

New England Bridge Conference

Bylaws

Original Bylaws as Amended
November 23, 2024

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ARTICLE 1: NAME AND ORGANIZATION

Section 1.1 Name

The name of this organization shall be the New England Bridge Conference, Inc., also known as District 25, (hereinafter referred to in these bylaws as "the Conference" or "the District" or "District 25").

Section 1.2 Incorporation

The Conference is incorporated as a non-profit corporation under the laws of the Commonwealth of Massachusetts and shall be governed by the nonprofit corporation law of the Commonwealth of Massachusetts.

Section 1.3 Legal Status

The Conference is a separate legal entity that interacts with its parent organization, the American Contract Bridge League (ACBL), and exists for the purposes specified in Article II of these bylaws.

1.3.1 Registered Office/Registered Agent

The registered office and registered agent of the corporation shall be located in the Commonwealth of Massachusetts.

1.3.2 Fiscal Year

The fiscal year of the Conference begins on January 1 and ends on December 31 of the same year.

Section 1.4 Parent Organization

The Conference is District 25 of the (ACBL). The Conference operates under the sanction of the ACBL and in conformity with the ACBL's constitution, bylaws, regulations and definitions.

Section 1.5 Subsidiary Organizations

All duly organized and franchised Units of the ACBL in good standing and within the territorial limits of District 25 shall be members of the Conference without any formal petition or action of the Unit.

1.5.1 The Conference consists of the following eight (8) Units of the ACBL:

- Eastern Massachusetts (Unit 108)
- Central Massachusetts (113)
- Connecticut (Unit 126)
- Maine (Unit 189)
- New Hampshire (Unit 150)
- Rhode Island (Unit 145) Vermont (Unit 175)
- Western Massachusetts (Unit 196)

Section 1.6 Rights and Obligations

In accordance with the procedures established by the ACBL Board of Directors and the Conference Board of Delegates, the Member Units shall have voting rights and other legal rights or privileges in connection with the governance of the

Conference.

The Member Units shall be required to abide by the bylaws, regulations, policies, code of conduct, and ethical standards established by the Conference and the ACBL.

ARTICLE 2: CONFERENCE PURPOSES & POLICIES

Section 2.1 Purposes

It shall be the purpose of the Conference to:

- 2.1.1 Promote and foster contract bridge and the educational and charitable program of the ACBL throughout the Conference, not only by engaging in programs of its own but also by coordinating the activities and programs of its member Units.
- 2.1.2 Function as a liaison organization between and among the member Units, to resolve disputes and eliminate conflicts. All decisions shall be binding upon Units within the Conference.
- 2.1.3 Conduct such bridge tournaments as are allocated by the ACBL within the Conference's geographical limits.
- 2.1.4 Promote the highest standards of conduct and ethical behavior of participants in tournaments and to take whatever steps and actions are necessary to achieve that purpose.
- 2.1.5 To perform other functions deemed necessary and appropriate to promote the best interest of the Conference, its member Units, and contract bridge.
- 2.1.3 To conduct such bridge tournaments as are allocated by the ACBL within the Conference's geographical limits.
- 2.1.4 To promote the highest standards of conduct and ethical behavior of participants in tournaments and to take whatever steps and actions are necessary to achieve that purpose.
- 2.1.5 To perform other functions deemed necessary and appropriate to promote the best interest of the Conference, its member Units, and contract bridge.

Section 2.2 Policies

- 2.2.1 The Conference shall conduct its affairs in a manner consistent with the rules, regulations, policies, procedures, and bylaws of the ACBL.
- 2.2.2 No rule, regulation, or bylaw adopted by the Conference shall be inconsistent with or be in contravention of the rules, regulations and bylaws of the ACBL.
- 2.2.3 The Conference and the ACBL members that reside in the Conference shall be subject to and abide by the laws and regulations of the ACBL.
- 2.2.4 Policies not defined shall use the ACBL policies (i.e. Zero Tolerance, Discrimination, etc.).
- 2.2.5 It shall be the policy of the Conference to operate as a non-profit social organization under Section 501(c)(4) of the Internal Revenue Code.
- 2.2.6 Capital Stock
The Conference shall not have the authority to issue capital stock.
- 2.2.7. Political Activity
No part of the activities of the Conference shall consist of participating in any political campaign on behalf of any candidate for public office.

