

- BY-LAWS
SOUTHWESTERN SECTION
AMERICAN BRIDGE ASSOCIATION, INC

These By-laws were amended at the June, 2015, Sectional Tournament, in Houston, TX.

CHAPTER I - MUTUAL OBLIGATIONS

Each group or individual member of the Southwestern Section shall have all the rights and obligations authorized in this document and in the Statues and order of the American Bridge Association.

Section I — RIGHTS AND OBLIGATIONS - INDIVIDUAL

A. Each individual member may compete in all of the ABA sponsored contest in accordance with the bridge laws and announced conditions, and he may do whatever possible to recruit, train and encourage other players to do the same.

B. Each individual member may attend local, Sectional and National meetings and exercise voting rights as long as he maintains financial status. Every member shall produce a current membership card on demand at any meeting or tournament.

C. Each individual member must meet all financial obligations as set by the membership for all the levels of membership and must redeem all his checks, including appropriate fees, payable to the association and not honored by the banking institution on which the check was drawn.

D. Each individual member shall maintain suitable conduct — such that reflects favorably upon the Southwestern Section and the American Bridge Association.

SECTION 2 — SECTION DUES - INDIVIDUAL

A. Each member of the Southwestern Section is duly certified only if he pays the required dues. He will then be maintaining financial status.

B. The amount of the Section dues shall be decided by the membership at a Sectional Business Meeting.

Section 3— DUTIES OF THE UNIT (OR "CLUB" WHERE THERE IS NO "UNIT") - A unit or club should perform the following duties:

A. Host National and Sectional Tournaments. -

- perform the following duties:

- B. Submit rosters, Schedules, and pertinent information needed by the Southwestern Section and the American Bridge Association.

C. Sponsor local and regional tournaments.

D. Announce programs, fees, and playing sites well enough in advance to insure maximum attendance.

E. Submit game results and national sanction fees as required by the ABA.

F. Establish recruitment and training programs.

G. Use club funds to support recruitment and training programs.

H. Use club funds to support individual member's travel and other expenses to bridge tournaments, if and only if the member is in a bridge training program and is under 25 years of age.

- I. Abide by and support all majority decisions and approved policies.
- J. Submit official copies of unit or club meeting to the Section Vice-president.
- K. Clubs and units shall report the actions of delinquent directors to the Section Staff Development /Certification Chairperson.
- L. Clubs and units shall request sanctions, tournament schedule dates and other necessary information from the Section Vice-president by September 1 of the current year for the following year.
- M. Clubs and units shall submit a report for the newsletter on a regular basis.
- N. Clubs and units shall participate in all activities of the Section.
- O. Clubs and units shall develop a certificated training program to aid players in the 0—599 category.
- P. Clubs and units shall function in accordance with The Official ABA Handbook.

CHAPTER II - MEETINGS

Section 1 DATE - The Business meetings shall be held on or about the third day of Sectional Tournaments.

- Section 2— AGENDA - The agenda shall be prepared by the Southwestern Section Vice-president or his/her designee.

Section 3— MEETINGS - The Section Vice-president shall be empowered to fix the date, time, and place of any additional meetings.

CHAPTER III - OFFICERS

Section 1 — The elected officers of the Southwestern Section shall be Vice-president, Secretary and Treasurer.

Section 2— TERMS OF OFFICE

A. The Sectional Vice-president shall serve a term of 2 (two) years. The limit being 2 (two) consecutive two-year terms and the term shall commence on October 1st of the election year.

B. All other elected officers are eligible to serve successive two year terms and shall hold office until their successors are duly elected or appointed.

Section 3— ELIGIBILITY FOR OFFICE

A. All candidates for office shall at the time of nomination have been members in Good standing of the ABA for at least the three calendar years immediately preceding the year of nomination.

B. All elected officers shall be active members of the ABA, willing to assume the duties of the office to which he/she is elected.

C. The Section Treasurer may be bonded at the discretion of the Section Committee.

D. Members of the Section Committee shall be active members of the ABA and shall be duly authorized to serve by their respective clubs and shall be willing to attend meetings of the Section Committee.

Section 4— NOMINATIONS

- A. The names of the candidates shall be presented to the Elections Committee during the period of October 1 through December 15th of the year immediately prior to the election year. Nominations will be held at the Doyle Branch Tournament in January of the election year. There will be no nominations at the Juneteenth Meeting.
- B. The Election Committee shall certify eligibility.

- Section 5— ELECTIONS

- A. Application for an absent voter's ballot shall be made in writing to the Elections Committee at least 30 days prior to the election.
- B. Application for an absent voter's ballot can be submitted by any financial member of the Southwestern Section.
- C. Absentee ballots shall be returned, as designated by the Elections Committee, at least 10 days prior to the election.
- D. Absentee ballots shall be accompanied by an affidavit that must be returned with the absentee ballot.
- E. An affidavit may be as specified below:
I, (name), declare I am a member in good standing, and on the day of the next election I will be unable to vote except by absentee ballot. I am a resident of (city), (county), (state). I have not voted other than by absentee ballot.
Date signature address
- F. The successful candidate for any office shall be the person receiving a plurality of the recorded votes.

