

**American Bridge Association Inc.
Eastern Section
Constitution & Bylaws**

ARTICLE I – NAME OF ORGANIZATION

The Eastern Section is an affiliate of the American Bridge Association (ABA), Incorporated, and operates under its overall jurisdiction. No articles contained herein shall contravene those of the National body.

ARTICLE II – GOALS & OBJECTIVES

The Eastern Section of the ABA is organized to support and further the objectives and purposes of the ABA, promote the game of Duplicate Bridge and related approved contests, and sponsors and contributes to local and national endeavors for the benefit and enhancement of the community.

ARTICLE III – MEMBERSHIP

There are three (3) types of memberships in the Eastern Section: 1. Charter Units 2. Charter Independent Clubs holding membership in the ABA, Inc. within the designated boundaries, and 3. members-at-large residing beyond the designated boundaries.

ARTICLE IV – GOVERNANCE

Officers shall be Section Vice-President, Secretary, and Treasurer. These officials, together with the authorized representative of each unit (or independent club where there is no unit) constitute the Section Board. Authority is vested in the general membership with administrative affairs delegated to the Section Vice-President and the Section Board.

ARTICLE V- DUTIES OF OFFICERS

SECTION 1

The Section Vice-President, as Chief Executive Officer (CEO) of the Section shall:

- A. Preside at the annual Section meeting, chair official meetings of the Section Board and represent the Section on the National Board.
- B. Appoint Section committees.
- C. Process sanction requests.
- D. Authorize or makes expenditures necessary to Section business.
- E. Be a signatory to the checks, drafts, and contracts.
- F. Mediate differences that may arise between units, clubs, or individuals.
- G. Perform such other tasks as necessary to the office.

SECTION 2

The Secretary shall:

- A. Record and disseminate minutes of Section meetings within 30 days of the meeting.

- B. Maintain listings of chartered clubs, units, officers, committees, as well as Section membership roster.
- C. Handle Section correspondence, mail meeting notices, and answer official inquiries.
- D. Receive all monies, records, and receipts and turn them over to the Section Treasurer.
- E. Be an authorized signatory to checks, draft and contracts.
- F. Convene Section impeachment proceedings and handle the election of an ad hoc Impeachment Committee chairperson.
- G. Distribute the minutes electronically to all members prior to the next meeting. Members who do not maintain email addresses must submit a request via mail to the Vice President for minutes to be received via U.S. Postal Service.

SECTION 3

The Treasurer shall:

- A. Be the official custodian of all Section funds.
- B. Maintain a record of all receipts and disbursements.
- C. Render periodic financial reports in accordance with established accounting procedures.
- D. Be a signatory to checks issued by the Section.
- E. Chair the Section Budget and Finance Committee.

SECTION 4

The Section Board shall:

- A. Have input into meetings, conventions, tournaments, and membership activities.
- B. Provide feedback to the Section Vice-President regarding the collection, processing and maintenance of sanctions, fees, schedules, and other such data as may be required or stipulated.

ARTICLE VI - SECTION MEETINGS

SECTION 1

A. Section Membership Meetings

1. There shall be an open business meeting of the membership at each Sectional Tournament.
2. Twenty-five (25) members of the Section membership present at the tournament constitute a quorum at a membership meeting.
3. The agenda for the Sectional Business Meetings will be planned by the Vice President and Section Board and distributed to each Independent Club/Unit prior to the Sectional Tournament.
4. Between Sectional meetings, other business of the Section shall be conducted by the Section Board during meetings called by the Section Vice President.
5. Special meetings of members may be called upon the receipt of a written request signed by the Section Vice President and eight (8) active members of the Section and approved by the Section Board, or as deemed necessary by the Section Board.

B. Section Board Meetings

1. Meetings of the Section Board shall be open to the general membership, but only official representatives are entitled to vote.
2. Each Unit will be able to cast up to three (3) votes: one by Unit President, one by Unit Vice President and one by the Unit Representative. Each Independent Club will

be eligible to cast one vote: President or Club Representative. Section Secretary and Treasurer are eligible to cast one vote each.

