



ABA HANDBOOK

PART II--
ADMINISTRATION

AMERICAN BRIDGE ASSOCIATION



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The National Organization

The American Bridge Association is incorporated as a nonprofit organization for social, educational and philanthropic purposes under the laws of the state of Indiana. Under the statutes of the Internal Revenue Service, it is designated as a 501(c)7 organization.

Administrative Authority

The Board of Directors is comprised of the National President, the National Vice President, the National Secretary, the National Treasurer, and Vice-Presidents of each of the eight (8) Sections of the ABA. The government of the Association shall be vested in the members at the Business Meeting(s) and in the President and Board of Directors between National Tournaments.

1. The Board shall have the authority to establish policy for the Association.
2. In addition to the Board of Directors, the National Organization structure includes all Officials and Committee Chairs appointed by the President.
3. Business meetings of the membership must be held during each Summer National Tournament, and the Spring National Tournament of the election year. Between business meetings of the membership, the Board of Directors and/or the Executive Committee has all the power of the membership, except that it may not alter or countermand any policy decision already adopted by the membership.

(See Constitution and By-Laws in Part VI of this document)

Fiscal Operations

Fiscal authority of the ABA is vested in the President, National Secretary and Treasurer with oversight by the Board of Directors. *(Chapter III, ABA By-Laws)*

Fiscal Policies

1. The National Secretary shall provide a complete and detailed account of the expenditures of the organization to the Board twice a year.

2. A Quarterly Report and an Annual Report of funds received in the National Office is sent to the elected officers. SVPs receive a Quarterly Report and an Annual Report of funds received in the National Office from their respective sections.
3. Two signatures are required on all ABA accounts, except the National Office Petty Cash Account. The only signature required on this account is the National Secretary. This account is limited to a maximum amount of \$2000.
4. The National Office deposits all funds received in the National Office. The Treasurer shall deposit funds received at National Tournaments. The Treasurer shall reconcile the accounts on a monthly basis.
5. The Treasurer and National Secretary shall prepare reports on the fiscal affairs of the Association.
6. At the end of each fiscal year, after all records have been reconciled, they are kept permanently in the National Office. Annual audits are completed by the end of the first quarter of each year. An external auditor performs the annual audit, in conjunction with the National Secretary and Treasurer.
7. The Treasurer files the Association's annual taxes. Taxes must be filed according to the required IRS schedule. Quarterly payroll reports are prepared and submitted by the National Secretary.
8. Board of Directors expenses will be charged to the General Fund.

Labels

ABA labels, for non-commercial use may be sold to ABA members upon request and receipt of funds for such labels.

Logo

Copyrighting the ABA logo has been approved with all legal rules, regulations and procedures involved in the processing.

Permission to use the logo must be secured from the National Office.

National Tournament Allowance Regulations

National Tournament Allowances are paid to the following:

1. **President:** Transportation to the site of the tournament (mileage or lowest airfare including ground transportation), a complimentary suite and per diem for each day of the tournament, including setup and after tournament days required for official ABA business.
2. **National Vice President:** Transportation to the site of the tournament (mileage or lowest airfare including ground transportation), a complimentary suite and per diem for each official Board Meeting.
3. **National Secretary:** Transportation to the site of the tournament (mileage or lowest airfare including ground transportation), a complimentary suite, and per diem for each day of the tournament, including setup and after tournament days required for official ABA business and a tournament allowance.
 - A. **National Office Manager/Board Secretary:** Transportation to the site of the tournament (mileage or lowest airfare including ground transportation), per diem for each day of the tournament including setup and after tournament days required to close the operation, tournament allowance and a complimentary room.
 - B. Clerk may be hired to assist the National Secretary and Office Manager. Should be a temporary local hire.
4. **Treasurer:** Transportation to the site of the tournament (mileage or lowest airfare including ground transportation), complimentary suite, per diem for each day of the tournament including after tournament days required for official ABA business, and a tournament allowance.
5. **Section Vice Presidents:** Transportation allowance (\$200 Spring and Summer), room allowance (\$200 Spring and \$300 Summer), airport ground transportation, (not to exceed \$50.00),

per diem for Board Meeting attendance, \$150.00 tournament allowance for both Spring and Summer.

6. **Parliamentarian:** Transportation to the site of the tournament (mileage or lowest airfare including ground transportation), per diem for attending Board Meetings and a staff rated room.
7. **Chair of the National Tournament Authority:** Transportation to the site of the tournament (mileage or lowest airfare including ground transportation); per diem for each day of the tournament, including setup and after tournament days required to close the operation, tournament allowance and complimentary room.
8. **Chair of the National Tournament Committee:** Transportation to the site of the tournament (mileage or lowest airfare including ground transportation), per diem for a maximum of three (3) meetings in the Spring and four (4) meetings in the Summer and a staff rated room.
9. **Chair of Staff Development & Certification:** Transportation to the site of the tournament (mileage or lowest airfare including ground transportation). Payment is based on Seminars (limited to two (2) in the Spring and three (3) in the Summer, with per diem. Seminar pay is determined by the Board of Directors (currently \$100 per seminar); may be hired as a Director.
10. **Supervisory Director:** Transportation to the site of the tournament (mileage or lowest airfare including ground transportation), per diem for each day of the tournament, including setup and after tournament days required to close the operation, tournament allowance and a complimentary room.
11. **Chief Scorer:** Transportation to the site of the tournament (mileage or lowest airfare including ground transportation); per diem for each day of the tournament, including setup and after tournament days required to close the operation, tournament allowance and a complimentary room.
12. **Directors:** Transportation to the site of the tournament (mileage

or lowest airfare including ground transportation); per diem for each day assigned to work (including the staff development day before the tournament if authorized for the position), at the approved session rate and a complimentary room.