ARTICLE 3: GOVERNANCE AND ADMINISTRATION

Section 3.1 Governance: The Board of Delegates

The ultimate decision-making power of the Conference, as defined in Article IV, shall be vested in the Board of Delegates.

Section 3.2 Administration: The Executive Committee

The Executive Committee shall manage the prudential affairs of the Conference. This responsibility is defined in Article V. The Executive Committee shall take no action contrary to the directives of the Board of Delegates.

Section 3.3 Conference Officers

The ongoing activities of the Conference shall be conducted under the auspices of the Conference Officers (listed in Article 6, Section 6). In performing their roles for the management of the Conference, they shall take no action in violation of these bylaws. Conference officers shall preside at meetings of the Executive Committee and the Board of Delegates.

ARTICLE 4: GOVERNANCE: THE BOARD OF DELEGATES

Section 4.1 Responsibilities

The Conference shall be governed by a Board of Delegates representing the membership. The Board of Delegates shall have the responsibility to:

- 4.1.1 Conduct elections of Conference Officers pursuant to Article VIII.
- 4.1.2 Approve amendments of these Bylaws, pursuant to Article IX.
- 4.1.3 Acquire, hold, maintain, administer, and dispose of all property of the Conference, subject to all of the provisions contained in these Bylaws, and in the Corporate Documents of the Conference.
- 4.1.4 Initiate, modify, revoke or ratify, by majority vote, any act or action of the Executive Committee.

Section 4.2 Membership of the Board of Delegates

- 4.2.1 Each Unit of the Conference shall be allocated a minimum of two (2) Delegates. The number of delegates from each member Unit in any year shall be based on the high statistics provided by the ACBL on October 1 of the preceding year as determined by the League. Additional Delegates are allocated to the Units for each two hundred (200) additional active members (or major portion thereof).
- 4.2.2 Each Unit shall certify the names of their assigned Delegates to the Conference Secretary before 15 January, every year. Delegates so certified shall serve for one (1) year, beginning with their certification and ending with their recertification or certification of their successors. Permanent changes must be certified (in writing or by email) to the Conference Secretary.
- 4.2.3 If any Delegate cannot attend any meeting, an alternate Delegate shall be assigned from that Unit by the Unit President or Secretary and shall be certified to the Conference Secretary prior to the start of that meeting. This is a temporary appointment and will be valid for a single meeting.

Section 4.3 Presiding Officer

4.3.1 The Presiding Officer shall be the President of the Conference. In the absence of the President, or in the case of the President’s inability to act, the Vice President or, in the case of the Vice President’s absence, the Treasurer shall preside at meetings.

4.3.1 The Presiding Officer shall report the activities of the Executive Committee and the actions of the President to the Board of Delegates at each of its meetings and seek guidance from the Board of Delegates regarding future activities of the Executive Committee.

Section 4.4 Meetings

The meetings of the Board of Delegates shall be as follows:

4.4.1 Annual Meeting

The Annual Meeting of the Board of Delegates shall be held at such time and place as may be fixed by the President after July 1 of each year. The agenda of the Annual Meeting shall include presentation of annual reports, election of Conference officers, and transaction of such other business as may properly come before the meeting.

4.4.2 Regular Meeting

The Regular Meeting of the Board of Delegates shall be held at such time and place as may be fixed by the President before July 1 of each year.

4.4.3 Special Meetings

Special meetings of the Conference Board of Delegates may be called by the President or by petition by fifteen (15) Delegates from at least three (3) Units.

4.4.4 Notice of Meetings

Written, printed or by electronic transmission, stating the place, day and hour of the Annual and Regular Meetings and, in the case of a Special Meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than 15 days before the date of the meeting, by or at the direction of the President, Secretary or officers or persons calling the meeting, to each delegate entitled to vote at such meeting.

