

**BOARD STANDING RULES OF**  
**PROCEDURE**

*of the*

**AMERICAN BRIDGE TEACHERS ASSOCIATION**

Adopted July 15, 2008  
Revised July 22, 2009  
Revised July 20, 2010  
Revised July 19, 2011  
Revised August 7, 2015  
Revised August 8, 2015

*Bylaws/Standing Rules Committee:*  
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**AMERICAN BRIDGE TEACHERS ASSOCIATION, INC.**  
**BOARD STANDING RULES OF PROCEDURE**

**I. General Rules**

- A. ABTA officers and committee chairmen shall have a copy of the current Bylaws and Standing Rules. Those taking office should familiarize themselves with these documents.
- B. All retiring officers and chairmen shall pass on to their successors, any information or material which might be useful. If an officer or committee member updates duties listed in this document, the president, bylaws chairman and business secretary shall be notified.
- C. ABTA personnel shall be present at all meetings, if possible, as requested by the president or committee chairmen.
- D. ABTA meetings shall comprise all matters pertinent to the organization, as well as, items referred by the president or by any member of the board of directors.
- E. Any change in policy or procedure being considered by any officer or chairman must be cleared with the president and business secretary/ treasurer. The president shall be fully informed about motions to be made at any meeting, in advance of the meeting, if possible.
- F. Changes of address and/or phone number should be sent immediately to the ABTA business secretary/treasurer.
- G. The name of the ABTA, the mailing list of the ABTA, or the official capacity of any member shall not be used for any purpose outside the ABTA except with the approval of the ABTA executive committee.

**II. Fiscal Policies**

- A. Receipts or acceptable accounting for expenses shall be required for reimbursement and shall be sent to the business secretary/treasurer for the previous year by September 30.

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- B. The annual budget shall specify the amount which each committee or officer may spend. New committee chairmen are encouraged to submit proposed requests for funds, prior to the budgeting process, for consideration. Budgeted funds shall be used exclusively for committee functions in order to meet the goals of each committee. Committee expenses may not exceed the budgeted allocation. Any amount in excess of budgeted amounts need to be approved by the board of directors, in order to be reimbursed.
  
- C. Profits from the annual convention shall be added to the convention reserve fund until such time as it reaches a balance of \$7500. Once the reserve fund has a balance of \$7500, all convention profits go to the General Fund. The Convention Reserve Fund is a special contingency fund, in order to offset future annual convention losses, should they occur.

**III. President**

The president shall

- A. be the official representative of the ABTA with responsibility for the general active management, in conjunction with the business secretary;
- B. preside at all meetings (pre-convention, general business meeting, and post convention board meetings). If appropriate, the president shall schedule an executive committee meeting prior to board meetings;
- C. appoint a parliamentarian, annually, to assist in the proper conduct of each meeting, in accordance with Roberts Rules of Order;
- D. prepare agendas for all board meetings and general membership meetings;
- E. appoint members to all standing committees as prescribed in the bylaws. Additionally, appoint the following chairmen and any other committee chairmen and members as deemed necessary:
  - convention program chairman
  - seminar program chairman
  - convention host/hostess
  - local promoter
- F. follow through and execute the orders and resolutions of the board of directors. Oversee committees and officers in accomplishing their assigned duties;
- G. in conjunction with the business secretary, update lists of committees and their chairmen, as changes occur. Inform the vice president of any changes;

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- H. write the president's message for the *ABTA Quarterly* four (4) times per year, making note of deadlines;
- I. coordinate closely with the vice president to prepare him/her to take over as president, assisting with new appointments, as needed. Appointments made at the end of the presidential term should be discussed and agreed to by the incoming president;
- J. obtain annual reports and items for meeting agendas from all officers, directors, and committee heads prior to convention, in cooperation with the business secretary. Reports may be distributed by email prior to convention;
- K. host an informal/working, get-together for board and workers in the presidential room the evening before the seminar begins. The president's room shall be paid, along with refreshments, by the ABTA, for the first night;
- L. be the spokesman for the executive committee to the board of directors and approve and authorize all committee meetings;
- M. be responsible for maintaining communications with the website manager, transmitting all communications and/or authorizing transmissions;
- N. replace any board member (elected or appointed) who does not fulfill the duties of the position, with the approval of the executive committee;
- O. be eligible for no more than two (2) consecutive terms. After an intervening term has expired, he/she shall again be eligible to be elected president; and
- P. in the absence or incapacity of the business secretary/treasurer, authorize a co-signer to complete, and sign checks for necessary expenditures.