13. **Logistics & Supplies:** Transportation to the site of the tournament (mileage or lowest airfare including ground transportation); per diem, including setup and after tournament days required to close the operation, tournament allowance and a complimentary room.
14. **Caddies:** Will be compensated in accordance with fees recommended by the NTA and approved by the Board. The current rate is \$22.00 per session worked
15. **National Convention Manager:** Transportation to the site of the tournament (mileage or lowest airfare including ground transportation); per diem, including setup and after tournament days required to close the operation, tournament allowance and complimentary room.
16. **Flash Editor:** Transportation to the site of the tournament (mileage or lowest airfare including ground transportation), per diem, tournament allowance and a complimentary room.
17. **Photographer:** Negotiable

NOTE: *Complimentary" means the person does not pay for the room. If there are not enough complimentary rooms for entitled persons, the Association will pay the cost of a regular room through the Master Account.*

Non-National Tournament Travel Regulations

These regulations do not cover travel to and from National Tournaments.

1. **Request to Travel Form:** This form must be completed including appropriate signatures and on file in the National Office prior to departure. A copy of the agenda, announcement

or official permission for travel must be attached to this form.
The completion of this form:

- A. Provides official approval for travel on behalf of the ABA.
- B. Provides for the encumbrance of the estimated travel expenses against the travel budget of the approving unit.

2. **Travel Expense Voucher:** This form should be completed in its entirety and submitted with receipts immediately after the trip. It provides the official report of the actual travel expenses incurred on the trip.
3. **Transportation:** The choice between the use of a personal vehicle or common carrier will be made after a careful analysis of the distance, travel time and overall cost factors of the trip. **Reimbursement for the most economical mode of transportation will be authorized.** Mileage reimbursement is included under ground transportation and will be found on the Travel Expense Statement. Personal auto and long-term parking facilities at the airport should be used unless the cost exceeds taxi fare.
4. **Lodging:** Reimbursement will be made for actual lodging expenses incurred, at reasonable rates. Receipts must document all lodging expenses.
5. **Meals:** Reimbursement will be made for meals, limited to current rate of per diem (\$30.00 per day). The National Secretary will clarify and resolve any issues related to the above travel regulations.

Per Diem

1. Per Diem will be granted when authorized travel for official business exceeds 12 hours.
2. Committee Co-Chairs receiving a per diem allowance are to share the per diem.
3. There is a six-month limitation on payment of retroactive per diem from the date of incurrence.

Petty Cash

The Petty Cash Fund has been established in the National Office to provide a method to secure low-cost items when it is not practical to requisition such items through the National Office or Supplies and Logistics. (These regulations do not apply to the Convention Manager or the Chair of Supplies and Logistics.) To control expenditures made through the petty cash fund, the following rules and regulations have been established:

1. Officials are permitted to expend personal funds for official “small purchases” to acquire materials that are not available from the National Office or Supplies and Logistics and to obtain reimbursement from petty cash provided the official has the approval of the individual's unit head. Prior approval must be obtained by completing a Petty Cash Voucher Form. (Forms available in the National Office.)
2. Cash purchases are limited to \$25 per purchase. Repetitive purchases on the same day from the same vendor, or in immediate subsequent days, totaling more than \$25 may be considered as an evasion of the \$25 limit and will require a written explanation and possibly disallowance of reimbursement.
3. Reimbursement will not be made for items that may be secured from the National Office or from Supplies and Logistics. **It is the individual's responsibility to determine whether or not the needed materials are available at either of these two places.**
4. Reimbursement will not be made for items that may be secured from the National Office or from Supplies and Logistics. **It is the individual's responsibility to determine whether or not the needed materials are available at either of these two places.**
5. Cash purchases of \$25 or less, made by an official, are subject to Petty Cash Regulations. It is the responsibility of the individual making the purchase to be familiar with the rules and regulations regarding such purchases. Individuals who require information regarding these directives should contact the National Office.
6. Petty Cash Reimbursement: To obtain reimbursement from

the Petty Cash Fund, an official must submit a receipt in the form of an original vendor's invoice marked "paid" or a "Petty Cash.

- A. The receipt should be an original. It should not be a carbon copy or a photocopy.
- B. The receipt should be marked "paid" and carry the signature of the vendor's representative and the name of the vendor. It should be a formal receipt, not merely a slip of paper on which the information has been written.
- C. The receipt should show the date of purchase, quantity, description, unit price and extension of each item purchased. Cash discounts should be taken, if allowed.
- D. In those instances where only cash-register receipts are obtainable from the vendor, the cash-register receipt may be submitted for reimbursement provided the vendor's name is machine pre-printed thereon and provided a complete "Petty Cash Voucher" accompanies the cash-register receipt. In such cases, it is not necessary to obtain the signature of the Vendor's representative.
- E. Periodically the National Secretary will distribute a list of petty cash purchases by a particular unit. It is the unit head's responsibility to maintain data concerning petty cash transactions that have not been posted to his/her budget account during the interim.

Purchasing Policy

Any contractual services, supplies, materials or equipment that are required for use by an official (or employee) of the ABA in the performance of their individual official duties will be purchased from funds budgeted for such purposes by the official's unit. The Tournament and Convention Manager and the Chair of Supplies and Logistics are exempt from this policy because their purchase of supplies and equipment are covered under their job descriptions. Any individual item in excess of \$2000 requires Board approval.

