

STANDING RULES

Northern Indiana Unit #154

I. TOURNAMENTS

1. The Unit 154 President and Secretary/Treasurer may choose either 1 night's hotel accommodation OR free plays for all sessions at a Unit 154 Sectional.
2. Complimentary entries shall be allowed to the following for all sessions in which they play excluding Charity Tournaments:
 - a) District 12 Director
 - b) District 12 Secretary/Treasurer
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 when applicable. The Regional Chair will follow applicable District 12 rules for the conduct of a regional and observe any limitations or instructions given by the Unit Board.
5. The Unit Treasurer cannot be a tournament chairman.
6. The entry fee at sectional tournaments shall be established by the Board.
7. Each Tournament Chair shall submit a final tournament plan to the Tournament Coordinator at least sixty (60) days in advance of the tournament.
 - a) As required by the ACBL, a tournament schedule will be finalized and submitted to the ACBL at least 6 months in advance of the tournament.
8. Tournament reports shall be completed and distributed to all Board members within thirty (30) days after sectional tournaments and within sixty (60) days after regional tournaments.

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 to attend District 12 Board meetings, shall be set annually by a majority Board vote at the first Board meeting of the fiscal year.
3. The Secretary allowance is \$50 per month.
4. The Treasurer allowance is \$50 per month.
5. The Web Master allowance is \$50 per month.
6. The Unit Reporter allowance is \$75 per newsletter which are published in the even months of the year.
7. A recording secretary shall be paid \$50 per meeting.

8. Each voting Board member who attends a scheduled Board meeting held in conjunction with a Unit sectional will receive 2 free plays to that sectional.
9. 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.
10. The Secretary will send each Board member who is absent a copy of all written reports and other materials distributed at the meeting.
11. The President shall provide each Board member a copy of the District 12 minutes.
12. NIU members are not to be considered delinquent in payment of dues unless the ACBL considers them delinquent.
13. The President may appoint committees as needed subject to subsequent Board ratification.

III. ELECTION PROCESS

1. Elections for the Board will be held June 1 through June 15 inclusive. A member may only vote at his/her declared home site which is the site.
2. Any eligible member who advises the election committee **in writing** 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 for when elections will be held at which club/group:

Club/Group	2018	2019	2020	2021	2022	2023	2024
ANGOLA	1YR TERM	ANGOLA			ANGOLA		
FORT WAYNE 1			FW 1			FW 1	
FORT WAYNE 2	FW 2			FW 2			FW 2
KOKOMO	KOKOMO			KOKOMO			KOKOMO
SOUTH BEND /MISHAWAKA 1	SOUTH BEND 1			SOUTH BEND 1			SOUTH BEND 1
SOUTH BEND /MISHAWAKA 2	2 YEAR TERM		SOUTH BEND 2			SOUTH BEND 2	
MICHIGAN CITY /LONG BEACH 1		MC/LB 1			MC/LB 1		
MICHIGAN CITY/ LONG BEACH 2			MC/LB 2			MC/LB 2	
GARY 1	GARY 1			GARY 1			GARY 1
GARY 2			GARY 2			GARY 2	
PORTAGE/ CHESTERTON/ VALPARAISO			Por/Ches /Val			Por/Ches /Val	
HIGHLAND		HIGHLAND			HIGHLAN D		

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 members of the Unit Board, 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 **5** of each calendar year. A Unit member need register only once at a declared home club. He/she will continue to be registered at that club 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 **15** 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 **15** 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 **any or all** days in **that** week.
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 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 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.