

A dark blue vertical bar runs down the left side of the page. A blue arrow-shaped graphic points to the right from the bar, containing the date.

1/17/2017

# SOUTHERN SECTION BYLAWS

AMERICAN BRIDGE ASSOCIATION

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Gwendolyn Harris Middlebrooks, Chair  
CONSTITUTION AND BYLAWS COMMITTEE

## **NAME OF ORGANIZATION**

The name of this organization is and shall be the *Southern Section* (Hereinafter referred to as the Section).

## **SECTION 1 THE SECTION**

1.1 Is a geographic and administrative subdivision of the American Bridge Association, Inc. (Hereinafter referred to as the ABA)

1.2 Encompasses all individual Clubs and Units in a defined area of the United States that includes the following states: Alabama, Florida, Georgia, Mississippi, and Tennessee

1.3 The Section Officers and the Section Committee govern the Section between membership meetings.

## **SECTION 2 MEMBERSHIP RIGHTS AND OBLIGATIONS**

2.1 Each individual member or group within the Section shall have all rights, privileges and obligations authorized in this document and in the Bylaws of the American Bridge Association, Inc

2.2 Unless otherwise prohibited or restricted, each individual member may compete in authorized duplicate bridge games, attend meetings, vote, hold office and participate in operations and programs at all levels of the Section.

2.3 Clubs and Units shall sponsor a reasonable number of local and unit duplicate bridge games.

Clubs and Units may host or participate in Section and National Tournaments.

Clubs and Units shall file reports and schedules with the national office of the ABA.

Clubs and Units shall designate an Official Representative or delegate to the Section Committee.

2.4 ( Individual Clubs and Units shall maintain their financial Obligations, and support programs and policies of the Section and the ABA.

## **SECTION 3 OFFICERS AND DUTIES**

The Section Officers shall be Vice President, Section Secretary, Section Treasurer.

3.1 **THE SECTION VICE-PRESIDENT** is the head of the Section, the Chair of the Section Committee, and shall be required to develop and promote duplicate bridge in the Section.

- 3.1.1 Shall preside at both Membership and Section Committee Meetings.
- 3.1.2 Shall coordinate duplicate contract bridge under the auspices of the ABA in a defined geographical area of the United States.
- 3.1.3 Shall be an Ex-Officio member of all Section Committees except the Election Committee and the Nominations Committee.
- 3.1.4 Shall appoint members to all ABA standing committees.
- 3.1.5 Shall appoint chairs of Section Standing Committees and publish names of all appointees prior to December 31st of the year immediately preceding assumption of office.
- 3.1.6 Shall prepare at least one written report for distribution and presentation at every membership meeting.
- 3.1.7 Shall authorize expenditures and reimbursements and be one of the signatories to all checks, sanctions and contracts.
- 3.1.8 Shall assist in resolutions or mediation of problems related to duplicate Bridge.
- 3.1.9 Shall ascertain that Clubs' and Units' Constitutions and/or Bylaws are in accord with provisions of the Section and the ABA.
- 3.1.10 Shall assist presidents of Southern Section Clubs and Units in carrying out their duties and responsibilities.
- 3.1.11 Shall, upon recommendation from the Section Committee, endorse the formation of all Units.
- 3.2 **THE SECTION SECRETARY** shall maintain the official records of the membership and the results of all duplicate bridge tournaments.
  - 3.2.1 Shall record and maintain minutes of the Section Committee and all Section membership meetings.
  - 3.2.2 Shall be responsible for all correspondence with ABA officials and other persons in matters relating to the Section as the Vice President and Section Committee may require, including business letters, meeting notices, and action items.
  - 3.2.3 Shall maintain a roster of the Section membership including individuals, clubs, and Units, together with lists of officers and times and locations of membership meetings, duplicate bridge games, and duplicate tournaments.
  - 3.2.4 Shall establish and maintain appropriate files and copies of all correspondence.

3.2.5 Shall receive and verify Section funds from all sources including membership and Section Tournaments.

3.2.6 Shall be an alternate signatory for the Vice President on checks drawn against the funds of the Section.

3.2.7 Shall turn over funds to the Treasurer in a timely manner.

3.3 **THE SECTION TREASURER** shall be the custodian of all Section funds including scrip.

