeting, who is not otherwise receiving free play(s) at the tournament, shall receive compensation equivalent of two entry fees the day of the tournament that the Board meets.
8. A written treasurer's report shall be distributed to the members of the board at least 7 days prior to each board meeting. The report will then be presented and discussed at the meeting.
9. The Secretary will send to each Board member who is absent a copy of all reports and pertinent materials.
10. The President shall provide to each Board member a copy of the District 8 minutes.
11. NIU members are not to be considered delinquent unless the ACBL considers them delinquent.
12. The President may appoint committees as needed subject to subsequent Board ratification.
13. The Board shall select two delegates to the District 8 Board for staggered two-year terms. If a vacancy should occur during a term, the President shall appoint an individual to complete the term.

### III. ELECTION PROCESS

1. Elections for the Board are to be held between June 1 and June 15 inclusive. A member may only vote at his/her declared home site which is the site at which the member plays most often within the Unit.
2. Any eligible member who advises the election committee by May 15 that he/she would like to stand for election as a Director will be placed on the ballot.
3. The following template shall be used:

CLUB/GROUP	2016	2017	2018	2019	2020	2021
ANGOLA	3 YR			3 YR		
MARION	3 YR			3 YR		
FORT WAYNE 1		3 YR			3 YR	
FORT WAYNE 2			3 YR			3 YR
KOKOMO			3 YR			3 YR
SOUTH BEND/MISHAWAKA/WARSAW	1 YR	3 YR			3 YR	
SOUTH BEND/MISHAWAKA/WARSAW	2 YR		3 YR			3 YR
MICHIGAN CITY/LONG BEACH 1	3 YR			3 YR		
MICHIGAN CITY/LONG BEACH 2		3YR			3 YR	
GARY 1			3 YR			3 YR
GARY 2 (from Warsaw)	1 YR	3 YR			3 YR	
HIGHLAND	3 YR			3 YR		
PORTAGE/CHESTERTON/VALPARAISO	1 YR	3 YR			3 YR	

Upon completion of the election in 2017, all elected representatives will be on a full 3-year term with either four or five representatives being elected every year assuming there are no vacancies due to resignation, death, or disciplinary action.

4. All elections for representatives are overseen and supervised by the Election Committee as appointed in accordance with the Bylaws.
5. The Board shall elect its officers at the first Board meeting after the annual election.
6. If there is only one candidate for a particular seat, the voting process is waived as being unnecessary, and that candidate will be named elected to the position.

## APPENDIX A

## PROCEDURE FOR ELECTION OF UNIT BOARD MEMBERS

1. To vote in the election for Unit Board members, a Unit member in good standing must be registered at his/her declared home club. Declared home club is defined as the club at which he/she plays most frequently within the Unit. If a Unit member plays at multiple clubs on a regular basis, he/she must choose one of those clubs to be his/her declared home club.
2. Registration for the June election must be completed by May 15 of each calendar year. A Unit member need register only once at a declared home club. He/she is considered registered at that club in perpetuity as long as he/she is a Unit member in good standing.
3. The club manager (or his/her designee) must electronically transmit to the Election Committee a list of Unit members who have declared that club as their home club and the specific date(s) the voting will take place at that club by May 18 of each calendar year. A hard copy of the registered Unit members and voting date(s) must be mailed to the Unit Secretary by May 18 of each calendar year the club holds an election. A club that has regular sessions on more than one day each week may allow voting on two (2) days in the week it chooses to vote.
4. The Election Committee will prepare an election roll sheet. This election roll sheet will be used as a sign-in record for a Unit member to receive a ballot at the June election.
5. A REGISTERED UNIT MEMBER MAY ONLY VOTE AT HIS HIS/HER DECLARED HOME CLUB.
6. An Election Committee representative will deliver the election roll sheet, a ballot box and prepared ballots to each club holding an election on or before June 1.
7. After the voting, the ballot box, the roll sheet, and the unused ballots are to be secured. The ballot box, the unused ballots and the roll sheet will be collected by a member of the Election Committee within twenty-four (24) hours after the voting has concluded. The Election Committee will post the results on the Unit website.
8. Any challenge to the posted results must be made in writing to the Election Committee within seven (7) calendar days after the results are posted on the Unit website. If the challenge is upheld, there is no monetary charge. If the challenge is not upheld, a charge of at least fifty (\$50) dollars to cover the costs of time and travel will be levied against the person making the challenge.
9. A Unit member may change declared home club status only once in any five (5) year period or by special application to the Unit Board. The application must be completed by the Unit member and received by the Unit Secretary on or before March 1 of the calendar year.