**IV. Immediate Past President**

- The immediate past president shall
- A. appoint members to the nominations and elections committee, serving as its chairman; and
  - B. provide assistance and guidance to the president and organization as requested.

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**V. President-elect**

The president-elect shall

- A. in the absence of the president, act as the replacement in presidential duties;
- B. assist the president in all matters, performing all duties assigned by the president;
- C. assist in the planning of the annual convention and seminar. Oversee door prize distribution and drawing or other details which may arise as instructed by the president or business secretary;
- D. oversee the seminar/convention mentoring program, with the assistance of the business secretary. Be sure new attendees feel welcome and are educated about the proceedings. Suggested activities may include a star on their name badge, hosting a welcoming meal, recruiting active members to oversee an attendee and making sure appropriate invitations are made to various meals and entertainment;
- E. interface with and assist the regional directors in communicating with the area's teachers, recruiting members, and holding area seminars;
- F. be observant and helpful to the current president, becoming familiar with the complete workings of the ABTA, in preparation for the position of president. Be familiar with all committee chairmen and their duties. Share jointly with the president in the appointments made for the following year, as incoming president;
- G. In odd-numbered years, purchase a gift for the outgoing president, with the budgeted allotment (currently \$50) and present to the president at the annual banquet.

**VI. Recording Secretary**

The recording secretary shall

- A. record minutes of the annual membership meeting proceedings, board of directors, and executive committee meetings. These shall comprise the following:
  - pre-convention board meeting, usually held Tuesday evening of the seminar;
  - general business meeting, usually held Wednesday afternoon of convention;
  - post convention board meeting, usually held Friday morning.
- B. sit next to the president to facilitate obtaining information and conferring

1 with the president. Ideally, meetings shall be taped and made available  
2 to the president and business secretary, as requested.  
3  
4

5 C. include the following items in all minutes:

- 6 • names of all in attendance – board members attending and  
7 absent, as well as, non-board members in attendance;
- 8 • location of meeting;
- 9 • name of presiding officer;
- 10 • times of call to order and adjournment;
- 11 • motions made and their resolution, including specific reasons if  
12 not passed;
- 13 • non-motion items discussed and their resolution, including the  
14 reasons for decisions made;
- 15 • copies of all reports presented;
- 16 • mention of appointments made and deadlines for action;
- 17 • other items discussed and deemed relevant.

18  
19 D. incorporate into the post-convention board meeting the names of the  
20 following:

- 21 • book/software award winners
- 22 • applebasket contest winner
- 23 • new master teachers
- 24 • new honorary ABTA member(s), and
- 25 • any other special awards

26  
27 E. send all minutes to a designated committee of three, generally the  
28 president, vice president and the business secretary for approval  
29 by September 15, following the meetings. After meeting corrections,  
30 resend the minutes to the designated committee by October 15. Upon  
31 final approval, the minutes shall be sent by the business secretary to all  
32 members of the board of directors and the *Quarterly* editor, for  
33 publication.  
34

35 F. maintain a secretarial file of each year's final corrected minutes. This  
36 file shall be transferred to future secretaries upon change of office, for  
37 continual update.  
38

## 40 VII. Regional Directors

41 The regional directors shall

- 42  
43 A. represent each region, as designated by the ABTA board of directors,  
44 according to geographic distribution.
- 45  
46 B. be eligible for re-election, with no term limits.
- 47  
48 C. promote the ABTA to bridge teachers in their region, providing advice  
49 and assistance, as needed.

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- D. actively recruit ABTA members and promote ABTA regional activities.
  - 1. download membership forms from the ABTA website as needed ([www.abtahome.com](http://www.abtahome.com)).
  - 2. try to get publicity in district and unit publications and at tournaments in the area.
  - 3. contact TAP (Teacher Accreditation Program) trainers in their area and provide ABTA recruitment materials.
- E. encourage members to attend the ABTA annual convention and seminar.
- F. contact, welcome, and offer assistance to new ABTA members in their region, offering information about the ABTA and assistance in their teaching activities.
- G. maintain an up-to-date regional membership list and notify the business secretary/treasurer of name, address, or telephone changes upon receiving them.
  - 1. assist the Business Secretary in contacting lapsed members.
  - 2. assist the Business Secretary by reporting illnesses and deaths of ABTA members residing in their region.
- H. coordinate with the president and business secretary/treasurer and keep them informed of their activities.
- I. sponsor and help plan teacher training seminars at ACBL sectional, regional and national tournaments and wherever there may be interest in teaching bridge. (See Addendum).
- J. send an annual written report of activities, membership, and progress in their region to the president, no later than June 1.

