

BYLAWS OF THE AMERICAN BRIDGE ASSOCIATION

CHAPTER I - MEMBERSHIP

SECTION 1 - TYPES

Membership in the Association shall be of two kinds, viz:

- A. Individual
- B. Group (Chartered Affiliates)

SECTION 2 - INDIVIDUAL MEMBERSHIP

- A. Persons residing within a thirty-five (35) mile radius of a city in which a chartered ABA Club exists must become affiliated with such a club.
- B. Persons residing beyond the thirty-five (35) mile radius of a city in which a chartered club exists may apply to the National Office for membership-at-large and assignment to the appropriate Section.

SECTION 3 - GROUP MEMBERSHIP

- A. Chartered Clubs
 1. The minimum number of individuals permitted to form a new club shall be eight (8) new members in an area where there is a Unit of less than 100 members.
 2. The minimum number of individuals permitted to form a new club in an area where there is a Unit of more than 100 members is sixteen (16) new members.
 3. Any new group of individuals beyond the perimeter of the thirty-five (35) mile radius described in Section 2B may apply directly to the ABA National Office for a Charter or may become affiliated with the nearest unit.
 4. All group affiliations require the endorsement of the Section Vice President.

B. Independent Clubs

A club outside the geographic boundaries of a Chartered Unit is an independent club.

C. Chartered Units

1. A Unit must be formed when:
 - (a) three (3) or more clubs lie within the thirty-five (35) mile radius of a city.
 - (b) when the total membership of the three clubs is fifty (50) or more.
2. Any two (2) Chartered Clubs meeting the requirements 1a and b above may become a Unit.
3. A Unit may be formed when two or more Independent Clubs located beyond the mandated geographic boundaries of any Unit decide to unite.
4. All Unit formations require the endorsement of the Section Vice President.

SECTION 4 - RIGHTS OF MEMBERSHIP

A. Individual

Individual members shall have the right to:

1. vote on all matters as provided in the ByLaws.
2. compete in any Regional, Sectional or National Tournament, except as those rights may be limited, circumscribed, or abrogated under the requirements of the laws of duplicate bridge, any special rule or regulation.
3. have master points recorded and receive record of same.
4. form chartered clubs according to ABA laws.
5. enjoy rights and privileges as may pertain to these laws.
6. face accusers regarding charges of impropriety.
7. Appeal any charge of misconduct or impropriety in accordance with the Disciplinary Code of the Association.

8. be reinstated after lapse of membership upon payment of financial obligations and at the discretion of the Board.

B. Chartered Clubs

Chartered Clubs shall have the right to:

1. conduct tournaments in accordance with privileges and limitations provided for in the requirements of such matters.
2. have representatives of their own choosing as members of the Unit Committee, as defined in the applicable Section of the ByLaws.
3. form units according to ABA laws.
4. exercise all other rights as may be contained in ABA laws.
5. censure players for violations of proprieties in accord with the ABA Disciplinary Code.
6. recommend penalties for violation(s) of proprieties as described in ABA laws.
7. be heard within thirty (30) days when charges have been leveled. The line of authority shall be Club/Unit/Section and National level.
8. assess fees including club dues and playing fees.

C. Chartered Units

Chartered Units, comprised of affiliated clubs, shall have the right to:

1. sponsor Grade "A" Regional Tournaments.
2. coordinate the tournament schedule for clubs within its area of jurisdiction, subject to the review and approval of the Section Vice President.
3. determine the financial obligation of both its individual and group membership.
4. represent its affiliates on the Sectional Committee.
5. arbitrate local jurisdictional disputes.

6. enact local administrative rules and regulations that do not conflict with this Constitution and ByLaws.
7. exercise all such privileges as may be contained in these laws.
8. censure members for violation of laws and proprieties according to the Disciplinary Code of the ABA.
9. recommend suspension of a Club Charter initiated at the Unit level and approved by the Section Vice President, with final action at the National level.

D. Independent Chartered Clubs

Independent Chartered Clubs shall have all rights pertaining to Chartered Units, as described in Item "C" of this Section and have representatives of their own choosing on the Sectional Committee.

E. Closed Clubs

Refer to *ABA HANDBOOK*, part 1, Organization – "Closed Clubs."

SECTION 5 - OBLIGATION OF MEMBERSHIP

A. Individual

Each individual member of the Association shall have the following obligations to:

1. produce a current membership card on demand at any meeting or any tournament.
2. conduct oneself at all times in a manner befitting a member of the Association.
3. obey all the laws and regulations of the ABA.
4. meet financial obligations as set by the membership for all levels of membership where applicable, i.e., Club, Unit, Section and National.
5. answer charges of impropriety.
6. notify the National Office of the change of address upon physical relocation, whereupon assignment will

be made to the local group, pending affiliation with the next dues year.