4.4.5 Quorum

Fifteen (15) Delegates in good standing representing at least five (5) Units of the Conference shall constitute a quorum at a Conference Board of Delegates meeting.

4.4.6 Voting Rights of the Presiding Officer

In the case of a ballot vote, the presiding Officer shall be allowed one and only one vote. When the vote is by voice or show of hands, the Presiding Officer shall exercise his voting right only when the vote will affect the outcome.

ARTICLE 5. ADMINISTRATION: EXECUTIVE COMMITTEE

Section 5.1 Responsibilities

The Executive Committee shall manage the prudential affairs of the Conference, which responsibility shall include, but not be limited to, the responsibility to:

5.1.1 Manage the funds and property acquired by the Conference.

5.1.2 Hire and discharge all Conference employees/contractors, define their

duties and responsibilities and periodically review the performance of such employees/contractors.

5.1.3 Review reports of the officers and committees, and edit or prepare for submission to the members of the Board of Delegates, at least annually, for, and at least ten days prior to the Annual Meeting, such reports as are necessary for said Board of Delegates to address and consider all matters to be considered at such meeting.

5.1.4 Conduct, manage and control Regional Bridge Tournaments allocated by the ACBL; select the dates and locations for holding such tournaments and review the reports and suggestions of tournament officials.

Section 5.2 Membership of the Executive Committee

Members of the Executive Committee include:

5.2.1 Conference Officers: President, Vice President, Secretary and Treasurer;

5.2.2 The Immediate Past President

5.2.3 Unit Representatives: One (1) Representative from each Unit with the exception of Eastern Massachusetts and Connecticut, which shall have two (2) Representatives. Unit Representatives shall be selected based on the bylaws of their Unit(s).

5.2.3.1 The members from the Units, other than the members serving as officers, shall be determined by the Units according to their own rules of procedure,

5.2.3.2 Should the Unit fail to designate such member or members before January 1, the President of the Conference shall appoint such member or members from said Unit to the Executive Committee.

Section 5.3 Presiding Officer

The President of the Conference shall be the Chief Executive Officer of the Conference and Presiding Officer of the Executive Committee. In the absence of the President, or in the case of the President's inability to act, the Vice President or, in the case of the Vice President's absence, the Immediate Past President shall preside at meetings.

Section 5.4 Meetings

The Executive Committee shall meet at such times, place or manner as shall be established by the Conference President.

5.4.1 Special Meetings

Special meetings of the Executive Committee may be called at any time by the President, or upon the written request of eight (8) members of the Executive Committee.

5.4.2 Notice

Notice of any regular or special meeting stating the place, day, and hour of the meeting shall be sent by mail or electronically, no fewer than fifteen (15) days prior to the date of the meeting. Members of the Board may participate in a meeting in person or virtually, as long as participants can hear one another.

5.4.3 Quorum

Presence in person of six (6) Representatives or alternates representing at least five (5) Units and three (3) of the four (4) Conference Officers shall constitute a quorum for the conduct of business.

- 5.4.4 Voting by Proxy
Voting by proxy is not permitted.
- 5.4.5 Presiding Officer's Right to Vote
In the case of a ballot vote, the Presiding Officer shall be allowed only one vote. When the vote is by voice or show of hands, the Presiding Officer shall only exercise his voting right to break a tie.

Section 5.5 Permanent Absence of Representative
In the event that any Representative resigns or is unable to continue service, he shall be replaced in accordance with the bylaws of his Unit.

ARTICLE 6. OFFICERS

Section 6.1 Designations
Officers of the corporation shall be a President, a Vice President, a Secretary and a Treasurer.

- 6.1.1 The officers shall be elected at the annual meeting of the Conference immediately preceding the end of their terms.

Section 6.2 Term of office
All terms commence on the first day of January following their election.