The head of each unit has the primary responsibility for controlling the unit's budgets, including the establishment of priorities in meeting

the needs of staff members, within the limitations of the unit's operating budget for the fiscal year.

No official of the ABA is authorized to make purchases or to obligate the ABA in any manner without having the written approval of the official's unit head and the National President or the Board of Directors or their designated representative secured in compliance with the rules prescribed in this document.

All officials of the ABA are prohibited from securing items or supplies on a "charge" basis in the name of the ABA. Charging purchases of services, supplies, materials or equipment to the ABA without appropriate written authority conflicts with ABA fiscal policies governing purchases. Any employee who does not comply with this policy will be held personally liable for the cost of the items involved.

Reimbursement Policy

All approved ABA expenses are reimbursable with the proper documentation.

Issuance of Contracts

When contracts are issued by any official(s), copies must be forwarded to the National Secretary within thirty (30) days. The information is necessary in order that the National Office can prepare preliminary budgets to insure funds will be available to cover the costs of the contracts.

Secretarial Service

During National Tournaments, the National Office will provide basic clerical assistance, (typing, photocopying, etc.) to members and officials submitting reports to the Board of Directors. At least one day's notice should be given for the use of such services.

Additional temporary clerical services can be obtained in the local city, if needed.

Special National Personnel

1. **Chief Negotiator/Meeting Planner:** The Board of Directors is empowered to hire/appoint a Chief Negotiator or Meeting Planner

to recommend National Tournament sites and negotiate with hotels.

2. **General Counsel:** The Board of Directors is empowered to hire a General Counsel on a case-by-case basis.
3. **Internal Auditor:** The President shall appoint an internal auditor to conduct an annual review of the financial status of the ABA.

National Committees/Programs

ABA/ACBL Liaison Committee

This committee facilitates official relations and partnership between the ABA and the ACBL. It encourages the participation of ABA and ACBL Members in the programmatic activities of each organization and tournaments sponsored by the ABA and the ACBL. The committee chair will provide information on the dates and schedules of ABA National Tournaments to the ACBL.

Appeals & Ethics Committee

1. Basic Principles

- A. The Appeals Committee is usually called upon to adjudicate cases that require considering testimony about matters of bridge judgment and fact for a ruling and/or consideration of the way a rule is applied rather than a decision based solely on a point of law or regulation.
- B. The objective of the Appeals Committee is to provide a forum for a fair hearing and a final decision.

2. The Committee

- A. The Protest/Appeals Committee, formed for the purpose of hearing an appeal or protest.
- B. Individuals appointed to serve on the committee are expected to be impartial. If a committee member feels (s)he may not be able to act impartially or there is an appearance of possible impartiality, (e.g., the committee member is a frequent partner of one of the parties), the member should ask to be excused or the matter should be discussed with the parties to determine if there is an objection.
- C. Any party can challenge a member for just cause. The

challenger must state the objections to the committee. The committee will meet privately to decide the issue. The committee is the sole judge of its membership and there is no appeal from its decision regarding the composition.

2. Hearings

- A. The chair shall call the hearing to order and take the following action.
 - (1) Determine that the appeal form is completed and both parties (appellant and respondent) are represented.
 - (2) Clarify that (s)he is in charge; that no one is to speak until recognized. Upon recognition, an individual should address only the committee.
 - (3) Introduce all parties as required.
 - (4) Explain how the committee will proceed.
- B. The tournament director will proceed first to relate the facts and explain and interpret applicable laws and regulations. Appellants, respondents or committee members, when recognized by the chair, may ask questions of the tournament director. This is the limit of the tournament director's participation in the appeal.
- C. The appellant parties then present their side of the appeal.
- D. Next the respondents present their side of the appeal.
- E. Either side may be questioned by the committee or by the other side when recognized by the chair.
- F. After all evidence has been received, the chair should conclude the testimony phase. The committee then entertains final comments.
- G. The chair dismisses all parties and the tournament director. The chair should specify to the parties whether or not they are to remain available.
- H. The chair will conduct the deliberations and poll panel members on a final decision. A majority shall prevail.
- I. The chair will notify the parties and the tournament director of the committee's decision. This may be done orally and/or in writing. The chair should explain the decision to the parties.

4. The ABA will acquire the latest American Edition of the Laws of Duplicate Bridge as promulgated by the National Laws

Commission for use by the National Appeals & Ethics Committee and Protest Committee. **This same action should be followed at all levels of the ABA.**

5. **A free play** will be offered to each member of a protest committee if the meeting or meetings exceed 60 minutes, without breaks.

Bridge Education/Teacher Certification Committee

1. Objectives

- A. To provide an opportunity for bridge players at all levels to share in bridge education sessions at the Spring and Summer Nationals and provide on-going information and support between those times.
- B. To provide a format of certifying ABA teachers and to maintain an up-to-date roster of active certified teachers.
- C. To provide a teacher workshop at the Nationals.
- D. To develop a bridge text that all ABA teachers would use for beginning bridge class instructions.

2. Bridge Education Incentives: Sanction-Free

Games:

Units/Independent Clubs shall be eligible for a one-session, sanction-free "A" Regional, if the Unit sponsors a minimum of six (6) major education events during a calendar year. This "A" Regional may not be held in conjunction with the allotted "A" Regional weekend, and shall be scheduled during the next calendar year.