**VIII. Special Officers**

- A. Business Secretary/Treasurer
  - The business secretary/treasurer shall
    - 1. be accountable for all funds of the association, keeping full and accurate accounts of receipts and disbursements;
    - 2. deposit all money and other valuable effects in the name of and to the credit of the association in depositories approved by the



- 1 president;
- 2
- 3 3. disburse funds of the association in accordance with the directives
- 4 of the board of directors and president;
- 5
- 6 4. assist the finance and budget committee by furnishing information
- 7 needed in the performance of their duties;
- 8
- 9 5. compile periodic financial statements and present information to
- 10 the board of directors to review the association's fiscal
- 11 performance;
- 12
- 13 6. send notices for dues renewal and meetings, answer all
- 14 correspondence under the direction of the president;
- 15
- 16 7. send announcements of meetings with agendas, board reports,
- 17 and copies of the previous year's minutes to all board members in
- 18 advance of the meetings, as directed by the president;
- 19
- 20 8. notify regional directors of newly joined members in their region;
- 21
- 22 9. execute, jointly with the president, all documents requiring
- 23 completion by the association;
- 24
- 25 10. maintain complete membership records, provide monthly
- 26 updates to the webmaster, once membership records are
- 27 maintained on the website and provide an updated
- 28 membership directory to officers, upon request;
- 29
- 30 11. be the annual convention manager;
- 31
- 32 12. mail the Quarterly to all members in good standing, if the mailing is
- 33 not done by the printer;
- 34
- 35 13. file any required tax returns;
- 36
- 37 14. in the absence or incapacity of the business secretary, send bank
- 38 signature cards and checks to the president, or the board member
- 39 assigned by the president, to complete and sign checks;
- 40
- 41 15. perform all of these duties and such other duties as may be
- 42 requested by the president or the board of directors, maintaining
- 43 frequent contact with the president (no less than monthly),
- 44 providing updates of tasks completed in fulfilling the above
- 45 list of duties;
- 46
- 47 16. receive a stipend for completing the duties and responsibilities of
- 48 the ABTA; and
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- 50 17. have an annual job performance review by the ABTA executive

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committee with a summary presented to the board of directors.

**B. Editor**

The editor shall

1. be responsible for the contents of the official publication, subject to the approval of the president and the executive committee;
2. be a member of the publicity committee; and
3. adhere to the following mailing schedule:
  - complete and mail the winter Quarterly during the month of December;
  - complete and mail the spring Quarterly during the month of March;
  - complete and mail the summer Quarterly during the month of June; and
  - complete and mail the fall Quarterly during the month of September.

**IX. Appointed Officers**

- A. The historian shall be responsible for the preservation of historical memorabilia and records of the ABTA.
- B. The parliamentarian shall attend all meetings of the ABTA, the board of directors, the executive committee, and the bylaws committee.

**X. Committees**

**A. General**

1. All committees shall report to and be subject to the board of directors;
2. A committee may develop its own guidelines subject to approval by the board of directors;
3. The president shall be informed of committee recommendations and plans prior to their submission to the board of directors;
4. Proposed materials, for any project or regional meeting, shall be approved by the president prior to preparation. Production shall be implemented by the business secretary/treasurer.

**B. Book/Software Awards Committee**

1  
2 The committee accepts book and software submissions, throughout the  
3 year, from authors wishing to enter their new work into competition for an  
4 ABTA annual award.