- 6.2.1 President and Vice President
The President and Vice President shall serve one-year terms. The Nominating Committee, at its discretion, may renominate the President and/or Vice President for a single, additional one-year consecutive term.
- 6.2.2 Secretary and Treasurer
The Secretary and Treasurer shall serve two-year terms. Such terms begin on even-numbered years. The Secretary and Treasurer may serve for an unlimited number of consecutive terms.

Section 6.3 Election process for Conference Officers
The nomination and balloting process for Conference Officers is defined in Article VIII.

Section 6.4 The President's Responsibilities
The President shall be the Chief Executive Officer of the Conference. It shall be the responsibility of the President to:

- 6.4.1 Chair the Executive Committee and Board of Delegates meetings.
- 6.4.2 Follow Robert's Rules of Order at any meeting of the Board of Delegates or the Executive Committee
- 6.4.3 Create all committees (except the Nominating Committee), and appoint chairs thereof and assign functions thereto and, in consultation with the committee chairpersons, appoint members of such committees.
- 6.4.4 Appoint such officials of the Conference as required by the ACBL or as deemed necessary by the President or the Executive Committee. The appointments of such officials shall be approved by the Executive Committee.
- 6.4.5 Appoint ACBL elected positions when they become vacant, in accordance with the rules and requirement of the ACBL.
- 6.4.6 Appoint a representative for the ACBL Advisory Council within 60 days of a vacancy in such position in accordance with the rules and requirements of the ACBL. The Executive Committee shall approve the appointment.

- 6.4.7 Appoint the Registered Agent of the Corporation. The Executive Committee shall approve the appointment and ensure proper filing with the Secretary of State of the Commonwealth of Massachusetts.
- 6.4.8 Make a report of all significant actions taken during the presidency at each meeting of the Executive Committee and each meeting of the Board of Delegates.
- 6.4.9 Call for Executive Session
- 6.4.10 Have discretionary spending powers in an amount not to exceed that specified by the Executive Committee
- 6.4.11 Coordinate with other members of the Executive Committee and manage the affairs of the Conference.
- 6.4.12 Perform other duties which are considered usual and customary as President and Chief Executive Officer

Section 6.5 Vice President’s Responsibilities

It shall be the responsibility of the Vice President to:

- 6.5.1 Exercise all functions of the President during the absence or disability of the President.
- 6.5.2 Have such powers and discharge such duties as may be assigned to him by the President or the Executive Committee.

Section 6.6 Secretary’s Responsibilities

The Secretary shall perform all duties as are incumbent to the office or as required by law. In addition, it shall be the responsibility of the Secretary to:

- 6.6.1 Keep minutes of all meetings and preserve same in a book to be maintained for that purpose.
- 6.6.2 Maintain a log of all relevant motions made in the Executive Committee and Board of Delegates meetings
- 6.6.3 Issue notices of all meetings;
- 6.6.4 Keep a record of all Conference permanent trophies;
- 6.6.5 Keep all corporate documents of the Conference.
- 6.6.6 Have other duties and responsibilities as requested by the President or the Executive Committee

Section 6.7 Treasurer’s Responsibilities

It shall be the responsibility of the Treasurer to:

- 6.7.1 Keep and maintain the Conference fiscal records
- 6.7.2 Have custody of the Conference funds and property
- 6.7.3 To submit financial reports at the regular and annual meetings of the Board of Delegates, or if so requested, at any special meeting that may be directed by the President.
- 6.7.4 To submit at each Executive Committee meeting appropriate financial reports showing calendar year-to-date (including revenue and expenses for the reporting period);
- 6.7.5 To submit all records to the President or his designee for the purpose of an annual audit of the Conference financial records as directed by the President and/or Executive Committee;
- 6.7.6 File all required financial reports for the Corporation with the Commonwealth of Massachusetts and with the Internal Revenue Service by the required due date.

- 6.7.7 Ensure the District is in compliance with all state and federal regulations
- 6.7.8 Arrange for blanket bond to cover positions handling money
- 6.7.9 To have other duties and responsibilities as requested by the President

Section 6.8 Substitutes for Absent Officers

If any officer of the Conference is absent or unable to act and no other person is authorized to act in such officer's place by the provisions of these Bylaws, the Executive Committee may, from time to time, designate the powers or duties of such officer to any other officer, director or other person it may select.