Units/Independent Clubs shall be eligible for a sanction-free, double-rated "C" Regional if the Unit sponsors a minimum of two (2) series of new players' classes during a calendar year, and 30% of the participants renew membership for the following year. This double-rated "C" game shall be an additional event and shall be scheduled during the next calendar year only.

3. Bridge Teacher Certification: Applications for teacher certification must meet the following criteria:

- A. ABA member in good standing;
- B. Attendance/participation in at least two Teacher Workshops, **or** taught two bridge classes supervised by a certified ABA bridge teacher, **or** have one year professional teaching experience;

- C. Written endorsement from the SVP and Unit/Independent Club President;
- D. Mail a completed application with required signatures to the Teacher Certification Chair.

Section Vice Presidents (SVPs) are responsible for:

- A. Establishing Regional Teacher Seminars within each section.
- B. Appointing the Section Education Chair who serves on the National Committee and coordinates the respective Section's Education Committee's Programs.

Budget/Finance Committee

- 1. Provides a continuous review and analysis of fiscal activities of the ABA.
- 2. Prepares and submits an annual budget, and recommends programs for raising revenue to finance a budget. See By-Laws, Chapter IX, Section 4.

History/Archives Committee

- 1. Perpetuates the written and oral history of the ABA, preserves, files, and inventories historical documents located at the ABA Headquarters Building.
- 2. Shares information about the preservation and display techniques with ABA Clubs/Units.
- 3. Contributes to the preparation of documents highlighting the ABA.
- 4. Cooperates with the Schomburg Center which officially houses ABA memorabilia.

Merit Awards/Life Memberships Committee

This Committee is designed to recognize individuals who have rendered faithful service to the Association, often-times inconspicuously. The Board of Directors acts upon recommendations submitted by the Merit Awards/Life Membership Committee.

1. **Life Memberships:** Life Membership is awarded to individuals who have been ABA members for at least twenty (20) years and have a record of outstanding service at the local, sectional and national levels. National Officers, including Section Vice-Presidents, are ineligible for nomination until they leave office.
 - A. Individual members, clubs, or units should complete a nomination form for the candidates of their choice.
 - B. All completed nominations should be submitted to the Section's representative on the Life Membership/Merit Awards Committee.
 - C. Each section will develop a procedure to evaluate applications and prioritize candidates that have been recommended by the respective Section.
 - D. Each Section may submit the name of only one candidate annually to the National Chairperson; it is not mandatory that a Section participates, however. The Section Vice President must sign the nomination form as verification that the candidate is the Section's choice.
 - E. Completed nomination forms and accompanying letters of recommendation should be mailed to the National Chairperson postmarked no later than July 15 of the year being considered.
 - F. The National Life Membership Committee will review all applications at the site of the Summer National. Candidates will be ranked, utilizing a point scale based on records of service. The four highest scoring candidates will be recommended for Life membership.
 - G. Life members will be issued a gold life membership card and will be exempt from National, Sectional, and local dues for life.

2. **Merit Award:** Sections should identify a candidate who has rendered meritorious service WITHOUT COMPENSATION the PREVIOUS YEAR. Each section is guaranteed one merit award per year. A total of eight (8) merit awards are available annually. If a Section does not submit a recommendation in a given year, the count will be reduced to reflect the number of nominations received. Sections may submit only one name for the Merit Award annually.

- A. Any person is eligible for nomination, including non-ABA members.
- B. Candidates must have made an outstanding contribution to the association within the previous year. The service should be of an efficient, impacting and time-consuming nature without compensation. Such service could have been performed at any level of the organization.
- C. The sponsoring Section must complete a nomination form.
- D. After Sectional endorsement, the nomination form, a one page letter of support and candidates photograph should be forwarded to the National Chairperson. ALL NOMINATIONS MUST BE POSTMARKED BY July 15 of the year being considered.
- E. Merit Award recipients will receive a certificate of appreciation from the Association and a check in the amount of \$100.00.

Membership and Recruitment Committee

This committee is 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 National tournaments.
3. Communicating regularly with the President and officials regarding membership growth.
4. Developing a recruitment program to achieve membership growth.
5. Recommending innovative activities designed to increase membership growth.
6. Obtaining periodic up-dated lists of members from National Office to assess progress.
7. Cooperating with other committees (such as publicity and marketing) to achieve increased membership.

New Players Committee

This committee is responsible for:

1. Planning, directing and coordinating New Player Education and Social Activities at National Tournaments.
2. Holding committee meetings at National tournaments.
3. Highlighting New Player activities in the ABA BULLETIN.
4. Making written reports of above functions to the Board of Directors.
5. Obtaining periodic up-dated lists of new members from National Office.
6. Preparing and submitting an annual budget to the Board of Directors.

Publicity/Public Relations Committee

This Committee is responsible for:

1. Publicizing the ABA through the print and electronic media;
2. Advertising the ABA programs and initiatives;
3. Facilitating public relations between the ABA, its membership and the public through research, analysis, and planning.

Recommendations Committee

The National Recommendations Committee (NRC) is chaired by the National Vice-President. This committee is responsible for:

1. Providing a mechanism which permits ABA members to share concerns, present issues and/or creative ideas to the ABA.
 - A. Recommendations submitted are usually designed to improve on processes that affect the effective operation of the organization. (This is the route for members to share their creative and problem-solving skills with the ABA Board and other decision-making entities within the organization.)
 - B. Recommendations should be submitted in writing on forms obtained from the Sectional Vice-President.