3. Meetings of the Section Board are deemed official where three (3) of the Units or Independent clubs are represented.
4. Section Board meetings may be virtual or in person.
5. A Section Board call meeting requires a minimum of ten (10) days prior notification.

ARTICLE VII – STANDING COMMITTEES

SECTION 1

All committee chairpersons will be appointed by the Section Vice-President:

- a) ABA/ACBL Liaison
- b) Appeals
- c) Bridge Education/Teacher Certification
- d) Budget and Finance
- e) History and Archives
- f) Sectional Awards
- g) Membership
- h) Nominations/Election
- i) Newsletter
- j) Website
- k) Scholarship
- l) Staff Development/Certification
- m) Tournament
 1. Operations
 2. Hospitality
 3. Awards

SECTION 2

Committee Meetings

- a) All Section Standing Committees shall meet at least once annually.
- b) The time, place and location of Standing Committee meetings shall be set in conjunction with a Sectional or Grade “A” tournament or using a virtual alternative at the discretion of its Chairperson and the Section Vice President.

ARTICLE VIII – ELECTIONS, VOTING, VACANCIES

SECTION 1

Election: Election of officers shall take place biennially at the Section meeting. A ballot vote is required for elected officers. The term of office for each officer shall be two (2) years. An officer shall not remain in any given office for more than two (2) consecutive terms. Officers will take office in January of the following year.

SECTION 2

Voting:

- A. Each member shall have one (1) vote. A majority vote shall be required for the election of an officer. A majority vote shall be required on all business pertaining to the Section not otherwise provided for in these Bylaws.

- B. Members will be allowed absentee voting. Must notify the Nominating Committee at least thirty (30) days before the meeting to obtain a ballot. The ballot must be received back to the Committee Chair ten (10) days before the Section meeting.

SECTION 3

Vacancies:

- A. Should a vacancy occur in the office of the Vice-President, it will be filled according to the American Bridge Association Constitution. The National President shall appoint an acting Section Vice-President, pending a special election of the Section membership.
- B. Should a vacancy occur in the offices of the Secretary or Treasurer, a replacement shall be named by the Eastern Section Vice-President pending a Sectional election.

ARTICLE IX – MEMBERSHIP OBLIGATIONS & RESPONSIBILITIES

Except as otherwise contraindicated, each group or individual member of the Eastern Section shall have all the rights and obligations authorized in this document and by the statutes and guidelines of the American Bridge Association.

SECTION 1 All Members:

1. May compete in American Bridge Association sponsored contests in accordance with the bridge laws and announced condition of play.
2. May do whatever possible to recruit, train and encourage other players, while improving upon own knowledge and skills.
3. Will ensure National, Sectional and Local dues are paid annually.
4. Will exhibit conduct consistent with the ethics of Duplicate Contract Bridge.
5. Will keep abreast of ABA policies and procedures.
6. Will endeavor to improve in knowledge and skills of Duplicate Contract Bridge.
7. Will participate, promote, and support activities of the Eastern Section and the ABA
8. May attend local, sectional, and national meetings, exercise voting rights, participate in the operations and programs of the Association and vote by absentee mail-in ballot for the election of Section Officers.

SECTION 2 Units and Independent Clubs shall:

1. Announce program, fees and playing sites in enough time to assure maximum attendance.
2. Require that the director-in-charge file accurate game results, together with required fees, promptly, according to the American Bridge Association Constitution.
3. Submit rosters, schedules and information required.
4. Designate authorized representative to the Section Board.
5. Establish recruitment and training programs, as well as the best possible competitive conditions for all players.
6. Abide by all legitimate decisions of the majority and support approved policies, procedures, and programs.
7. Complete the annual report form sent to you by the Eastern Section Vice-President.

ARTICLE X – TOURNAMENTS

SECTION 1 Sectional Tournaments

The Section shall sponsor two (2) Sectional Tournaments each year.