Section 6.9 Vacancies of Office

Vacancies due to death, resignation, succession to a higher office, or other cause shall be filled as follows:

- 6.9.1 President
The Vice President shall serve as President for the remainder of President's term;
- 6.9.2 Other Officer
When any other office is vacant, the Executive Committee shall appoint an interim replacement.
- 6.9.2.1 If the unexpired term of an officer other than President or Vice President exceeds one year, a special election by the Board of Delegates will be held at the next appropriate District 25 Regional tournament. The election will be conducted under the same set of rules for nominating and posting in force for regular elections.

Section 6.10 Removal from Office

Any officer of the Conference may be removed from office for due cause at any meeting of the Executive Committee by the following procedure:

- 6.10.1 Notice of impeachment charges shall be sent to the individual via certified mail with return receipt, at least fourteen (14) days prior to the Executive Committee hearing of impeachment.
- 6.10.2 The notice shall set forth in detail the violations which have caused the impeachment hearing.
- 6.10.3 A quorum (as defined in Article IV) is present.
- 6.10.4 The Executive Committee and the member being impeached shall have the right to present evidence, witnesses, and be represented by counsel at their own expense at the hearing.
- 6.10.5 Two-thirds (2/3) of the members of the Executive Committee present at the meeting vote in the affirmative to remove the individual from his position. The vote of the Executive Committee shall be considered final.

ARTICLE 7. COMMITTEES

Section 7.1 Establishment and Membership

The President shall have the power to create such standing and special (ad hoc) committees (except Nominating Committee) as he may deem necessary or appropriate, designate the chairs thereof and assign functions thereto and in consultation with the chair of said committee, appoint members of said

committee.

- 7.1.1 The President and Vice President shall be an ex officio non-voting member of all committees (except the Nominating Committee). For votes occurring at the Executive Committee and/or the Board of Delegates meetings, the President shall have a vote as outlined in Article IV and V.
- 7.1.2 The Vice President shall be allowed a vote on a committee (except Nominating Committee) provided he is a member of said committee or an ex officio member of said committee.
- 7.1.3 The members of committees need not be members of the Board of Delegates or the Executive Committee.

Section 7.2 Committees

Committees include those required by the ACBL, specified by these bylaws or deemed necessary by the President, to fulfill the purpose and functions of the District.

- 7.2.1 Appointments to chair such committees, or officials as defined, shall be approved by a majority vote of the Executive Committee
- 7.2.2 Removal of such standing committee chairs and other officials shall be by majority vote of the Executive Committee
- 7.2.3 Notice of discussion to remove above chairs and officials shall be given to the members of the Executive Committee no less than ten (10) days prior to such discussion.
- 7.2.4 Any committee member may be removed, with or without cause, by majority vote of the members of the Executive Committee

ARTICLE 8. NOMINATION AND ELECTION OF OFFICERS

Section 8.1 Nominating Committee

- 8.1.1 The Nominating Committee shall consist of one (1) person from each member Unit, who shall be selected by the Unit in accordance with its rules or procedure.
- 8.1.2 Before May first of each election year, each Unit shall select a Nominating Committee member and not more than two (2) alternates, and shall inform the Conference Secretary of such selections.
- 8.1.3 The Conference Secretary shall inform each Unit which has failed to meet this May 1 deadline of such failure.
- 8.1.4 For any Unit that shall fail to make such selections by June 1, the President of the Conference shall appoint a Nominating Committee member and not more than two (2) alternates from such Unit.
- 8.1.5 As soon after June first as it can conveniently be done, the President via the Conference secretary shall inform the member Units and the individuals selected of the composition of the Nominating Committee

Section 8.2 Nominees

- 8.2.1 The Nominating Committee shall prepare a slate for the coming term. At least forty-five (45) days prior to the Annual Meeting, the Nominating Committee shall present to the Secretary the slate to be placed in nomination.
- 8.2.2 The Secretary shall immediately notify all delegates and the Secretary of each member Unit of the proposed slate.