Section 6— FILLING VACANCIES

- A. If a vacancy should occur in the office of Vice-president, the Section Committee has the authority to appoint an acting Vice-president who will serve until the next business meeting, at which time a successor will be elected by the membership to fill the un-expired term.
- B. If there should occur a vacancy in the office of the Secretary or the Treasurer, the Vice-president shall appoint a successor to serve until the next business meeting when a successor will be elected to fill the un-expired term.

Section 7- DUTIES OF OFFICERS

- A. The Southwestern Section Vice-president shall:
 - 1. Perform the duties specified in Chapter VII, Section 3 of the ABA by-laws.
 - 2. Act in accordance with part I — The Organization (The Section) of the ABA Handbook.
 - 3. Chair the Section Committee.
 - 4. Give assistance to the National President as may be required
 - 5. Coordinate, approve, and sanction all the tournaments conducted by units or clubs within the Southwestern Section.
 - 6. Approve and authorize the printing of the Sectional Tournament Schedule.
 - 7. Be responsible for the regular newsletter to be disseminated within the Section.
 - 8. Appoint chairpersons of all standing committees within 30 days after the election

meeting but no later than December 31st of the year assuming office.

9. Serve as an ex-officio member of all SW Section Committees.

10. Appoint the Editor of the Section Newsletter.

11. Appoint the Tournament Chairperson.

12. Appoint the Section Parliamentarian, who shall work with the Section Vice-president in following the proper procedures and rules according to Robert's Rules of Order. The Parliamentarian should attend all Section Meetings and all Section Committee (Executive) Meetings. The Parliamentarian will become a voting member of the Section Committee.

13. Appoint a Card Committee at every Southwest Sectional.

14. Appoint all Sectional Committee Chairpersons, with the exception of the Section Committee (Executive).

15. Adjudicate disputes within the Southwestern Section.

16. Authorize expenditures of the Southwestern Section.

17. Be a signer on all bank accounts and all drafts.

18. Have authority to render decisions in emergency situations.

19. Negotiate with hotels for best playing sites.

20. Hire directors for Sectional Tournaments.

- 21. Attend all Grade A Tournaments in the Southwest Section.

-

- B. The Southwestern Section Secretary shall:

1. Act in accordance with Part I —The Organization (The Section) of the Official ABA Handbook

2. Have full charge of the correspondence and committee reports of the Section and maintain the official file of the Section.

3. Keep an accurate roster of the membership of the Section.

4. Take minutes of the Business and Section and Committee meetings and shall, within 30 days thereafter, render a clear copy of the minutes to the Southwestern Section Vice-president as specified in The Official ABA Handbook.

5. Conduct correspondence for the Section as directed by the Vice-president.

6. Keep a record of all sectional Tournaments.

7. Maintain a record of all sanctioned Grade "A", "B", and "C"

Tournaments held by the clubs and units of the Southwest Section.

C. The Southwestern Section Treasurer shall:

1. Accept and deposit in the Section's bank account all monies handed over to him/her.

2. Give receipts for all monies received.

3. Maintain accurate records of the Section's financial transactions.

4. Prepare and distribute to the membership a completed financial report at business meetings of the Section.

5. Be a signatory on the Section's bank accounts.

6. Issue checks necessary to pay such expenses as have been approved by the Vice-president.

7. Prepare and distribute a statement of finances as often as required by

the Vice-president or the Section Committee.

- D. — ANNUAL REPORTS - The elected officers shall prepare annual reports of their activities to be presented at a business meeting and/or in the Section Newsletter.

CHAPTER IV- COMMITTEES and DUTIES

SECTION 1- All officers and committee members shall perform their duties in compliance with the rules and regulations of the American Bridge Association and with Robert's Rules of Order (Newly Revised).

There will be an Election Committee in election years and Ad-Hoc Committees when deemed necessary. The Standing Committees shall be:

- A. Section Committee (Executive)
- B. New Players / Membership Committee
- C. Recommendations Committee
- D. Appeals and Ethics Committee
- E. Auditing Committee
- F. Tournament Committee
- G. Scholarship Committee
- H. Staff Development Committee
- I. Public Relations Committee
- J. Condolence Committee, and
- K. Merit Awards Committee

Section 2— Section Committee (Executive / Standing Committee)

A. Membership - The Section Committee shall be composed of the three elected sectional officers — Vice-president, secretary, and treasurer — along with the unit presidents, or the club presidents where there is not a unit, the parliamentarian, and one section representative of each club.

B. Section Representative - The Section Representative is a club member selected by the club as its representative on the Section Committee.

The Section Representative should perform the following duties.

1. Be the official liaison between the Southwestern Section and his/her club and attend all meetings.

2. Assist the Section Vice-president in the forming of Section policies and all other Section matters.

C. Selection - Section Representatives shall be selected by the clubs by October 1 of each year.

- D. Meetings

1. The Section Committee may meet as often as necessary, but must meet prior to a business meeting.

2. All Section officers and Section representatives are responsible for attending all Section Committee meetings.

E. Quorum - A quorum shall consist of 11 Committee members — two elected officials and nine officials represented from chartered clubs.