SECTION 2 Location

- a) Sectional Tournaments shall be rotated throughout the Section as determined by the Section Board.
- b) Plans for the location of the Sectional Tournaments should be completed at least one (1) year prior to scheduled date(s).

ARTICLE XI – AMENDING THE BYLAWS

SECTION 1 Constitutional Amendments

- a) These Bylaws may be amended at the Annual Fall Meeting of the Section by a two-thirds (2/3) vote of those members present and voting provided the proposed amendments have been presented in writing by an individual or committee to the Bylaws Committee no later than the Annual Spring Section meeting. The proposed amendments will be: 1) read at the meeting; 2) circulated to all members absent from the meeting by email or US mail; 3) clarified, if necessary, during a question-and-answer session at the meeting and then 4) voted upon at the Fall Section meeting.
- b) The effective date of amendments to these Bylaws shall be immediate upon adjournment of the meeting in which they are adopted.
- c) If changes are made in the ABA Constitution and Bylaws, the Eastern Section will automatically adhere to these changes.

ARTICLE XII - PARLIAMENTARY AUTHORITY

SECTION 1

In all matters not provided for in the Section Bylaws, the Section shall be governed by the Constitution and Bylaws of the American Bridge Association, Inc. and Robert's Rules of Order Newly Revised.

BYLAWS

CHAPTER I – MEMBERSHIP

Section A. Active Membership Requirements

1. National, Sectional and Local dues paid annually.

Section B. Active Membership Obligations

1. Exhibit conduct consistent with the ethics of Duplicate Contract Bridge.
2. Keep abreast of ABA policies and procedures.
3. Endeavor to improve knowledge and skills of Duplicate Contract Bridge.
4. Participate, promote, and support activities of the Eastern Section and the ABA.

CHAPTER II – DUTIES OF OFFICERS

Section A Section Vice President

The Section Vice President shall:

1. be the Chief Executive Officer of the Section,
2. schedule and preside at all meetings of the Section and Section Board
3. be the Eastern Section representative to the ABA National Board
4. approve and sanction all tournaments recommended by the Tournament Committee within the Section,
5. appoint all Committee Chairs and members, serve as an ex-officio member excluding Nomination/Election Committee,
6. approve the expenditure of all funds in accordance with policies and procedures of the Section,
7. be one of the signatories on all bank accounts and bank drafts issued for the Section,
8. be the chief recruiter and promoter of duplicate bridge throughout the Section,
9. inform the Eastern Section Board and membership of all sectional and national matters,
10. adjudicate disputes within the Eastern Section, prior to any appeals to the national office, and
11. monitor the implementation of policy changes authorized by the Section Committee and Membership.

Section B Duties of Section Secretary

The Section Secretary shall:

1. record and distribute minutes of the Eastern Section to all Section members within 30 days following the meeting,
2. maintain minutes of previous meetings and correspondence at each Eastern Section meeting,
3. maintain a file of all Eastern Section documents,
4. maintain current listing of National officers, and National Committee Chairpersons,
5. maintain a current listing of Eastern Section officers, Section Board members, and Committee Chairpersons,
6. maintain a listing of all officers and members of chartered clubs and units within the Section,
7. receive and compile annual reports from all committees for distribution at the Annual Meeting, unless otherwise directed,
8. conduct correspondence for the Section as directed by the Section Vice President, and
9. receive and maintain records of all financial transactions for the Section, as transmitted by National or Sectional officers.

Section C Duties of Section Treasurer

The Section Treasurer shall:

1. be responsible for the protection and custody of all funds of the Section,
2. receive funds from all funding sources, bank funds and issue receipts for all such funds,

3. receive funds from all units/independent Clubs for dues, issue receipt to clubs and send official listings of financial members to the Secretary.
4. Issue and sign checks as needed to pay the expenses of the Section and authorized by the budget and the Vice President,
5. Prepare and distribute a statement of finances as often as required by the Section Vice President or the Section Board, and
6. Serve as a member of the Section Budget and Finance Committee.