3.3.1 Shall receive (from the Section Secretary), record and deposit income in the appropriate Section bank account(s), issue all receipts and make all approved disbursements.

3.3.2 Shall be a signatory on all checks drawn against funds of the Section.

3.3.3 Shall issue no check except on an order signed by two (2) Section officers.

3.3.4 Shall prepare and submit a detailed and itemized Treasurers' Report to the Section Committee and at every membership meeting of the Section.

#### **SECTION 4 THE SECTION COMMITTEE**

**The Section Committee** governs the Section between Section membership meetings and shall meet as often as necessary. The Section Committee shall include the Section Officers (Vice-President, Secretary, Treasurer) and one designated representative/delegate from each club/unit in the Southern Section. In addition to its administrative assignments, it shall:

4.1 Rule on and impose, if necessary, disciplinary action for breach of ethics; in any activity related to duplicate bridge within the Section; or for personal behaviors that reflect negatively on the image or productivity of the Section and/or ABA.

4.2 Assist the Section Vice-President in conducting the business of the Section.

4.3 Assist in establishing the playing fees for the Section.

4.4 Review and authorize payment for expenses incurred by the Section and/or the Section Vice President.

4.5 Make a written report to the clubs/unit(s) in the Section at every Section Membership meeting.

4.6 Review and approve the Section tournament schedules.

## **SECTION 5 MEETING (S)**

5.1 There shall be at least one annual Membership Business Meeting to be held during the Southern Sectional Tournaments.

5.2 There shall be at least two (2) Executive Committee meetings per year. The schedule is to be established in October of each year for the next year, require a notice of thirty (30) days and shall have a specified agenda.

5.3 Special or Call Meetings of the Executive Committee shall have a specified agenda and require a notice of five (5) days unless the reason for the meeting is so urgent as to make the notice requirement impractical.

5.4 A quorum at an Executive Committee Meeting shall be a majority of designated representatives; a quorum at the Membership Meetings shall be ten (10%) percent of the members in attendance in the Sectional Tournament.

5.5 The Order of Business shall be: Call to Order, Written Roll Call, Minutes, Reports, Old Business, New Business, Good of the Order, and Adjourn

## **SECTION 6 STANDING COMMITTEES AND FUNCTIONS**

6.1 **APPEALS COMMITTEE** shall consist of a Chairperson and at least one member from each State in the Section. This committee shall use the National guidelines for its decisions and report such to the Section Committee for action. The Chairperson will represent the Section on the National Appeals Committee.

6.2 **ARCHIVES COMMITTEE** shall consist of a Chairperson and at least one member from each state in the Section . This committee shall maintain and preserve the historical documents and records of the Section; shall be responsible for exhibiting Section archival documents for public review at least once each year at a Section Tournament; shall submit a written report to the Section Committee and shall make a written report at every Section membership meeting.

6.3 **AWARDS COMMITTEE** shall be responsible for selecting and purchasing awards for all Section Tournaments, shall insure that awards are available to be presented at each Section Tournament or mailed to recipients in a timely manner immediately following each Section Tournament; shall submit a written report to the Section Committee and shall make a written report at every Section membership meeting.

6.4 **BRIDGE EDUCATION AND TEACHER CERTIFICATION COMMITTEE** shall be responsible for recruiting and certifying instructors; assisting clubs in providing training materials and recommending additional sanctioned games for training classes; shall submit an annual written report to the Section Committee and shall make a written report at every Section

membership meeting. The Chairperson shall represent the Section on the National Bridge Education and Teacher Certification Committee.

**6.5 BUDGET AND FINANCE COMMITTEE** shall prepare and submit a budget to the Section Committee prior to the first Section Tournament in the fiscal year; shall complete an audit as requested and submit the results to the Section Committee; and shall make a report at every Section membership meeting. The Section Treasurer shall be a member of this committee.

**6.6 COMMUNICATION COMMITTEE**

Shall be responsible for notifying and informing the Section membership Shall use electronic media and tools that include Calling Post, telephone notices, the Section website, and Southern Exposure.