7. redeem checks, including appropriate fees, payable to the Association and not honored by the banking institution on which the check was drawn.

B. Affiliated Clubs

Chartered Clubs shall have all the obligations applying to individual members and further shall be obligated to:

1. submit a membership list, with appropriate dues and Charter fee, to the National Office through the Unit Secretary, if such exists, no later than December 31, for the ensuing year
2. transmit information received from the Unit, Section and National Office to the membership within thirty (30) days of receipt of same.
3. keep a record of membership cards received and distributed from the National Office.
4. submit list of membership applications to the Unit or in the absence of a Unit to the National Office on a timely basis.
5. submit a duplicate list of each membership application to the Section Vice President.
6. sponsor regional tournament.
7. submit tournament results and sanction fees to the National Office within ten (10) days of sponsorship.
8. hire a non-playing certified Director to conduct Regional tournaments.
9. develop a written constitution, which is in concert with the ABA Constitution and ByLaws.
10. meet financial obligations as established by the Unit.

C. Affiliated Units

Chartered Units shall have all the obligations applying to individual members and further shall be obligated to:

1. ensure that National laws are carried out.
2. promote National and Sectional programs.
3. host National and Sectional tournaments on the endorsement of their membership.
4. insure that all clubs comprising the Unit are Chartered Clubs.
5. urge that all individual members of the Unit be members of Chartered Clubs.
6. insure the adherence of all players to high standards of behavior.
7. provide a forum for an accused member to answer charges of violations of number six (6) of this Section.
8. establish an Appeals/Ethics Committee to hear charges of impropriety.
9. communicate recommendations for censure of individual members or Clubs to the next administrative level.
10. establish a written constitution, including the following provisions:
 - (a) Officers of the Unit shall be elected by popular ballot of Unit ABA membership in good standing.
 - (b) General meetings shall be held at least twice a year.
 - (c) The Executive Body shall consist of the elected officers and at least one representative from each affiliated Club.
 - (d) The Executive Body shall meet regularly to conduct the business of the Unit.
11. communicate decisions made by the Executive Body to the general membership.
12. pay charter fees if so levied.

SECTION 6 - NON-MEMBER PLAYERS

- A. The Association accepts guest participants in any ABA event provided playing fees are paid, but those participants are subject to limitations imposed by the Director and outlined in the ABA Handbook.

SECTION 7 - SUSPENSION AND LOSS OF MEMBERSHIP

Any member, charged with violation of the proprieties and laws of this Association, may be summarily suspended in accordance with the Disciplinary Code of Procedure.

CHAPTER II - DUES

Dues are payable by January first (1) of each calendar year and continue in force until December 31 of the same year. Dues are not returnable nor are they prorated.

- A. Individual dues: Each individual member of the Association shall be required to pay annual dues unless otherwise exempted.
- B. Club Dues: Each affiliated Club shall be required to pay an annual Charter fee.
- C. Unit Dues: Each affiliated Unit of three or more clubs shall be required to pay an annual Charter fee.

CHAPTER III - BOARD OF DIRECTORS

SECTION 1 - MEMBERSHIP

The Board of Directors, hereinafter called the Board, shall be composed as indicated in Article IV of the Constitution.

- A. The Executive Committee shall be composed of the National President, Vice-President, Secretary and Treasurer.
- B. The Executive Committee, composed of the National President, Vice President, National Secretary and Treasurer, shall be empowered to act for the Board between meetings. Refer to Section 5 of this Chapter for details.

SECTION 2 - AUTHORITY

- A. Financial
Financial authority of the ABA, Inc. shall be vested in the National President, Secretary and the Treasurer.
 - 1. The Secretary and Treasurer shall be signatories of all vouchers, checks and bank withdrawals.
 - 2. The President shall be a signatory only in the event of emergency.
 - 3. The Board shall have the final approval of all obligations with a monetary value exceeding \$2,000.
 - 4. All non-budgeted expenditures under \$2,000 shall require the approval of the President.
 - 5. The National President, Vice President, Secretary and Treasurer must sign a legally binding document pledging to (1) abide by the rules, regulations and policies set forth in the ABA Constitution and ByLaws and (2) to accept personal financial responsibility for payment of any unauthorized

expenditure initiated by him/her on behalf of the ABA.

- B. **Between Business Meetings**
Between business meetings of the membership, the Board shall have all power pertaining to membership, except that it may not alter or countermand any policy decision already adopted by the membership.
- C. Any Board member shall have the authority to examine all books, papers and other documents of the Association.
- D. **Policy Making**
The Board shall have the authority to establish policy for the Association.