- 5  
6 1. It is comprised of a chairman and four persons, appointed by the  
7 president, who are objective in their evaluations without bias towards  
8 authors known to them.  
9  
10 2. Committee evaluations are submitted on a numerical basis,  
11 narrowing down each submission as to its relevance, scholarship,  
12 context, theme, genre, strong points and weak points.  
13  
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15 3. The awards, announced during the annual convention, as well as, at  
16 the post-convention board meeting, are granted according to  
17 perceived value to bridge teachers and/or their students.  
18  
19 a. Categories for awards:  
20 • Best beginner/novice book of the year;  
21 • Best intermediate/advanced book of the year;  
22 • Software of value to teachers/students.  
23  
24 4. if there is insufficient appropriate material worthy of the awards,  
25 the committee may elect to defer an award until a future year.  
26  
27 5. Unless updates on existing software and book reprints are  
28 substantially different, they are ineligible for awards.  
29  
30 6. Submissions must be received by the committee no later than  
31 May 1.  
32  
33 7. The target date for completion of initial evaluations is May 24. This  
34 initial step consists of each committee member ranking submissions,  
35 in order of the strength of the submission, from 10 to 0, with 10 being  
36 the best in the group. If a submission does not appear to be a  
37 reasonable candidate for an award, in a category, the committee  
38 member may state that, not ranking the work at all.  
39  
40 8. Once committee members have submitted numerical rankings, the  
41 chairman tabulates the results and selects the top two, three or four.  
42 These works shall be further evaluated by the committee, who will  
43 award a total of 21 points to the submissions, with a maximum of 14  
44 points given to any one work. If this ranking demonstrates a tie  
45 between two or more works, a final vote between those is taken.  
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48 C. Bylaws  
49 The committee shall  
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1. at least every three (3) years review the bylaws, making appropriate recommendations for changes, if any, to the board of directors, at its next scheduled meeting; and
2. consider, edit and correlate amendment proposals submitted by members, with the committee's recommendation for approval, approval with changes, rejection, or no position; and
3. present proposed amendments, approved by the board, at the next general membership meeting.

D. Convention

The convention committee members and duties shall be the following:

1. business secretary/treasurer, as convention manager of the committee;
2. program chairman who shall obtain speakers for each session and/or teacher workshops, planning the event agenda;
3. convention promoter
  - a. is ideally from the area in which the convention is held;
  - b. shall encourage district teacher attendance, promoting area interest in the convention;
4. seminar chairman responsible for obtaining speakers and assisting with any teacher workshops;
5. applebasket chairman who shall receive submissions of hands, ideas and/or teaching techniques, four [4] weeks in advance, from ABTA teachers, to be submitted for vote by teachers in attendance;
  - a. the applebasket chairman shall present an annual award for the winner of the contest;
6. convention host or hostess who shall
  - a. plan external events, meals and teacher amenities during the annual convention;
  - b. assist with any plans that are not part of the regular convention program; and
7. procurement coordinator who shall
  - a. solicit merchandise donations for the convention attendee gift bags.

E. Finance and Budget

The committee shall

1. conduct a thorough review, preferably in February, of all financial

- 1 records and transactions of the ABTA for the preceding fiscal year,  
2 obtaining all necessary documentation from the business  
3 secretary/treasurer;  
4
- 5 2. complete a written financial review summary report to be submitted  
6 to the president and executive committee, no later than June 1;  
7
- 8 3. In conjunction with the business secretary/treasurer, prepare and  
9 present a proposed annual budget for the next fiscal year to the  
10 board of directors at its pre-convention meeting, for approval; and  
11
- 12 4. review the annual budget at the annual membership meeting.  
13

14  
15 F. Historian(s) shall

- 16
- 17 1. maintain a file of pictures taken at functions at the ABTA annual  
18 meetings;  
19
- 20 2. store each meeting program with a written description of the events  
21 of the year's activities;  
22
- 23 3. maintain a copy of the 2007 CD pictures of members and speakers;  
24
- 25 4. archive and maintain copies of past Quarterly magazines; and  
26
- 27 5. store copies of winning applebasket entries for possible future  
28 publication.  
29

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31 G. Membership Credentials

32 The committee shall

- 33
- 34 1. be responsible for all matters pertaining to membership;  
35
- 36 2. conduct personal interviews for master teacher at the annual  
37 convention;  
38
- 39 3. receive submitted candidate information at least one (1)  
40 month prior to convention;  
41
- 42 4. announce the names of successful candidates for master teacher  
43 during the annual convention;  
44
- 45 5. keep all proceedings of the committee privileged and confidential;  
46
- 47 6. request each candidate sign a hold-harmless agreement  
48 indemnifying the ABTA and membership credentials committee  
49 from any future and third party claims resulting from examinee's  
50 potential designation as a master teacher. The association makes

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no guarantee that the examinee will receive the master teacher designation by submitting to the testing and interview procedure.

7. request each candidate submit \$20 to offset committee expenses. He/she, upon request shall be sent a pre-interview pre-test which may be used as a self-assessment tool to determine readiness for an interview; and
8. on occasion, confer master teacher status to a member who may not meet some or all of the requirements of Article III, Section B. Any such exception shall be based on consideration of the member's celebrity and expert status in that he/she is extremely well known in the bridge community and that his/her ability to teach bridge is equal to or exceeds that of other ABTA master teachers.