**6.7 CONSTITUTION AND BYLAWS COMMITTEE**

Shall consist of at least three (3) Section members and the Section \Parliamentarian who shall serve as Chair. Shall review the Constitution and Bylaws biannually. .Shall receive, prepare, and present proposed amendments to Southern Section Constitution and Bylaws Shall submit recommendations for amendments to the ABA Constitution and Bylaws to the ABA.

**6.8 EDITORIAL COMMITTEE** shall consist of the Editor and the Associate Editor. Shall be responsible for the publication of Section news including publishing the Southern Exposure at least twice each calendar year; shall submit a written report to the Section Committee; and shall make a written report at every Section membership meeting.

**6.9 ELECTION COMMITTEE** shall be appointed by the Section Vice President by the Fall Section meeting at least one year before the election of officers. Shall establish procedures for the election of officers. Shall present the procedures to the general membership for approval at the first Section meeting (January) in the year of the election of officers.

**6.10 MEMBERSHIP AND NEW PLAYERS COMMITTEE** shall be responsible for assisting Clubs in maintaining and increasing their membership; establishing Clubs in geographical areas in the Section; highlighting new players' activities; shall make an annual written report to the Section Committee; shall make a written report at every Section membership meeting, and the Chairperson shall represent the Section on the National Committee,

**6.11 MENTORING COMMITTEE** shall be responsible for working with the National Mentoring Chair in promoting mentors in the Section. Shall make a written annual report to the Section Committee; and shall make a written report at every Section membership meeting,

**6.12 SCHOLARSHIP COMMITTEE** shall be responsible for keeping the Section updated on changes in the National Program, screening applications for document validation, recommending applicants to the Section Committee for Section approval prior to the Summer National Tournament and distributing forms to Clubs and Units. Shall make an annual written

report to the Section Committee; and shall make a written report at every Section membership meeting,

6.13 **STAFF DEVELOPMENT AND CERTIFICATION** shall be responsible for recruiting, training, and evaluating directors in the Section; planning and conducting seminars to be held at the Section and/or Grade A Tournaments; recommending the certification and upgrading of Southern Section directors to the National Staff Development Committee: maintaining an accurate and up to-date roster of active certified directors in the Section and annually reporting on the Committee's activities to the Section Committee. The Chairperson shall be a Level 3 or higher Director and shall represent the Section on the National Staff Development and Certification Committee. Shall make a written annual report to

6.14 **TOURNAMENT COMMITTEE** shall include a Chairperson and one representative from each state in the Section. The committee shall be responsible for establishing the tournament schedule no later than November 1<sup>st</sup> of the previous calendar year to include all levels of sanctioned games and submitting it to the Section Committee for approval; selecting a city and Unit/Club to host the two Section tournaments each year. Shall make a written annual report to the Section Committee; and shall make a written report at every Section membership meeting,

6.15 **The Executive Committee** was omitted from this section because it is not a Standing Committee.

## **SECTION 7 ELECTION, VOTING AND VACANCIES**

7.1 Section Officers are elected every two (2) years, according to a process recommended by the Election Committee and approved by the membership, provided no member in good standing is deprived of voting for a candidate of his/her choice.

7.2 Elected officers shall take office on January 1st of the year following their election. Terms of office shall begin January 1st and end December 31 over a two-year period.

7.3 Each officer shall hold office until his/her successor is elected or until he/she is replaced.

7.4 The Section Secretary and Treasurer may serve no more than three consecutive two-year terms. The Vice-President may serve no more than two consecutive two-year terms.

7.5 The Election Committee shall be appointed by the Sectional Vice- President by the first meeting (January) in the year prior to the election of officers. The Election Committee shall establish procedures for the nomination and election of offices. These procedures shall be presented to the general membership at least six (6) months prior to the election. The approved election procedures must be published in either the Southern Exposure or officially distributed by e-mail to members with copies sent to the Sectional Secretary, every club president and unit secretary in the Section for distribution to their members. Once the election procedures have been approved, they cannot be changed until after the election.

7.5.1 The approved election procedures cannot be changed until after the election.

7.5.2 The approved election procedures must be:

7.5.2.1 distributed to the Section Vice President and Secretary, for subsequent distribution to all Section club members, unit members and at-large members,

7.5.2.2 distributed to the president and secretary of every Section club and unit and

7.5.2.3 published in the *Southern Exposure*.