SECTION 3 - MEETINGS, QUORUM AND VOTING

- A. The Board shall hold a minimum of two regular business meetings each year. At least one meeting shall be held at each National Tournament.
- B. Call meetings may be held at other times and places.
- C. In lieu of these meetings, business may be conducted by mail, fax or telephone.
- D. One-half of the Board membership plus one (1) shall constitute a quorum.
- E. All Board actions shall be by majority vote and so recorded.
- F. The Chairperson may only vote in the event of a tie.

SECTION 4 - BOARD RESPONSIBILITIES

- A. The Board's primary responsibility is to make policy and transact the business of the ABA.
- B. Individual Board members have the responsibility for responding to requests for information in a timely fashion.
- C. Individual Board members must be available to attend meetings of both the Board and the Association.

- D. The Board shall communicate its decisions to the general membership.
- E. The Board has a responsibility to protect the interest of the Association.
- F. The proceedings of the Board shall be accurately recorded by the National Secretary or designee.
- G. The Board shall receive and review pertinent committee reports on a regular basis.
- H. The Board shall have the responsibility for approving all budgets.
- I. The Board shall have the final approval of all obligations with a monetary value exceeding \$2,000 including hotel/tournament site contracts.
- J. Each member of the Board shall ascertain and ensure that any contract binding on the Association shall bear the signatures of the President and Vice President.
- K. Should the President decide to exercise the option to appoint a Board Chair, as per Chapter VI A2, the duties are as follows:

The Board Chair shall:

1. issue the call for and preside over all meetings of the Board.
2. with the concurrence of seven (7) members of the Board, make emergency decisions on such matters that would ordinarily come before the Board.
3. submit matters to the Board for its consideration either at his/her own initiative, at the request of the President, at the request of any Board members, or at the request of one-third of the Board members.
4. receive all items and requests to be considered by the Board of Directors.
5. be responsible for finalizing the agenda, with the concurrence of the President, or after consultation with the President.

6. keep his/her records open for inspection of the President and the Board.
7. have no vote except in the event of a tie.

SECTION 5 - SUSPENSION AND/OR REMOVAL FROM OFFICE

- A. An officer may be suspended and/or removed for misconduct, misfeasance or malfeasance in office. The authority and process for suspension and/or removal is vested in the Board of Directors.
- B. The Board may appoint a committee or individual member of the Association to hear the complaint. This committee or member shall give a written report of its findings and recommendations to the Board for final decision.

The following procedure is required:

1. A written complaint or statement must be submitted to the Board of Directors.
2. The complaint shall be reviewed by the appropriate member or committee of the Board.
3. The complaint shall then be submitted to the accused and set for a hearing. After the hearing, a decision for suspension and/or removal shall require a 2/3 majority vote of the Board.

SECTION 6 - EXECUTIVE COMMITTEE

The Executive Committee may convene between National Tournaments, when an emergency arises, to recommend policy to assure uninterrupted and efficient operation of the Association. Said policy decisions are subject to review by the Board of Directors.

- A. Composition:
The members of the Executive Committee shall be: the National President, the National Vice-President, the National Secretary and the National Treasurer. The President shall be the Chair of the Executive Committee.
- B. Authority:
1. The Executive Committee shall have all the power of the Board of Directors except that it may not alter or countermand any decisions already adopted or rejected by the membership or the Board of Directors.
 2. The Executive Committee shall have the authority to examine books, papers and other documents belonging to the Association.
 3. The Executive Committee shall have the authority to establish policy, which may be revoked by the Board of Directors and/or the General Membership.
 4. The Executive Committee has the authority to review and take appropriate actions on the activities of any member acting on behalf of the American Bridge Association.
 5. The Executive Committee shall not have the authority to obligate the Association for more than \$2,000.
- C. Meetings & Quorum
1. When the need for a meeting arises, serious consideration must be given to the cost effectiveness of said meeting. Areas of concern include, distance members must travel, housing and per diem.
 2. Whenever feasible, meetings should be held at the ABA National Office.
 3. Three of the members must be present to constitute a quorum.
 4. All Executive Committee actions shall be by majority vote and so recorded.
 5. The Chair may only vote in the event of a tie.
 6. The Executive Committee shall communicate its decisions to the Board of Directors.

7. The National Secretary shall keep accurate records of all Executive Committee meetings. Reports are due to members of the Board of Directors within fifteen (15) days of the meeting.
8. The Board of Directors' members shall be notified of all meeting dates and the agenda.

CHAPTER IV - NATIONAL OFFICERS

SECTION 1 - TERMS OF OFFICE

- A. National Officers are to be elected according to established procedures for a term of two (2) years, taking office January 01 of the following year.
 - 1. National President and National Vice President may serve a maximum of two (2) consecutive two (2) year terms.
 - 2. National Secretary and National Treasurer may serve a maximum of four (4) consecutive two (2) year terms.

