

DISTRICT 11 STANDING RULES

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 during the tournament week if possible at a time and location designated by the tournament chair, Board Representatives from the hosting Unit, or the District 11 Board President as may become necessary.
4. 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.
5. All District 11 Board meetings shall be conducted within the spirit of Roberts Rules of Order, current edition.
6. 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. D11 Advisory Council representatives are invited to attend all District 11 Board Meetings.

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. The District Secretary shall update the ACBL regarding D11 Board Membership by February 1 of each year.
3. 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, all banners and posters, and all timing devices owned by the District shall be used only for District 11 regional tournaments or District 11 sponsored events (GNT/NAP). The bidding boxes, banners/posters, and timing devices shall not be used by various units for sectional tournaments. The next Regional's Unit using these assets is responsible for transporting bidding Boxes, all banners and posters, and timing devices to their site at the end of the preceding Regional.
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 Regional 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/cochairs.

DISTRICT 11 WEBSITE

1. The District 11 Website will provide access to:
 - Board Officers names and contact information,
 - District 11 bylaws,
 - District 11 standing rules,
 - District 11 Board Meeting Minutes,

- District 11 Tournament schedule,
- Midwest Monitor,
- ACBL Board and Advisory Council Reports,
- District 11 Board Meeting Guidelines,
- Treasurer's Manual,
- Tournament Handbook,
- Proprieties and Ethics Handbook

and features the District deems relevant.

2. Links to the club sites within District 11 are provided.
3. No more than 2 webmasters will update the website in a timely way.
4. District-wide e-mails will be handled by Pianola Marketing Services or an equivalent service contracted by the District for that purpose.

DISTRICT 11 PIANOLA MARKETING SOLUTIONS ACCOUNT MANAGEMENT

The D11 Board chooses Pianola's Marketing Solutions for bulk emails to District members on District business. Units are encouraged to create their own Pianola accounts and should not use the District account without prior permission from the D11 Board of Directors. We note that Unit accounts and District accounts have email templates designed for their businesses. Units reimburse the District for the emails they send.

- 1) The District will strive to purchase email credits at the lowest possible price and will use standard email formats that do not incur extra costs.
- 2) Only District 11 Board Members can access to the D11 Pianola Account.
- 3) Unit(s) running a regional tournament shall have a D11 Board Member to compose and send up to two (2) emails prior to the tournament.
- 4) The size and timing of the spend are the responsibility of that Unit. Costs incurred are paid by the Unit to the District Treasurer after the event.
- 5) Grassroots Fund District events (NAP/GNT) are billed to the District's Grassroots fund. The NAP/GNT District Coordinator is the user/sender for these emails.
- 6) Other District business is billed to the District. The District Secretary, President, or principal account holder, shall be the user/sender for the District emails.
- 7) The Secretary shall provide an accounting of the Pianola usage to the Board, updated at each Board meeting.
- 8) The District Secretary shall ensure training materials are available for new users. Such materials shall be maintained current in the D11 Google Drive or other approved sharing service.
- 9) The District shall purchase additional credits when the balance is below 5000 credits.
- 10) The District Secretary or Principal Account Holder shall update changes in users with Pianola.
- 11) The principal account holder is the single point contact with Pianola for all transactions.

Revisions

Adopted September 19, 2015

Revised and Approved February 1, 2020

Revised and Approved March 25, 2023

Revised and Approved June 7, 2023