2. The committee's actions are presented to the ABA Board for discussion and/or action.
 - A. Upon Board consideration, approved recommendations are presented to the General Membership for discussion and/or approval.
 - B. Those dealing with procedural and technical matters are referred directly to the specific office involved for final disposition.

Scholarship Committee

The Scholarship Committee is composed of a chairperson and two (2) members from each section. Every attempt should be made to maintain continuity on this committee. Awarding scholarships is one of the major community projects of the American Bridge Association. The number of scholarships awarded is currently three (3) for each of the eight sections, \$1000.00 per recipient. The Scholarship Program is funded through proceeds from the Nationwide Scholarship Game, scholarship games sponsored by Sections/Units/Clubs and other funds from the ABA Educational and Charitable Foundation, Inc.

1. **Eligibility for Scholarships:** Any undergraduate student who has successfully completed one or more years of college, or one or more terms in a post-secondary trade or vocational school, may apply for an ABA Scholarship by:
 - A. Completing the ABA application form
 - B. Submitting an official transcript to the local Unit/Independent Club Scholarship Committee Chair.
 - C. Submitting three (3) completed ABA reference forms. The applicant may secure the official ABA application and reference forms from the local Unit Chair or the ABA website. These items are to be returned to the Unit Chair prior to the date of the Secional Tournament. Sections will set a deadline for this requirement due to the variance of tournament dates among the sections

- D. Scholarships are renewable, up to three years upon request, with evidence of successful completion of study for each of the previous years. An official signed transcript must accompany the renewal form. Grades needed before final grades are recorded may be submitted via a letter indicating a grade for each course taken, verified by the instructor's signature.
2. **Forms:** The application and reference forms are self-explanatory. It is suggested that pertinent information concerning the applicant be determined from written statements of persons completing the reference forms. Committee members are encouraged to seriously consider these statements when making their selections.
- A. Applications should be distributed prior to the Spring National. They should be received and reviewed by the local Unit Committee prior to the Sectional Meeting where the candidates for awards for the Section are to be selected.
 - B. Materials submitted by the candidates are to be sent to the National Scholarship Committee Chair to be received no later than July 15th. The members of the National Scholarship Committee will review materials from the candidates. The Committee makes recommendations for payment of stipends to the abaECF Board of Directors.
 - C. Stipend checks are sent directly to the Awardees by October 31st of each year.
 - D. Stipend checks will not be mailed until confirmation has been received by the National Scholarship Chair to verify awardees have reported to the University/College for the fall semester. The abaECF must be advised of the status of Awardees on or before September 15th.

3. Procedures

- A. **Local/Unit Scholarship Chair and Committee:** There is no limit to the number of applications that may be submitted to the Section Committee from local Units. Units should be aware of the number of initial and renewal scholarships available for their Section.

- B. Duties of the Local Committee:**
- (1) Receives applications and reference forms from Section Chair.
 - (2) Distributes forms to applicants upon request.
 - (3) Receives completed forms and official transcripts from applicants
 - (4) Checks application for completeness and determination of eligibility.
 - (5) Submits completed, eligible-candidate materials to the Section Chair for selections to be made at the Sectional Meeting.
- C. Duties of Section Scholarship Chair**
- (1) Receives applications and reference forms from National Chair.
 - (2) Distributes forms to local chairs upon request.
 - (3) Receives completed forms and official transcripts from local chair.
 - (4) Checks applications for completeness and determination of eligibility.
 - (5) Submits completed, eligible-candidate materials to the Section Scholarship Committee for final recommendation.
- D. Duties of Section Committee:**
- (1) Secures application and reference forms from Section Chair
 - (2) Distributes forms to Unit Scholarship Chair.
 - (3) Receives completed forms, transcripts or grade reports from Unit Chairs
 - (4) Makes Section selections of candidates for ABA Scholarship Awards.
 - (5) Submits Section selections, to the National Scholarship Committee Chair, with completed forms and official transcripts, to be received no later than one week prior to the week of the National Tournament.
- E. Duties of the National Scholarship Committee:**
- (1) Secures a supply of needed scholarship forms.
 - (2) Distributes forms to the SVP.
 - (3) Receives completed forms from Section Scholarship Chairs.

- (4) Attests to the acceptability of the recommended candidates' forms.
- (5) Submits all accepted requests to the abaECF Board of Directors.
- (6) Reports recommendations of the National Scholarship Committee to the Board of Directors of the abaECF and requests that scholarship stipends be paid.
- (7) Receives a response to the National Scholarship Committee's report from the abaECF Board of Directors.
- (8) Publishes information about the Scholarship Program in the ABA BULLETIN.
- (9) Indicates time, due dates, amount of stipends and procedural information to the SVP.
- (10) Answers questions that might be raised concerning ABA Scholarships.
- (11) Furnishes "Follow-up" information to the committee concerning past scholarship recipients.

Recipients (Clubs, Units, Sections) of scholarship donations should acknowledge receipt to the donor and send a notice of same to National Office.

Information on the Scholarship Games is found in Part IV of the ABA Handbook.

Staff Development and Certification Committee

The Staff Development/ Certification Committee is comprised of two representatives from each section.

The responsibilities of the chair are:

1. Publish criteria for becoming a director.
2. Meet with Section Chairs.
3. Train, observe and evaluate directors.
4. Recommend certification of directors, promotions and demotions.