SECTION 2 - ELIGIBILITY FOR OFFICE

- A. Membership
All candidates for National Office shall, at the time of nomination, have been members of the Association in good standing for at least five consecutive calendar years immediately preceding the year of nomination.
- B. Prior Service
All candidates for National Office must have served in an elected capacity at the Unit or Sectional level for at least two (2) years or have held any appointive position at the Sectional or National level for at least two (2) years.

SECTION 4 - FILLING VACANCIES

- A. If a vacancy should occur in the office of the President, the Vice President shall immediately succeed to that office.
- B. If the Vice President should succeed to the office of the Presidency, an Interim Vice President shall be elected from and by the Board to serve until the next regular election.

- C. In the event both the President and the Vice President are unable to serve, a special meeting of the Board shall be called by the Secretary within thirty (30) days of incapacitation to select a President Protempore from the Board until the next business meeting of the Association.
- D. Vacancies occurring in the Office of the Secretary or of the National Treasurer shall be filled within fifteen (15) days by Presidential appointment and endorsed by the majority of members of the Board. The appointees shall serve until the next scheduled election.

CHAPTER V - NOMINATIONS AND ELECTIONS

SECTION 1 - TERMS OF OFFICE

Terms of office shall be in accordance with Chapter IV, Section 1.

SECTION 2 - ELIGIBILITY

Eligibility shall be in accordance with Chapter IV, Section 2.

SECTION 3 – NOMINATIONS

- A. Nominations and elections shall be limited to the offices of the President, Vice President, National Secretary and Treasurer.
- B. The names of all candidates for National Office shall be presented to the Elections Committee prior to being placed in nomination at the Spring Nationals.

CHAPTER VI - DUTIES OF NATIONAL OFFICERS

It shall be the duty of each National Officer to be present at all Board of Directors meetings and all business meetings of the Association.

- A. The President shall:
1. be the Executive Head of the Association, and shall be the final authority in the operation of the organization except where countermanded by the Board of Directors.
 2. be Chair of the Board..
 3. issue the call, develop an agenda and preside over all business meetings of the Association.
 4. propose and develop policies and programs for the good and welfare of the Association's membership.
 5. appoint all standing positions and appropriate committee chairs.
 6. remove any appointee from office in the interest of the Association
 7. be a member of the tournament negotiating team and investigate future tournament sites.
 8. present a budget to the Board at each Summer Tournament.
 9. publish names of all appointees prior to October 31 of the election year.
 10. select an independent auditor, annually, with Board approval.
 11. have the option of a parliamentarian at any meeting.
 12. be a source of official information.
 13. perform such other duties as may be contained in these ByLaws and generally, as may pertain to this office.
 14. have the authority to appoint a Sergeant-at-Arms.
 15. be an alternate signee on ABA checks.

- B. The National Vice President shall:
1. perform functions of the President in any temporary inability of the President to function.
 2. be a member of the tournament negotiating team.
 3. be an alternate signee of all checks.
 4. be a member of the Budget Committee and Finance/Auditing Committee.
 5. be chair of the Recommendations Committee.
 6. perform other duties as requested by the President or Board of Directors.
- C. The National Secretary shall:
1. be responsible for the general day-to-day operation of the National Office to assure that the National Office functions are carried out expeditiously, and perform a variety of administrative functions and activities in the area of routine operations, membership services, and public relations.
 2. coordinate, administer, and carryout general policies established by the ABA Board of Directors and/or general membership.
 3. be a liaison between the National President/Board of Directors and the National Office staff, (namely the Office Manager and the Administrative Assistant.)
 4. develop, maintain, and administer a sound operational plan for the National Office and initiate improvement.
 5. be responsible for the accounting of all monies received by the association (via the National Office receipts, tournaments receipts and/or any other association receipts).
 6. approve all bills to be paid by the association and be responsible for the accounting of all expenditures made on behalf of the Association.
 7. be one of the signatories on vouchers to the Treasurer and on bank accounts of the Association and on checks drawn on the same.

