

DISTRICT 11 STANDING RULES

Adopted September 19, 2015

BOARD

1. All District 11 Board Members are Volunteers. District 11 shall not compensate any officer or board member for serving on the District 11 Board.
2. District 11 officers and/or board members or authorized representatives shall be reimbursed for expenses directed by the President or Treasurer, authorized by the Board and incurred in performance of official District 11 business. Mileage shall be at the current IRS business rate.
3. The District 11 Board meetings that take place at the regional tournaments shall be held on Saturday afternoon between the afternoon session and evening session or at a time and location designated by the tournament chair, or the District 11 Board President as may become necessary.
4. District 11 elections for the District Director to the National Board, the 1st and 2nd Alternates, and the three(3) Representatives to the National Board of Governors shall take place in accordance with the ACBL guidelines. These may be found on the ACBL website under the Administrative section.
5. Approval of stipends for the GNT/NAP qualifiers shall take place at the first District 11 Board meeting of each year for the succeeding year.
6. All District 11 Board meetings shall be conducted within the spirit of Roberts Rules of Order, tenth edition.
7. Any individual who is an ex-officio, non-voting member of the Board of Directors shall receive Board mailings, with the exception of the request to attend regular Board meetings. Should the President deem that any individual should attend a specific meeting of the Board, the individual will be invited to attend the subject meeting as a guest of District 11.

SECRETARY

1. The newly elected District Secretary shall take control of all District 11 correspondence from his/her predecessor no later than March 1 after the election. The outgoing Secretary will work closely with the newly elected Secretary to ensure a smooth transition.
2. A listing of all District 11 officers and board members names, addresses, e-mails, and phone numbers shall be updated each year by February 1 by the District Secretary and sent to the District 11 webmaster for posting on the website. This listing shall also be sent to the ACBL and the District 11 Board members.
3. The District Secretary shall provide all newly elected District 11 officers and board members a packet containing at a minimum the current District 11 Bylaws, financial statement, and minutes from the last board meeting. This shall be done immediately after the fall election, or at any time during the year in which someone is appointed to replace a sitting member of the Board.
4. The Board Secretary will publish DRAFT Meeting Notes for review within 30 days of the meeting. These draft notes may be published as draft to the website, subject to changes and approval by the full board at the next meeting.

TREASURER

1. The newly elected Treasurer shall take control of all District 11 financial and investment records from his/her predecessor no later than March 1 after the election. The outgoing Treasurer will work closely with the newly elected Treasurer to ensure a smooth transition.
2. The Treasurer shall update the Annual Report and Registered Agent change of address with the Ohio Secretary of State after the election of any new officer or board member or as may be required due to other circumstances.
3. There shall be a financial review each year conducted by a committee appointed by the President. The chair of the financial committee shall not be a sitting board member. The District Treasurer shall be a resource to the financial review committee.. The financial review committee shall make a written report of their findings to the District Board each year.
4. There shall be two (2) signatures documented on the signature cards for each bank and investment account the District owns. The two (2) signatures shall be the District 11 Treasurer and the President.

TOURNAMENTS

1. The District 11 Tournament Coordinator shall coordinate and approve all regional and sectional tournament dates within the District. The schedule shall be available on the District 11 website.
2. The 360 bidding boxes owned by the District shall be used only for District 11 regional tournaments or District 11 sponsored events (GNT/NAP). The bidding boxes shall not be used by various units for sectional tournaments.
3. The stratifications for regional tournaments have been set by previous boards and should be followed as closely as possible to ensure uniformity across the District. Discussion of this topic may be addressed from time to time at the first District 11 Board meeting each year.
4. All regional tournaments sponsored by District 11 shall be non-smoking with designated breaks.
5. The District Director to the National Board shall receive free plays for each game he/she participates in at each regional tournament within the District. The free plays are administered by the regional tournament chair/co-chairs.

DISTRICT 11 WEBSITE

1. The District 11 Website will provide member access to: Board Officers names and contact information, Board Minutes, the District 11 Tournament schedule, the Midwest Monitor, and District 11 Directors Reports and features the District deems relevant. Links to the club sites within District 11 are provided. No more than 2 webmasters will update the website in a timely way. District-wide e-mails will be handled by the ACBL.

Submitted by Terrell W. Holt