F. Duties - The Section Committee shall:

1. Perform the duties specified in Chapter V II, Section 4 of the ABA bylaws.

2. Assist in the efficient collection, processing and maintenance of

sanctions, fees, schedules and other such materials as may be required by and for all units, clubs, and/or individual members of the Section.

3. Assist in the implementation and communication of all procedures, policies and decisions to members.

4. Be empowered to fully act for their clubs on issues presented at the Section Committee Meetings with the exception of disbursing their respective club funds.

5. Be required to supply the Section Secretary with a copy of the written report made to their club on matters presented.

6. Bear the ultimate responsibility for the Sectional Tournament.

7. Initiate call for impeachment proceedings.

8. Enforce the Constitution and by by-laws of the Southwestern Section and the ABA.

9. Assist units and clubs in recruitment and training activities.

Section 3 - Election Committee - This Committee shall:

A. Certify the eligibility of nominees for each office.

B. Provide for absentee ballot election by the membership.

C. Distribute, collect, and tally ballots.

D. Reject a ballot if it is found to be insufficient.

Section 4— New Players / Membership Committee (Standing Committee)

A. The New Players/Membership Committee shall assist the Section Vice-president in recruiting and Section expansion, and:

B. Coordinate new players' activities.

• C. Hold committee meeting at Sectionals.

D. Direct an ongoing recruitment program.

E. Furnish teaching materials for classes.

F. Highlight new player achievements.

G. Make a Committee report to the Section.

Section 5— Recommendations Committee (Standing Committee) - The Recommendation Committee shall:

A. Receive recommendations from member clubs and units in writing prior to each meeting.

B. Hold a meeting and report all recommendations received to the body at the following business meeting.

Section 6— Appeals and Ethics Committee (Standing Committee) - The Appeals and Ethics Committee shall:

A. Hold a meeting on complaints of individuals, on behavior of persons participating in tournaments, and make final decisions of action to be taken.

B. Hold a meeting on complaints of individuals who are not satisfied with a Director's decision and make final decisions on a ruling.

Section 7— Auditing Committee (Standing Committee)

The Auditing Committee shall audit the records of the Treasurer and make an annual report of findings at a business meeting or in the section newsletter.

Section 8— Tournament Committee (Standing Committee)

The Tournament Committee shall perform appropriate duties in accordance with Part VI, Chapter IX, Section 2, of the Official ABA Handbook.

Section 9— Scholarship Committee (Standing Committee)

The Scholarship Committee shall distribute, receive, and evaluate applications, select recipient(s), and make recommendations to the Section.

- Section 10— Staff Development / Certification (Standing Committee)

The Staff Development/Certification Committee shall perform appropriate duties in accordance with Part VI, Chapter IX, Sect. 5, of the Official ABA Handbook.

Section 11— Public Relations Committee (Standing Committee) - The Public Relations Committee has the great responsibility of doing a job of publicizing the Southwestern Section to such an extent that it becomes a viable group of bridge players in our area. The PR Committee shall:

A. Submit interesting and pertinent articles from this group that will enhance the Southwestern Section in all of its endeavors.

B. Report timely articles to the ABA Bulletin and to the Southwestern Newsletter.

C. Contact local media as an avenue of interesting party bridge players in duplicate bridge.

Section 12— Condolence Committee (Standing Committee) - The Condolence Committee has the task of expressing sympathy from the Section to its members in a time of sorrow. This committee shall perform the following duties.

A. Send \$50 to a family of any deceased Southwestern Section member.

B. Send \$50 to a Southwestern Section member in the event of the death of a child or of a spouse.

C. Send a sympathy card to a Southwestern Section member in the event of death of a close relative: Mother/Mother-in-law, Father/Father-in-law, Sister, or brother.

Section 13— Merit Awards Committee (Standing Committee)

A. The Merit Awards Committee is responsible for drawing attention, both Sectionally and Nationally, to the members who have contributed well toward duplicate bridge. This committee shall also:

B. Receive nominations for both the Life Membership and Merit Awards prior to the day of the Sectional Meeting. No additional nominations will be accepted at the meeting.

- C. Screen the nominations for such awards using established criteria.
- D. Submit the names of eligible nominees to be approved by the Section.

Section 14- Ad-Hoc Committees

Ad-Hoc committees shall be appointed by the Section Vice-president as necessary to carry out the business of the Section.

CHAPTER V- TOURNAMENTS

Section 1 — Location

Tournaments will be held at any area that the Section Committee believes would be beneficial to the goals of the Southwestern Section.

Section 2— Classes of Events

Tournaments shall be sponsored in accordance with “the Official Handbook of the ABA, Part I — Organization, Sectional Events.

Section 3— Profits and Losses

Net profit and losses from Sectional Tournaments shall remain in or be taken from the Southwestern Section Treasury.

Section 4— Date

The Southwestern Section will sponsor one Sectional each year. It will be held during the week of June Nineteenth.

EFFECTIVE June, 2015: All of the Articles and Chapters in this document shall supersede those contained in any other published Southwestern Section Bylaws.

Respectfully submitted by the Bylaws Committee, 2015.

Mae Clark, Chairman