Section D Duties of the Section Board

The Section Board shall:

1. Conduct the business of the Section required by the Constitution and Bylaws of the ABA and Eastern Section,
2. Plan for the efficient operations of all meetings, tournaments, and other activities of the Section,
3. Assure efficient collection, processing and maintenance of sanctions, fees, schedules, and other such materials as may be required from all Units, Clubs and/or individual members of the Section,
4. Assist Units and Clubs in recruitment and training activities,
5. Implement and communicate procedures, policies, and decisions of interest to members of the section, and
6. Approve the annual budget and the plan of action for the Section, providing support to assure the implementation of these sanctions.

CHAPTER III – DUTIES OF STANDING COMMITTEES

Section A. ABA/ACBL Liaison

1. Plan effectively to encourage more ACBL participation.
2. Arrange all co-sponsored events through Section Vice President and ABA.
3. Establish guidelines for receiving ABA or ACBL points, but not both, prior to events.

Section B. Appeals

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.
4. Submit written request of players violations for hearings to Section Vice President within 30 days.

Section C. Bridge Education/Teacher Certification

1. Recruit members for Teacher Certification.
2. Develop BETC guidelines for the Eastern Section in accordance with ABA Guidelines.
3. Plan seminars for Sectional Meetings
4. Inform Clubs/Units through newsletter.

Section D. Budget & Finance

1. Prepare and present to the Section Board for approval the annual budget for the Section at the Annual Fall Meeting.
2. Review the financial operations of the Section and recommend to the Section Board cost control measures.
3. Monitor the application of efficient financial procedures within the Section.
4. Make provisions for the annual internal audit of sectional finances with results being presented at the Annual Fall Meeting.

Section E. History and Archives

1. Provide leadership and guidelines for maintaining historic materials for each Independent Club/Unit and the Eastern Section.
2. Recommend annual historic displays featuring one (1) or more Independent Club/Unit at one (1) or both Sectional Tournaments.
3. Encourage members to donate significant historical memos of the Eastern Section to the Board for preservation and display.
4. Support and participate in all ABA historical displays.

Section F. Sectional Awards

1. Calvin Reuben Memorial Trophy – created to recognize bridge success in the lower ranking players. To be eligible, a player must have less than 300 masterpoints at the beginning of January of the year and amass the most masterpoints by the end of the year. This award will be given at the Fall Section meeting.
2. Arthur J. Reid Jr Legacy Award - This award is given to members who have demonstrated outstanding commitment and service to the Eastern Section of the ABA. This award is presented by the family of Arthur J. Reid Jr. This award will be given at the Fall Section meeting.
3. Achievement Awards will be given at the Spring Section meeting.

Section G. Membership

1. Assist the Section Vice President with the recruitment of new players and retention of members within the Section.
2. Plan appropriate activities to recognize and otherwise encourage new players during Sectional Tournaments.
3. Provide for the recognition of new player activities and/or accomplishments in the Section Newsletter.
4. The Membership Chair represents the Eastern Section on the National ABA Membership Committee.
5. Provide guidance for the clubs and units for the orientation and mentoring of new players.

Section H. Nominations and Election

1. Coordinate the nominations and certify the eligibility of all candidates for office.
2. The Chair of the committee will be appointed by the Section Vice President at the Spring Section meeting.
3. The committee will consist of a representative from each Unit and Independent Club of the Eastern Section.

4. The committee will meet to determine and implement the process to be used to solicit candidates.
5. Prepare and distribute the list of nominees for office via email or US mail by September 1 of the election year.
6. At the Fall meeting, nominations of members in good standing will be accepted from the floor.
7. Coordinate the election of officers by secret ballot by the membership at the Fall meeting.
8. Secure and count all on-site ballots and absentee mail-in ballots.
9. Present the tellers report to the Section Secretary.
10. Coordinate the installation of the newly elected officer(s).

Section I. Newsletter/Website

1. Prepare and distribute such promotional materials as may be deemed necessary to further the objectives and purposes of the Section, in cooperation with the Membership Committee.
2. The Webmaster will maintain the Eastern Section website.