8. be prepared for an annual independent audit of the Association's books.
9. submit a quarterly report of National Office expenditures to the Board.
10. monitor compliance with purchasing policies and procedures.
11. attend all meetings and bring books to, at least, specified Board meetings.
12. ensure that records are maintained for national events.
13. record the minutes of all business meetings and shall within thirty (30) days of the close of each meeting transmit clear copies to all general officers and to the Editor of the BULLETIN.
14. be responsible for keeping, transcribing, condensing and distributing to Board members Board minutes, which shall include all action items, within twenty-four (24) hours after such meeting is held.
15. review and approve all administrative forms.
16. assure that adequate administrative supplies are maintained.
17. perform other duties as requested by the President or Board of Directors.
18. provide guidance, direction, and supervision for the multiplicity of National Office responsibilities which include (but are not limited to) the following functions (carried out principally by the Office Manager and/or Administrative Assistant).
 - (a) maintains the official files and records of the Association and be a source of official published information.
 - (b) maintain an accurate record of individual, club, unit and section membership (crosschecking incoming members for current membership year).

- (c) maintain records of and issue records of master points earned and accrued.
 - (d) oversee the care and maintenance of all office equipment, machinery, and the National headquarters building.
 - (e) send all new members a kit which would include information about the ABA and duplicate bridge.
 - (f) oversee, coordinate, and implement the printing and distribution of the ABA BULLETIN, ABA HANDBOOK, and other ABA publications.
 - (g) maintain, upgrade and publicize the ABA History and Archives Department housed in the National Headquarters building
 - (h) Oversee and coordinate the tournament supplies and equipment housed in the National Headquarters building, including the purchasing, inventorying, storing, upgrading and shipping of supplies and equipment to tournaments sites
 - (i) print and distribute hand records for National tournaments events
 - (j) provide information and assist in the coordination of the web page administration.
19. be responsible for preparing the general administration (non-tournament budget).
 20. be responsible for preparing the W-2, 941, and 1099 tax forms.
 21. be a resource person for the NTA Committee.
 22. be a source of official information.

D. The National Treasurer shall:

1. be responsible for the custody and protection of all funds of the Association.

2. receive from the National Secretary and deposit in the proper accounts all Association funds and issue receipts for same.
3. be one of the signatories of all checks drawn against the Association's accounts.
4. issue checks containing signatures of the National Secretary and Treasurer, except as otherwise herein provided. Issue checks as authorized to designated officers.
5. maintain accurate records of all financial transactions made on behalf of the Association.
6. investigate and recommend investment vehicles for the Association's funds.
7. make reports to the Board and membership.
8. be prepared for an annual independent audit of the Association's books.
9. receive all bank statements.
10. reconcile all accounts monthly.
11. be responsible for preparing 990 and 990T taxes.
12. recommend methods for improving cash flow.
13. perform other duties as requested by the President or Board of Directors.

E. Annual Reports:

1. The four national elected officers shall prepare annual reports of their activities. Reports shall be presented at the business meeting of the Summer Tournament and shall be published in the ABA BULLETIN immediately following that tournament.
2. Annual Expenditure Reports of the Association shall be submitted to the Board prior to each Spring Tournament.
3. The proposed budget for the next succeeding year shall be submitted to the Board prior to each Summer Tournament and shall be published, on

approval of the Board, in the ABA BULLETIN immediately following the Tournament.

- F. When an officer or any other member of the Association leaves office, he/she must turn over to the ABA National Office all records, computer software/hardware and any equipment purchased by and for the ABA during the course of his/her term in office. Failure to do so within thirty (30) days of leaving office will result in a hearing before the Board of Directors which could result in the suspension of the former officer from the Association for up to a period of two (2) years.

CHAPTER VII – GENERAL OFFICERS

SECTION VICE PRESIDENTS

SECTION 1 - TERMS OF OFFICE

- A. The term of office shall be two (2) years. The limit is two (2) consecutive two-year terms.
- B. Each Section holds an election according to Article VII, Section 2.1 of this Constitution.

SECTION 2 - FILLING SECTION VICE PRESIDENTIAL VACANCIES

- A. Should a Section Vice President vacancy occur, the vacancy shall be filled in accordance with the respective Section Constitution.
- B. In the absence of such a provision, the National President shall designate an Acting Vice President to serve until the next Section meeting at which an election must be held.

SECTION 3 - DUTIES OF THE SECTION VICE PRESIDENT

- A. The Section Vice President shall:
 - 1. serve as the Administrative Head of Section.
 - 2. present the recommendations and concerns of the Section to the Board of Directors.
 - 3. ascertain that the Constitution of the Section/Unit/Club is in accord with the basic provisions and philosophy of the ABA Constitution and ByLaws.
 - 4. schedule and preside at all Section meetings.
 - 5. promote and recruit duplicate bridge within the Section.