- 8.2.3 Thereafter, but at least fifteen (15) days before the annual meeting, other persons may be placed in nomination by petition signed by at least fifteen (15) delegates from at least three (3) Units, directed and mailed or delivered to the Conference Secretary.
- 8.2.4 The Conference Secretary shall forward notice of such additional nominations to the Delegates and the Secretary of each member Unit forthwith.
- 8.2.5 Notwithstanding the provisions of Section 8.2.1 and 8.2.2 of this Article, nominations may be entertained at the annual meeting with respect to officers to which no person nominated in accordance with Section 8.2.1 or Section 8.2.3 of this Article is able to serve, either by reason of death, incapacity, refusal or such similar reason.

Section 8.3 Voting

- 8.3.1 In the event there is more than one candidate for any office, the vote for such office shall be by secret ballot.
- 8.3.2 If there are two candidates, the candidate with the majority shall be declared the winner.
- 8.3.3 If there are more than two candidates and if no candidate receives a majority on the first ballot, there shall be a run-off election between the two candidates who received the most votes on the ballot.

ARTICLE 9. AMENDMENT PROCEDURES

- 9.1.1 Delegates shall be informed of a proposed amendment at least fifteen (15) days in advance of any Board of Delegates meeting to which said amendment is to be acted upon and shall be furnished with a copy of the text so such proposed amendment, or of its essential matter.
- 9.1.2 These bylaws may be amended, altered or repealed and new bylaws may be adopted by a majority vote of the members present and voting at any meeting of the Board of Delegates at which a quorum is present, and not otherwise.
- 9.1.3 Unless otherwise specified in the proposed amendment, amendments to these bylaws shall take effect immediately after they are adopted by the Board of Delegates.

ARTICLE 10. MISCELLANEOUS

Section 10.1 Loans

- 10.1.1 No monies from the Conference account shall be loaned to any Conference member.
- 10.1.2 No members of this Conference shall be authorized to borrow monies for the Conference.

Section 10.2 Dissolution

- 10.2.1 Upon dissolution of the Conference, any asset remaining after payment of, or provision for its debts and liabilities, shall, consistent with the purposes of the Conference, be paid over to organizations having similar purposes and goals as

the Conference, and which qualify as exempt organizations under the provisions of the Internal Revenue Code.

10.2.2 No part of the net assets or earnings of the Conference shall inure to the benefit of or be paid or distributed to any officer, director, member, employee, or donor of the Conference.

Section 10.3 Disclaimer

In any portion of the Bylaws shall be found invalid or inoperative, then, to the extent reasonable and possible, the remainder shall remain valid and operative, and effect shall be given to the intent that portion held invalid or inoperative manifests.

APPENDIX A

DEFINITIONS AND ACRONYMS

ACBL	American Contract Bridge League
Delegate	Selected by Unit as its member to the Board of Delegates
District	The organization with responsibility for management of bridge-related activities for a geographical area within the ACBL [There are twenty-five (25) Districts in the ACBL
Member in Good Standing	A member whose dues (if dues are required) are such member is not currently: expelled; serving a term of suspension; serving indefinite probation; serving probation the initial term of which was twenty-four or more months; serving a term of probation following a suspension, the initial term of which was in excess of ninety days.
Region	The geographical area within the ACBL that includes one or more Districts and is represented by a member of the ACBL Board of Directors. [Region 2 of the ACBL comprises Districts 24 and 25.]
Representative	Person selected by a Unit as its Representative on the Executive Committee Unit The organization with responsibility for management of bridge-related activities for a limited geographical area within an ACBL-defined District.

INTERPRETATION

Whenever the context indicates, the masculine gender shall encompass the feminine and neuter, and the singular shall encompass the plural or vice versa.

The headings are solely for organization, convenience and clarity. They do not define, limit or define the scope of these bylaws or the intent in any of the provisions.

The use of “written” is taken to mean paper or electronic communication.