5. Submit to SVPs and National Office all promotions and demotions.

Section Chairs are responsible for:

1. Keeping accurate records of directors in section.
2. Arranging for seminars and evaluating aspiring directors.
3. Making recommendations for promotions to National Staff Development and Certification Chair.
4. Interacting with subcommittee members.

NOTE: Committee Reports:

Committee Reports are to be sent to the National Secretary in accordance with the published schedule. Copies of written reports will be collated and made available for distribution at the Annual meeting (summer). A prepared budget should be sent to the Budget and Finance Committee prior to the Spring National Tournament.

ABA BULLETIN

The ABA BULLETIN is the official publication of the ABA. It is published to provide information to the membership. The BULLETIN will be published quarterly, March 1, July 1, October 10 and December 10. Deadline dates will be the date published in the previous BULLETIN.

Policy for the ABA BULLETIN

The BULLETIN will include:

1. Schedule dates and sites of National tournaments.
2. Bridge results, including Nationwide games and Milestones
3. Annual reports from the National officers: President, Vice President, National Secretary, and the Treasurer and reports from standing committees.
4. Regional and Sectional tournament results.

5. Section, Friend, Williams and top ten point races.
6. "In Memoriam."
7. Stories which enhance the BULLETIN reports on the National Tournaments including winners.
8. Reports on the C.G. Fredd and Victor Daly Knockouts.
9. Bridge Education articles.
10. Letters to the Editor.

Other BULLETIN Issues

1. Anonymous letters will not be published.
2. First class copies of the BULLETIN will be sent to the Board of Directors.
3. Election Ads will not be accepted. Each candidate for office will be allowed to submit a one/half page profile.
4. At each National Tournament, the Editor is to make available all excess photographs from the previous tournament for SVPs to select and use in a collage for display at their Sectional Tournaments or given to members.

NOTE: The editor is privileged to make unbiased and objective editorial comments or footnotes, when appropriate.

ABA Web Site

The ABA Web Site provides members of the organization with up-to-date information on all aspects of the organization. This includes:

1. Tournament trail listing of upcoming National, Sectional and A Regional tournaments.
2. Tournament results.

3. Friend and Joyce Williams Derby winners.
4. Web pages for advertising National tournaments.
5. Directory of ABA Units and Clubs.
6. A listing of Final Grand Slammers.
7. ABA Publications
8. All forms used by the ABA
9. A Birthday Corner
10. Other newsworthy items.

The acceptance of articles and information to the Website must meet established Website Guidelines. The National Secretary must approve all articles submitted for website publishing.

The web page can be accessed at the following internet address: www.ababridge.org

Awards Program

Awards are provided for ABA members who compete successfully in National bridge events. Trophies and/or scrip are awarded to all first and second place winners except for Modified Round Robin team games, where first place only is awarded in each flight. In addition, Section winners receive awards. A player always receives the higher of two possible awards.

TROPHIES ARE ONLY GIVEN TO 0-299 WINNERS

Awards for the KO Teams are not paid for the final and semi-final rounds. This means a five-session KO will receive scrip certificates for a three-session event. A three-session (Grade A) or four-session KO (Morning KO and Sectionals) will receive scrip certificates for a two-session event. This will have no affect on the MPA or playing fees.

While it may be more economical to purchase trophies locally, Clubs and Units will find it convenient to purchase scrip through the National Office.

Scrip Award Program

1. Scrip may be purchased from the National Office. Scrip Awards are paid such that first place winners are reimbursed their entry fee (up to three rounds of knockout team).
2. Scrip certificates are in denominations of fifty cents (\$.50), one dollar (\$1), five dollars (\$5) and ten dollars (\$10).
3. ABA affiliates are responsible for supplying scrip to eligible tournament winners who request this type award.
4. ABA affiliates may accept scrip in payment for tournament entry fees. The National Office will no longer accept scrip for National dues. ABA affiliates are responsible for proper supervision of its officers, members, and directors in distributing, awarding and refunding scrip.
5. Torn or damaged scrip certificates should be returned at the Nationals or mailed to the National Office where an even exchange will be made at no charge. Prepaid postage will be required for the issuance of new certificates, if certificates are mailed.
6. The National Secretary will deduct the value of the destroyed certificates from the total scrip holdings.
7. Each ABA Unit/Independent Club is required to purchase and keep on hand a minimum of twenty-five (\$25) WORTH OF SCRIP FOR EVERY Club under its jurisdiction. The purchaser will be liable for selling and reclaiming scrip to/from Clubs in its area.
8. Scrip may be ordered by mail. The purchaser must prepay postage (1%) and handling (2%) costs. Sections/Units/Clubs with excessive scrip on hand may sell to other Sections/Units/Clubs through personal negotiations.

9. Money is **not** given to individual players in exchange for scrip. Persons accepting registrations must give players their change in scrip when they are paying fees with scrip.

