

**By-Laws of Unit 231**  
**SOUTHWEST VIRGINIA/WEST VIRGINIA BRIDGE CLUBS**  
**(swvabridgeclubs.org)**

**Revised: November, 2021**  
**Adopted: October 9, 2023**

The Southwest Virginia/West Virginia Bridge Clubs Unit 231 is a subsidiary of the American Contract Bridge League, hereafter referred to as the ACBL. Unit 231 recognizes the ACBL as the parent organization, having authority and control over tournament bridge in the United States. The Unit exists under the sanction of the ACBL and it functions within the Constitution, By-Laws and Regulations of the ACBL.

**Objectives of Unit 231**

Unit 231 has set the following Objectives:

1. To preserve and promote the best interest of competitive contract bridge, and any modification thereof;
2. To cooperate with, and assist the ACBL, in the promotion and conduct of contract bridge tournaments;
3. To encourage the highest standards of conduct and ethics by its members, and enforce such standards;
4. To promote the development and organization of affiliated clubs;
5. To cooperate in the ACBL charity program, and sponsor and conduct charity events with the object of realizing funds for worthy humanitarian causes; and,
6. To conduct other activities as may be in keeping with its principal objectives.

**Article I. Unit Jurisdiction**

Geographically, Unit 231 covers Southwest Virginia and areas in West Virginia. The breakdown is as follows:

1. Cities of Roanoke and Martinsville; Counties of Craig, Franklin, Henry and Roanoke
2. City of Radford; Counties of Floyd, Giles, Montgomery and Patrick
3. City of Galax; Counties of Carroll, Grayson, Pulaski and Wythe
4. Bluefield-Princeton area; Counties of Bland and Tazewell
5. Cities of Bristol and Norton; Counties of Buchanan, Dickerson, Lee, Russell, Scott, Smyth, Washington and Wise.

## **Article II. Membership**

1. Any individual who resides within the geographic playing area of the Unit is eligible for membership. Any individual of good moral character, regardless of race, color, creed, sex, religion, or national origin is eligible for membership. Individuals may apply for membership by submitting an official application form to the ACBL (acbl.org).
2. Membership in the Unit automatically carries with it membership in the ACBL. Should a member change his/her official residence to a place outside the area of the Unit, he/she shall cease to be a member of the Unit.
3. Privileges of membership include receipt of a copy of the **Bridge Bulletin**, a magazine issued monthly by the ACBL.
4. Any member is eligible to serve as an officer or Board of Directors member.
5. A member remains in good standing unless:
  - a. He/she has failed to pay the annual dues within six (6) months following the Unit's fiscal year, which will be January 1.
  - b. He/she has been disciplined under **Article VI.9.** of these By-Laws.

## **Article III. Dues**

1. Upon receipt of a bill from the ACBL, a member shall make payment of annual dues to the ACBL.
2. The Board of Directors shall have no power to levy any special assessment.
3. Any individual who becomes a member shall pay his/her dues for the entire year without abatement.

## **Article IV. Membership Meetings**

1. **Annual Meeting:** One annual meeting of the membership shall be held annually for the purpose of conducting elections, considering annual reports of officers and committees, and disposing of other Unit business. The Secretary shall give notice of the annual meeting to the membership.

A minimum of 40 members shall constitute a quorum at any meeting of the membership. The rules contained in **Robert's Rules of Order, Revised** shall govern the Unit in all cases to which they are applicable. Each member shall be entitled to one vote in any election or any resolution or motion that may be brought before the membership. No member may vote by proxy.

2. **Special Meetings:** A special meeting of the membership may be called by the Unit President upon the written request of twenty-five (25) members. The Secretary shall give notice to the membership of the proposed business of a special meeting by e-mail and posting announcement on the Unit 231 website (swvabridgeclubs.org).

## **Article V. Unit Board of Directors**

1. The affairs of the Unit shall be managed and conducted by a Board of Directors. The Board shall consist of no fewer than 15 individuals all of whom are members in good standing of the ACBL. Each of the five geographic areas of the Unit (see **Article I. Unit Jurisdiction**) shall be represented on the Board, if possible. Election of Directors will occur at the annual meeting of the membership (see **Article IV.1. Membership Meetings**). Board of Directors shall assume office on January 1.
2. Each Director shall hold office for a period of three (3) years coinciding with the calendar year of the Unit which is January 1 of each year. **The current Board of Directors/Officers will serve through December 31, 2023.**
3. **The President will appoint an Election Committee to present a slate of nominees to the membership at the annual meeting (see Article IV.1.) In the next election cycle, Unit members will elect one-third of the board membership to serve a one-year term, one-third to serve a two-year term and the remaining third for a three-year term. Once a staggered cycle is established, the By-laws will be amended as needed.**
4. Any midterm vacancy on the Board of Directors may be filled by appointment by the Board members. The individual appointed to fulfill the term shall hold office during the unexpired term.
5. Any Board member who misses two (2) consecutive meetings without adequate cause may be asked to resign at the discretion of the Board of Directors.