Section J. Scholarship

1. Receive and evaluate Eastern Section applicants.
2. Inform Units/Independent Clubs of criteria, time, and date to return applications.
3. Recommend names of applicants and inform Section Board and Section Vice President.
4. Complete appropriate forms and send forms to National Scholarship Committee.
5. Work with the National Committee formulating policy and procedures.

Section K. Staff Development/Certification

1. Recruit, train and evaluate directors.
2. Recommend certification of directors in the Eastern Section to the Eastern Section Vice President and ABA Certification Committee.
3. Maintain a complete listing of all certified directors in the Eastern Section.
4. Provide training sessions for aspiring tournament directors and staff development activities for certified directors in cooperation with the National Director of Staff Development.
5. Monitor the performance of directors.
6. The Eastern Section will assign a representative to the National ABA Staff Development Committee.

Section L. Tournament

(Composed of the Tournament Chairpersons or alternates from each affiliated Unit or Independent Club within the Section)

1. Plan for the on-site operations of the Sectional Tournament using a system of sub-committees as needed to coordinate such activities.
 - a) Monitor financial transactions conducted by the Section.
 - b) Host hospitality functions sponsored by the Section.
 - c) Oversee the cleanliness and comfort of the playing area(s).

- d) Coordinate the provision of supplies needed by the director's staff.
- 2. Assure that a complete and accurate tournament report is filed by the Director-in-Charge.
- 3. Prepare and distribute the annual schedule of all Grade "A" and "B" Tournaments held within the section, as well as adjoining sections as available.
- 4. Provide units and independent clubs and members-at-large with information concerning tournament policies and practices.
- 5. Maintain and distribute to units and independent clubs an up-to-date listing of certified tournament directors within the Section.

CHAPTER IV – DUTIES OF AD HOC COMMITTEES

Section A. Ad Hoc Committees

- 1. Ad Hoc Committees shall be appointed by the Vice President as needed in the Eastern Section.
- 2. Ad Hoc Committee members shall be appointed by the Vice President to serve the ABA and the Eastern Section upon the request of the National President.

CHAPTER V – RESPONSIBILITIES OF UNITS OR INDEPENDENT CLUBS

Section A. Units or Independent Clubs

- 1. Units shall sponsor a Grade "A" tournament annually and are eligible to sponsor Grade "C" and "B" games as authorized by ABA regulations.
- 2. Independent Clubs are encouraged to sponsor Grade "C" and Grade "B" games as often as feasible, and to sponsor at least one Grade "A" tournament annually.
- 3. Require that the tournament "Director-in-Charge" file accurate game results together with the requisite fees, in accordance with ABA regulations.
- 4. Report the actions of delinquent directors to the Section Tournament Chair.
- 5. Submit current membership roster and their dues to the Section Treasurer, as required by the Eastern Section.
- 6. Submit current membership and officer rosters to the Section Secretary as required by the ABA and Section Vice President.
- 7. Schedule tournament dates, request requisite sanctions, and other necessary information in a timely fashion.
- 8. Independent Clubs will select a representative to serve as a member of the Section Board and submit the name of this person and the alternate to the Section Vice President and Section Secretary.
- 9. Disseminate relevant information received from sectional and national officers and committees to members in a timely manner.
- 10. Submit a report of activities to the Newsletter Editor on a regular basis.
- 11. Maintain an up-to-date file of ABA policies and procedures.
- 12. Develop and maintain an active recruitment program to add new members and to retain current members.

13. Participate actively in activities sponsored by the Section and other ABA affiliates.
14. Promote Duplicate Bridge as the pastime of choice.

ADDENDUM

Due to the merger of the Mid Atlantic and Eastern Sections effective May 1, 2023:

The first elected officers of the newly merged Section will take office May 1, 2023. That term of office will run from May 1, 2023 to December 31, 2024. The Election process for the next elected officers' term of office beginning January 1, 2025 will begin in May 2024.

Annual membership dues for the New Eastern Section shall be \$10. The Vice President's travel expense allowance shall be \$1,000 for each ABA National Tournament attended.