SCRIP SCHEDULE PER GAME

Game Types	1st Place	2nd Place	Section
C Regional	\$3.00 – \$10.00	1/2 of 1st	
B Regional	\$6.00 – \$10.00	1/2 of 1st	
B Regional MRR	\$6.00 – \$10.00	None	
A Regional- 1 Sess.	\$7.00 – \$10.00	1/2 of 1st	
A Regional- 2 Sess.	\$14.00 – \$20.00	1/2 of 1st	
A Regional Knockout	\$14.00 – \$20.00	1/2 of 1st	
A Regional MRR	\$14.00 – \$20.00	None	
Sectional-1 Sess.	\$8.00 – \$11.00	1/2 of 1st	
Sectional-2 Sess.	\$16.00 – \$22.00	1/2 of 1st	
Sectional Knockout	\$16.00 – \$22.00	1/2 of 1st	
Sectional MRR	\$16.00 – \$22.00	None	
Sectional Side Game	\$8.00 – \$11.0	1/2 of 1st	
National-1-Session	\$12.00	1/2 of 1st	
National-2-Sessions	\$24.00	1/2 of 1st	\$3.00
National Side Game	\$12.00	1/2 of 1st	\$3.00
National Knockout	\$36.00	1/2 of 1st	
National AM KO	\$24.00	1/2 of 1st	
National 2nd Chance KO	\$24.00	1/2 of 1st	
National AM II KO	\$12.00	1/2 of 1st	
All first place awards are based on the entry fee for the event except KO's), i.e.-Entry fee=\$8.00; 1st place scrip award =\$8.00; 2nd place is 1/2 of 1st place awards provided each stratum consists of 6 or more tables. All Clubs and Units are encouraged to keep an ample supply of scrip on hand. Scrip can be purchased from the National Office.			

Benefit/Scholarship Games

Each chartered Club and Unit may sponsor seven (7) Benefit type games each calendar year. Benefit type games are ABA Benefit, ABA Headquarters Benefit (may sponsor two), ABA Scholarship (may sponsor two), and Special Benefit (may sponsor only one). In addition, clubs/Units may sponsor a game in October to benefit the United Negro College Fund. **Awards for Benefit-type games are at the option of the sponsoring group. Awards are not given at the National level.**

Each chartered ABA independent club must sponsor at least one A or B regional event, one scholarship game and one headquarters benefit game each year as a condition of charter renewal. If clubs are unable to sponsor these games, twenty-five dollars (\$25.00) must be submitted for each of the required games. Sanction fees for these games may be found on the Application for Sanction Form.

1. Nationwide Scholarship and Benefit Events: The ABA Board of Directors authorized seven (7) nationwide events to be conducted annually. The Nationwide Headquarters is scheduled for the first Wednesday in March (day game). A second Nationwide Headquarters is scheduled for the first Friday in June (day game). The Nationwide Benefit is scheduled for the first Friday in June (night game) The Nationwide Scholarship games are scheduled for the last consecutive Friday (night game) and Saturday (day game) in September. The Nationwide Open Pairs Games are scheduled for the second consecutive Friday (night game) and Saturday (day game) in December. The Nationwide Game Administrator, appointed by the ABA President, is responsible for the management of these events. Nationwide games are stratified (not handicapped).

Nationwide Benefit/Scholarship Games: Area of Responsibility for All Officials Concerned

1. Club/Unit President/Secretary

- A. Notifies Nationwide Game Administrator of intent to participate prior to the published deadline.
- B. Secures the site for the nationwide event and properly advertises date, site, time and fee.
- C. Secures a qualified non-playing director.
- D. Assumes responsibility for remitting a check in the required amount, made payable to the American Bridge Association, to the DIC by the close of the game or within three (3) calendar days after the game. Sanction fees are: Nationwide Headquarters Benefit –50%, Nationwide Benefit–60%, Nationwide Scholarship–60%, and Nationwide Open pairs – 60%, plus donations received.

2. Nationwide Game Administrator:

- A. Prepares necessary instructions, including guidelines, field requirements and playing conditions for conducting and processing these annual events
 - B. Publishes procedural information for Clubs/Units planning to participate.
 - C. Publishes exact date and approximate starting time for all games.
 - D. Mails instructions and conditions of contest to officials conducting the games.
 - E. Checks to ensure that:
 - (1) The match pointing is accurate.
 - (2) The sum of the individual scores equals the check-balance
 - F. Prepares and forwards the following to the National Office by registered, certified or express mail within three (3) weeks.
 - (1) Consolidation of all monetary reports.
 - (2) Report of each Club/Unit denoting:
 - (a) Winners
 - (b) ABA identification numbers
 - (c) Match point scores.
 - (d) Rank – Local or Nationwide
 - (e) Master point awards.
 - (3) A listing of the ten (10) overall winners in each stratum and master point awards.
- Note: Factor all scores that are being considered for the ten (10) overall nationwide rankings. Factoring will ensure that at least 0.01 differences exists between competitive scores.**
- G. Advises a Club/Unit when the submitted reports do not meet the criteria established for the game.
 - H. Posts the correct match points for both nationwide and local standing.
 - I. Submits a voucher for services rendered at the rate of \$10 for each game processed plus petty cash expenses.
 - J. Ensures that a copy of the official financial report for each Nationwide event is forwarded to the National Secretary, noting all pertinent data including irregularities.

3. Game Director

- A. Receives the unopened hand records at least one (1) hour prior to game time.
- B. Requires two players to witness the opening of the envelope containing the hand records.
- C. Sets up the game according to the pre-game instructions and playing conditions.

Note: Deviation from the game instructions is not permitted.

- D. Completes the scoring at the game site, if possible
- E. Forwards to the Nationwide Game Administrator within seven (7) days following the tournament (by registered, certified, e-mail or special delivery mail):
 - (1) Completed game report per instructions.
 - (2) A check for the required sanction fees and donations.
 - (3) Information concerning unresolved protests.
- F. Keeps all pick-up slips and registration blanks until the game points have been issued and there are no further questions about the tournament (a minimum of three (3) months).