6. coordinate, approve and sanction all tournaments conducted by Units/Clubs within the Section.
7. appoint the Editor of the Section's Newsletter and delegate its distribution.
8. appoint committee chairs.
9. be a signee on all bank accounts and drafts of the Section.
10. authorize expenditures of the Section.
11. adjudicate disputes within the Section prior to appeal to the National Ethics Committee.
12. serve as ex-officio member of all Section committees.
13. have the authority to render decisions in emergency situations.
14. report Board actions and policy changes to its membership.
15. implement actions taken by the Board.
16. recommend members for National Committees at the request of the National President.
17. designate a representative for the section to the Board of Directors, in accordance with the Section ByLaws, when unable to attend Board meetings.

SECTION 4 - DUTIES OF THE SECTION COMMITTEE

- A. **Composition**
The Committee shall be composed as spelled out in the Section Constitution.
- B. **ByLaws**
The Section may establish laws of its own choosing concerning its dues structure/financial responsibilities, as long as they do not contravene the laws of the Association, nor assume the prerogatives of the National Office.
- C. **Duties**

The Section Committee shall:

1. represent the concerns of the players in the Section.
2. meet as often as necessary.
3. assist the SVP in conducting the business of the Section.
4. assist in establishing the playing fees for the Section.
5. authorize payment of all legitimate expenses incurred by the Section.
6. make a written report to the respective Clubs/Unit.

CHAPTER VIII – STANDING COMMITTEES/POSITIONS

- A. The following are Standing Committees of the Association:
 - 1. National Tournament Authority
 - 2. National Tournament Committee
 - 3. Appeals and Ethics
 - 4. Budget and Finance/Auditing
 - 5. Staff Development/Certification
 - 6. New Player/Membership
 - 7. Recommendations
 - 8. Publicity/Public Relations
 - 9. Merit/Awards
 - 10. Scholarship
 - 11. Site Selection Team
 - 12. Bridge Education/Teacher Certification
 - 13. History and Archives
 - 14. ABA/ACBL Liaison Committee
- B. The following are Standing Positions of the Association:
 - 1. Convention Manager
 - 2. National Supervisory Director
 - 3. Chief Scorer
 - 4. Hotel Negotiator (if necessary)
 - 5. Bulletin Editor/Photographer
 - 6. Awards Coordinator
 - 7. Supplies and Logistics
 - 8. Caddy Master
 - 9. FLASH Editor
 - 10. Recorder
 - 11. Web Page Administrator
- C. Ad Hoc Committees shall be constituted as needed (i.e., Election).
- D. Standing Committees shall be appointed by the incoming President, in accordance with Chapter VI, A-5 of these ByLaws.

- E. Should a committee chair become vacant during the tenure of a President, the vacancy must be filled by the President within thirty (30) days.
- F. All actions and operating decisions made by Committees and their Chairs shall require Board approval before becoming operative.

CHAPTER IX - COMMITTEE FUNCTIONS

- A. The president of the ABA shall appoint all standing and Ad Hoc Committees' Chairpersons
- B. The structure of each committee, with the exception of the National Tournament Authority and Elections Committee shall consist of a Chairperson and at least one (1) representative (but not more than three(3) from each Section, but with only one (1) vote per Section. The representative(s) shall be selected by the Section Vice President.

SECTION 1 - THE NATIONAL TOURNAMENT AUTHORITY

- A. Structure
 - 1. The chair of the National Tournament Authority shall be appointed by the President.
 - 2. The National Tournament Authority shall be composed of the following chairs or persons:
 - (a) National Tournament Authority
 - (b) National Tournament Committee
 - (c) Staff Development Committee
 - (d) Convention Manager
 - (e) National Supervisory Director
 - (f) Chief Scorer
 - (g) National Secretary (Consultant)
 - (h) ABA/ACBL Liaison Committee Chair
- B. Function:

The National Tournament Authority shall be responsible for the planning, management and on-site operations of all National Tournaments of the Association. The committee shall be responsible for:

 - 1. establishing and revising regulations for all tournament play.

2. recommending policy changes affecting the membership to the Board of Directors and the General Membership.
3. games will be governed according to the Laws of the ACBL National Laws Commission.
4. keeping abreast of and communicating all changes in duplicate laws to the General Membership.
5. developing a tournament management budget.
6. reviewing NTC recommendations to determine technical or operating difficulties involved.
7. evaluating the performance of the Directing staff.
8. advance planning.

SECTION 2 - THE NATIONAL TOURNAMENT COMMITTEE

A. Function

The Committee shall be responsible for the following:

1. establishing the tournament regulations for all levels.
2. recommending tournament schedules.
3. establishing and maintaining a schedule of master points for all National, Section and local tournaments.
4. establishing the classification of players.
5. submitting all recommendations to the Tournament Authority for review to determine any technical or operating difficulties involved in implementation.
6. reporting such recommendations to the Board of the ABA for review and final approval.
7. publishing and implementing such changes approved by the Board.