7.5.3 The approved election procedures shall include a process for:

Absentee balloting

Verification of votes

On-Site voting

Absentee voting

Supervision of voting

Counting ballots and announcing results

Write-in candidates

Assuring secrecy of ballots

Identifying the Tellers (vote counters)

7.6 Vacancy in the office of the Sectional Secretary and Treasurer shall be filled by appointment of the Vice-President. Said appointments shall hold until the next scheduled election.

7.7 Vacancy in the office of the Sectional Vice-President shall be filled by a two-thirds (2/3) vote of the Executive Committee. Said vacancy in the office of the Sectional Vice President must take place at the first Sectional or A-Regional Tournament provided. However, the Sectional Secretary, whose duty it shall be to call, and chair said appointment procedure, shall have given at least a notice of thirty (30) days to the body politic.

## **SECTION 8 THE NOMINATING COMMITTEE**

8.1 The Nominating Committee shall be an Ad Hoc Committee that exists until the end of the voting period. Its' members shall be elected by the Southern Section membership at least ninety (90) days (3 months) prior to the first Section meeting (January) in the year prior to the election of officers.

8.2 The Section Vice President shall have nothing to do with the composition and activity of the Nominating Committee.



8.3 The Nominating Committee shall be comprised of no more than five (5) Section members.  
Criteria for membership on the Nominating Committee:  
Must be a member of the Section for at least 5 years,  
Must be an active participant in governance for at least one year.

8.4 The Nominating Committee shall contact prospective nominees to Obtain their acceptance of nomination and assurance of their willingness to serve if elected.

8.5 The Nominating Committee shall certify the eligibility of the candidates and shall nominate the candidates.

8.6 The Nominating Committee shall submit a report that details the proposed slate of officers to members of the Southern Section during the first Section meeting (January) in the election year and nominations shall be taken from the floor.

8.7 The Nominating Committee may agree upon another nominee for an office if a nominee withdraws from candidacy after acceptance of the Slate of Officers and before voting occurs.

8.8 Vacancy in the office of the Section Secretary and Treasurer shall be filled via appointment by the Section Vice-President. Said appointments shall hold until the next scheduled election.

8.9 Vacancy in the office of the Section Vice-President shall be filled by a two-thirds (2/3) vote of the Section Committee. Said vacancy in the Office of the Section Vice-President must be filled at the first Section or A-Regional Tournament (following the vacancy). However, the Section Secretary, whose duty it shall be to chair said appointment procedure, shall give at least a notice of thirty (30) days to the membership (when time permits).

## ***SECTION 9 REMOVAL FROM OFFICE AND DISCIPLINARY ACTION***

9.1 An elected Section Officer may be removed for cause by two-third (2/3) vote of the Section Committee following service of written charges to the Section Committee, and review and confirmation of those written charges by the Section Committee. Documentation of such action must be filed with the Executive Board of the American Bridge Association, Inc. The National President or another National Officer shall serve as chairperson of the committee if actions are being taken against the Section Vice-President. The Section Vice President will chair the committee if actions are being taken against other elected Section Officers.

9.2 Refer to the CODE OF DISCIPLINARY REGULATIONS of the ABA for disciplinary actions against Units, Clubs, and Individuals.

## ***SECTION 10 RULES OF ORDER***

Insofar as they do not conflict with the provisions of the Section's Bylaws, "Robert's Rules of Order" shall govern the deliberations of the Section.

## **SECTION 11 AMENDMENT**

Amendments to these Bylaws may be made at any Section membership meeting by a two-third (2/3) vote of those present and voting, or in the event of an emergency by two-third (2/3) vote of the members of the Section Committee. Proposed amendments), must not be in conflict with the Constitution and guidelines of the ABA.

The recommended format for submitting amendments to the Bylaws shall include:

1. Current Bylaw Section (if applicable)
2. Recommended Change
3. Rationale

Date approved by Membership: January 17, 2017

Gwendolyn Harris Middlebrooks, Chair  
Constitution and Bylaws Committee

**NOTES:**