## **Article VI. Duties of the Board of Directors**

The duties of the Board of Directors shall include, but not be limited to, the following:

1. To discuss and decide on general policies of the Unit;
2. To amend the By-Laws as herein provided;
3. To elect officers and fill vacancies on the Board of Directors of the Unit;
4. To acquire, hold, administer, maintain and dispose of all of the property of Unit 231;
5. To appropriate funds of the Unit for the purposes as set forth in these By-Laws;
6. To audit all receipts and disbursements of the Unit;

7. To supervise and control all of the business of the Unit included in, but not limited to, the conduct of tournaments;
8. To hold a minimum of one meeting every year to begin in 2022 expressly for the election of members to the Board of Directors; and,
9. To censure, suspend, expel or otherwise discipline any member. In making any such decision, the Board will follow the guidelines and procedures as stated in the latest revision of the ACBL's **CODE OF DISCIPLINARY REGULATIONS** (acbl.org).

## **Article VII. Unit Officers**

1. The officers shall consist of a President, Vice President, Secretary, and Treasurer.
2. The Board of Directors shall elect all officers from among the members of the Board.
3. The officers shall hold office for a period of three (3) years or until a successor has been duly elected.
4. The duties of the officers shall be as outline by the by-laws of the ACBL. Minimum duties shall include the following:
  - a. **President:** The President shall preside at all meetings of the Unit and the Board of Directors. He/she shall represent the Unit at all functions. He/she shall appoint all committees, with the advice and consent of the Board of Directors. He/she will serve as an ex-officio member of all standing committees. He/she shall perform any other duties incidental with the office of President. The President may delegate certain of his/her duties to the Vice President.
  - b. **Vice President:** The Vice President shall perform the duties of the President in his/her absence when requested. If the Presidency becomes vacant, the Vice President shall become the President until the next election by the Unit membership. At the direction of the President, the Vice President may serve in place of the President as a member of a committee and perform incidental duties of the President.
  - c. **Secretary:** The Secretary shall keep a permanent record of all Unit and Board of Directors meetings to be placed on the Administration Page of the Unit website. The Secretary shall transmit notices and other communications to the membership. The Secretary will perform the other duties incidental to his/her office. The Secretary shall send ten (10) days written notice of meetings of the Board of Directors.
  - d. **Treasurer:** The Treasurer shall receive all monies of the Unit and maintain an accurate account of receipts and disbursements. He/she shall pay out funds by order of the President, under the advice and consent of the Board. He/she shall make arrangements for an annual audit of the Unit's finances.

## **Article VIII. Meetings of the Board**

Three (3) regular meetings of the Board of Directors shall be conducted yearly by the President. The Secretary will send written notice seven (7) days prior to the scheduled meeting.

Special meetings may be called by the President; or, scheduled upon written request of a majority of the Board of Directors or of twenty percent (20%) of the Unit membership. The Secretary will send written notice of any special meetings as soon as possible.

To constitute a quorum, a majority of board members must be present for a meeting to be official.

## **Article IX. Committees**

The President, with the approval of the Board of Directors, shall appoint such committees and their member as may be necessary to perform the functions of the Unit. The President will set the charge for the committees. The standing committees are:

- Tournament Committee
- Election Committee
- Membership Committee
- Education Committee
- Conduct and Ethics Committee
- Goodwill Committee

Special Committees may be established and their members appointed by the President, with the advice and consent of the Board, to handle other matters not within the scope of the duties of the standing committees.

## **Article X. Tournaments**

The Unit shall have complete authority over all tournaments conducted by it. All tournaments are subject to the regulation of the ACBL.

## **Article XI. Amendments to the By-Laws**

Amendments to the By-Laws may be made by the Unit Board of Directors upon receipt of a petition signed by at least ten (10) members of the Unit. The petition shall then be submitted to the Unit Secretary at any special meeting (**See Article IV.2.**) expressly called for this purpose. The petition must also be signed by at least six (6) members of the Board of Directors. The Unit Secretary has the duty to incorporate the text of the proposed amendment in the notice of the special meeting to the membership. The consensus of two-thirds of all members present and voting shall be required to pass any amendment.

**Revision Date Approved: October 9, 2023**

**Unit President Preston Collins**

**Director John Markey**

**Director Carol Pressman**

**Director Irene Jacobs**

**Director Karen Shimchock**

**Director Richard Huber**

**Director Carol Robey**

**Director Mike Craig**