SECTION 3 - THE APPEALS AND ETHICS COMMITTEE

A. Structure

The Appeals and Ethics Committee shall consist of a Chair and membership to include at least one person from each Section.

B. Function

The Committee shall:

1. receive and decide all appeals regarding the application and or interpretation of duplicate laws.
2. receive and investigate all complaints regarding player ethics.
3. recommend appropriate actions in all matters according to the Disciplinary Code of the Association.

Disciplinary actions taken by the Appeals and Ethics Committee are to be considered final unless appealed to the Board, in writing, within thirty (30) days.

SECTION 4 - BUDGET AND FINANCE/AUDITING

A. Structure

The Committee shall consist of a Chair and membership to include at least one person from each Section.

B. Function

The Committee shall be empowered to obtain the use of any and all fiscal and financial records, files and reports of any official and Section of the Association to accomplish the following duties.

1. a continuous review and analysis of the fiscal activities of the ABA.
2. the preparation and submission of an annual budget for the ABA.

3. the preparation and submission of recommendations for raising revenue to finance the budget for all operations.
4. the preparation and maintenance of updated financial procedures.
5. the review, establishment and maintenance of ABA administration.

SECTION 5 - STAFF DEVELOPMENT/CERTIFICATION

A. Structure

Members of the Committee will include one representative from each Section, to be selected by the Section Vice President in consultation with the committee chair of their respective Section subcommittee on Staff Development and Certification.

B. Function

The Committee shall be responsible for:

1. Recommending certification of Regional directors (Levels I-III) to Section Vice Presidents for promotion and recommending National Directors (Levels IV-VI) to the National Tournament Authority for promotion.
2. maintaining a complete listing of all certified directors of the ABA.

SECTION 6 - MEMBERSHIP AND NEW PLAYERS

A. Structure

The Committee shall consist of a Chair and membership to include at least one person from each Section.

B. Function

This Committee is responsible for:

1. providing guidance and consultation to Section, Unit and Club officials, relating to recruitment and retention of members.

2. planning, directing and coordinating New Player Educational and Social activities at National Tournament.
3. holding committee meetings at Nationals.
4. communicating regularly with both the President and officials that need assistance with membership growth.
5. developing a recruitment program to assure membership growth.
6. highlighting New player activities in the BULLETIN.
7. making written reports of above functions to the Board of Directors.
8. obtaining periodic up-dated list of new members from National Office.

SECTION 7 - RECOMMENDATIONS

A. Structure

The committee shall consist of a Chair and membership to include at least one person from each Section.

B. Function

This Committee shall be responsible for:

1. receiving and evaluating recommendations from individuals, Clubs, Units or Sections.
2. presenting all recommendations and dispositions to the Board.
3. reporting the Board's findings to the body for its consideration.
4. reporting to the recommender the findings of the Committee.

SECTION 8 - PUBLICITY/PUBLIC RELATIONS

A. Structure

The Committee shall consist of a Chair and membership to include at least one person from each Section.

B. Function

This Committee shall be responsible for:

1. submitting interesting and pertinent articles to the media to enhance the image of the Association.
2. reporting timely articles to both the BULLETIN and the FLASH, et al.
3. recommending innovative activities designed to increase membership growth.
4. contacting local media outlets for ABA coverage during National Tournaments.
5. setting up press conferences for interesting ABA personalities.
6. advance planning.

SECTION 9 – MERIT/LIFE MEMBERSHIP AWARDS

A. Structure

The Committee shall consist of a Chair and membership to include at least one person from each Section.

B. Function

This committee is responsible for:

1. recommending to the Board criteria for bestowing honors on ABA members.
2. receiving nominations for both life members and merit awardees.
3. screening nominations for such awards using established criteria.
4. recommending to the Board the names of honorees.
5. presenting the awards subsequent to Board approval.
6. reporting to the membership annually via ABA BULLETIN.

SECTION 10 - SCHOLARSHIP

A. Structure

The Committee shall consist of a Chair and membership to include at least one person from each Section.

B. Function

The Committee is responsible for:

1. distribution of appropriate forms to the Section.
2. continual review of scholarship forms and criteria.
3. notifying the National Office when there is need for additional printing of forms.
4. receiving and screening completed documents for nominees from Section Scholarship Committees.
5. recommending names of awardees to the Board.
6. publishing names of awardees in the Bulletin subsequent to Board approval.
7. See THE OFFICIAL ABA HANDBOOK for additional information.

SECTION 11 – SITE SELECTION TEAM

A. Structure

Membership is composed of the President, Vice President, Convention Manager, Hotel Negotiator, (If appointed) and NTA Chair.