Note: To qualify for nationwide ranking, all games must follow the time schedule set by the Nationwide Game Administrator

AD HOC COMMITTEES

Ad Hoc committees are initiated by the National President and address a special concern. They are constituted as needed.

Bridge Connection

To stimulate an interest in individuals playing other card games such as Bid-Whist, Pinochle and Spades. To introduce these individuals to the duplicate bridge community; and to engage in joint ventures.

ABA Youth Program

To develop bridge skills and schedule bridge tournaments to encourage bridge education at the middle school, high school and college levels. The program seeks to enhance students' reasoning and

problem solving skills while fostering intellectual, moral and social development.

Constitution and By-Laws

Appointed by the President to interpret and resolve proposed actions that may be in conflict with the Constitution and By-laws.

Election Committee

Officers of the ABA are elected every two (odd numbered) years at the Summer National Tournament.

The ABA Elections Committee is responsible for:

1. Certifying eligibility of candidates.
2. Following election guideline procedures as outlined in the ABA official handbook.
3. Certifying all votes in National Elections.
4. Protecting the right to privacy.
5. Announcing the official results to membership.

Balloting

1. Voting will be on-site at the Summer National Tournament with absentee ballots. ABA members who are financial as of May 31, of each election year are entitled to vote. Those who are not attending the tournament may request a ballot from the National Elections Chair or his/her designee. The procedures for absentee balloting, and the “Absentee Ballot” Request Form will be published in the Spring Issue of the ABA BULLETIN and the Request Form will be posted on the ABA Web Page at ababridge.org.
2. Absentee balloting material will include a plain white envelope with no marks on it, a second envelope which will request identifying information, a self-addressed return envelope, a ballot with a perforated stub and voting instructions. Ballots should be torn into two parts. The part containing your vote should be placed in the small envelope that contains no markings and sealed. This envelope and the stub containing the

ballot number should be placed in the second envelope which contains identifying information and sealed. Both envelopes should be placed in the return self-addressed envelope and mailed.

3. Any member who has requested and not received a ballot should contact the Election Chair.
4. Duplicate ballots received by the Elections Committee, will be invalidated.
5. Ballots must be postmarked by the date published in the ABA BULLETIN and mailed to the Post Office Box in the venue city. A self-addressed envelope will be provided for returning the ballot.
6. Voting and mailing instructions will be included with the balloting materials. **Please follow the instructions carefully.**
7. Official results of the balloting will be reported at the General Membership Meeting following the balloting.

Campaigning

Unless one is representing himself, officers and members of the staff are prohibited from electioneering at National Tournaments.

Leadership ABA

Leadership ABA is an ad hoc committee of the American Bridge Association established for the purpose of convening talented individuals with a vision for the future of the American Bridge Association. Leadership ABA is a think-tank, an academy, and an apprentice program for future leaders. Members are charged to study the operation and efficiency of the national association, to generate and evaluate new ideas to perpetuate longevity, to make recommendations to the Board Of Directors, to monitor the implementation of those recommendations approved by the Board and to serve as a training ground for future committee chairs and persons offering to serve the ABA.

Marketing/Recruitment

This committee is tasked with the process of planning and executing the conception and promotion of the American Bridge Association. This involves doing research on nationwide coverage, and then making strategic decisions to accomplish this objective. It implements activities to enhance the image of the ABA by securing public recognition and support.

Special Projects

Special Projects Committee was created primarily to sponsor the social activities in a no-host group locale and to assist in all projects where assistance is needed: proofreading of BULLETIN; helping in up-dating historical data for National Headquarters; confirming historical data from past records; conferring and assisting (if needed) host-groups sponsored Nationals.

ABA Bereavement Policy

Death of Officers (past or current) - ABA President, Vice President, National Secretary, Treasurer or Section Vice President:

1. The National Office shall verify death of Officer by contacting a family member. Following verification, and with families permission, post the following information on the ABA website:
 - Photograph (if available), Name, Address, Phone Number, Funeral Arrangements (funeral director, date of final rites) and Resolution. (Send copy to family).
2. Information shall remain on website until final rites occur, but not longer than two weeks after interment.
3. Sympathy card or sympathy letter shall be sent to family from the National Office.

Death of Member

1. Death of member shall be reported to SVP who will verify and place on Section website.
2. SVP shall notify National Office of members' death.

3. A sympathy card shall be sent to the deceased members family by the National Office.
4. All deaths should be posted under "Final Grand Slammers".

ABA Educational and Charitable Foundation

The American Bridge Association Education and Charitable Foundation, Inc., (abaECF), a 501C(3) non-profit organization, was incorporated as a public charity in 2002. It is an arm of the American Bridge Association (ABA) that functions as a separate entity with governance by a 17 member Board of Directors. All Board members are volunteers and in good standing with the ABA. The mission of the abaECF, Inc. is to engage in education and charitable activities to promote bridge awareness, research and training, provide scholarships, and facilitate learning opportunities for young and adult citizens through the development of bridge programs in our various communities. The abaECF, Inc. administers the Alberta Peterson Scholarship Program.. Individual donations and contributions from ABA sponsored activities have been the major source of revenue. Donations through wills, bequeaths, and other gifts to the abaECF as a part of estate planning can be facilitated. Corporations, businesses, organizations, as well as individuals are encouraged to make an annual donation pledge. Contributions to the abaECF, Inc. are tax-exempt, to the extent of the law. For further information on the abaECF and details on how to contribute, go to their website at [**abafoundation.org**](http://abafoundation.org).