B. Function

The Committee is responsible for:

1. soliciting input from local members.
2. investigating and recommending sites for future National Tournaments.
3. negotiating with hotel/convention center management for the best possible economic advantage to the Association.
4. finalizing contracts with Board approval, with the signatures of the President and Vice President.

SECTION 12 - ELECTIONS COMMITTEE

A. Structure

The President shall, at appropriate times (by March 1 of an election year), appoint an Elections Committee, who at the Spring Nationals shall announce the election process to be used for the upcoming election.

B. Function

The Committee shall be responsible for:

1. certifying eligibility of candidates in accordance with Chapter IV, Section 2.
2. developing voting procedures.
3. certifying all votes in the National Elections.
4. announcing the official results to the membership.
5. recommending innovative activities designed to the Board of Directors.
6. making written reports of above functions to the Board of Directors.
7. obtaining periodic up-dated lists of new and deceased members from the National Office.
8. cooperating with other committees such a Publicity and Marketing to achieve increased membership.

SECTION 13 - POSITION RESPONSIBILITIES

A. Convention Manager

The Convention Manager shall carry direct responsibility for liaison with the host group and the hotel(s) involved. The manager is also responsible for filing a report with the Board relative to table count, income, expenditures, etc., pertaining to the National Tournaments.

B. National Supervisory Director (NSD)

The NSD shall be responsible for all directors at National Tournaments. The NSD shall recommend to the Authority all directing staff for National Tournaments and shall negotiate all contracts for the directing staff. The NSD

shall have overall supervisory responsibility for directing tournament operations.

C. The National Chief Scorer

The Chief Scorer shall have the responsibility to supervise and approve all press releases regarding winners and ranking of games at National Tournaments. The Chief Scorer must approve all changes to scores after they have been reported and verified.

SECTION 14 – MEMBERSHIP AND RECRUITMENT

A. Function

The Committee shall be responsible for:

1. providing guidance and consultation to Section, Unit and Club officials relating to recruitment and retention of members.
2. holding committee meetings at Nationals.
3. communicating regularly with both the President and other officials regarding membership growth.
4. developing a recruitment program to achieve membership growth.

CHAPTER X - ANNUAL REPORTS

Chairpersons of all Standing Committees shall be responsible for preparing annual reports for submission at the Annual Meeting. These annual reports shall be submitted to the National Secretary before the first session of the Annual Meeting for such publication as may be deemed appropriate by the President.

CHAPTER XI - MEETINGS

SECTION 1 - SUMMER NATIONALS

The annual business meeting shall be held during the week of the Summer National Tournament. There may be as many sessions as necessary for the transaction of the Association's business, and shall be highlighted in the BULLETIN prior to the tournament.

SECTION 2 - SPRING NATIONALS

At least one business meeting of the Association must be held during the Spring Nationals and shall be highlighted in the BULLETIN prior to the tournament.

SECTION 3 - AGENDA

The agenda shall be prepared and presided over by the President.

SECTION 4 - QUORUM

The Quorum for a meeting of the Association shall be fifty (50) members. **No official action can take place with less than the proper quorum.**

CHAPTER XII - TOURNAMENTS

SECTION 1 - AUTHORIZED SPONSORS

- A. National Games:
Only the National Association, with assistance from the local persons or group, may sponsor games which pay National points.
- B. Sectional Games:
Only the Section may sponsor games which pay Sectional points.
- C. Grade "A":
Only the Unit may sponsor Grade "A" tournaments unless an Independent Club is functioning as a Unit.
- D. Grade "B" and Grade "C" Tournaments:
Individual Clubs sponsor " B" and "C" Tournaments.
- E. Units may sponsor Grade "C" games in accordance with:
 - 1. no more than three (3) Unit business meetings per year.
 - 2. one per month beginning one (1) year prior to hosting a National Tournament.

CHAPTER XIII - RULES OF ORDER

Insofar as they do not conflict with the provisions of the Association's Constitution and ByLaws, Robert's Rules of Order shall govern the deliberations of the Association.

CHAPTER XIV - AMENDMENTS

Amendments to these By-Laws may be made at any business meeting of the Association provided the proposed amendments are published in the BULLETIN prior to the meeting and supported by a 2/3rd majority of those members present and voting.

Except where noted, the laws contained in this document supercede those contained in other published Constitution and ByLaws, BULLETIN, memo or HANDBOOK.

(Published this date, March ____ 2014)

Ad Hoc Committee - Constitution and ByLaws

Alice Adams (Midwest)

Minnie Morgan (Southwest)

Richard Banks (Southern)

Brenda Polk (Northwest)

Errol Grant (Eastern)

Herbert Quarles (Mid-Atlantic)

Ellen Mayfield (Great Lakes)

Ida Simms (Western)

James W. Hunter, Chairperson