H. Nominations and Elections

The committee shall

1. be chaired by the immediate past president, whenever possible;
2. be appointed during and after the annual convention, seek qualified candidates throughout the year and disband following the next annual meeting when the ABTA election is held;
3. send the completed candidate slate, with prior consent of all candidates, to members of the board of directors and to all candidates;
4. present their report for approval, to the board of directors, and shall present the slate of officers to members at the annual membership meeting;
5. oversee the casting and counting of ballots if there are two or more candidates for any office.
6. There may be two separate nominations committees working simultaneously towards the nominations of candidates in two separate years.

I. Publicity and Communications

The committee shall

1. include the appointed chairman, Quarterly editor and webmaster;
2. be responsible for publicizing the ABTA in bridge publications and at functions of the American Contract Bridge League, for the purpose of:

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- 1) obtaining new ABTA members,
- 2) announcing noteworthy news about ABTA and its members, which shall include press releases for the Applebasket, Master Teacher and Book/Software Awards to be given to the ACBL Publication Office, preferably with pictures included;
3. write press releases for the new Master Teachers and officers of the organization;
4. write member press releases upon request, provided all personal information is furnished including names, titles, and addresses to whom the release should be sent; and
5. be responsible for timely notices to the public pertaining to the annual convention and annual business seminar of the ABTA.

**XI. Complimentary Meeting Policies**

A. The annual seminar shall be free of charge to the following:

1. seminar chairman ( one-half [1/2] free if co-chaired);
2. ABTA member speakers (30 minutes or longer) at the event; This does not include officers or chairmen giving brief statements.
3. member providing personal data projector and/or operating the audio/visual equipment; and
4. business secretary/convention manager
5. editor of the Quarterly.

B. The annual convention shall be free of charge to the following:

1. convention program chairman (one-half [1/2] free if co-chaired);
2. president;
3. member providing personal data projector and/or operating the audio/visual equipment; and
4. business secretary/convention manager.
5. editor of the Quarterly.
6. This does not include member speakers because they are generally members who planned on attending anyway.

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C. The convention banquet shall be free of charge to the following:

1. panel members and their spouses, if attending;
  - a. there shall be no substitute if spouse is not in attendance
  - b. if a panelist is an ABTA member who is attending the convention, there is no reduction of the convention fee.

D. Complimentary hotel nights shall be extended to the:

1. president, for the night before seminar, for the purpose of final meeting planning. Additionally, the president shall be reimbursed up to \$100 for refreshments.
2. business secretary/convention manager for all nights in which ABTA business requires her presence, which may include the Sunday before the seminar and/or Friday.
3. editor of the Quarterly for the cost of one full night's stay at the host hotel, to be used towards the editor's accommodations at that hotel or a hotel of his/her choice. This assumes the editor is able to attend the ABTA annual meeting.

E. Seminar and convention handouts

1. speakers may be reimbursed for a reasonable cost of handouts or copying may be done for them if available at a reasonable amount.

## **XII. Publications**

A. The *ABTA Quarterly* shall be the official publication of the American Bridge Teachers' Association.

1. The purpose of the *ABTA Quarterly* shall be to present information related to the teaching of bridge, in the form of book and software reviews, teaching techniques, general bridge information, member communications, officer information, contests, and bridge related offers.
2. A portion of the annual dues shall be applied to the publication of the *ABTA Quarterly*.

## **XIII. Amendments**

A. These Rules of Procedure may be amended by a two-thirds (2/3) vote of the board of directors.



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## ELECTION SCHEDULE

**OFFICERS:** The officers of the ABTA elected for 2-year terms are the President, President-Elect and Recording Secretary. Each may be re-elected. The President, however, may serve only 2 consecutive terms.

| <b>OFFICE</b>              | <b>ELECTED</b>    |
|----------------------------|-------------------|
| <b>President</b>           | <b>odd years</b>  |
| <b>President-elect</b>     | <b>odd years</b>  |
| <b>Recording Secretary</b> | <b>even years</b> |

**REGIONAL DIRECTORS:** All Regional Directors are elected for 3-year terms on a staggered basis. The ABTA Board has the authority to change, add, or eliminate regions depending on ABTA demographics.

| <b>REGION</b>  | <b>STATES/PROVINCES</b>     | <b>ELECTED</b>    |
|----------------|-----------------------------|-------------------|
| New England    | CT, MA, ME, NH, RI, VT      | 2013, 16, 19 .... |
| South Pacific  | AZ, CA, HI, NM, NV, UT      | 2013, 16, 19 .... |
| South Atlantic | FL, GA, NC, SC, CARRIBEAN   | 2013, 16, 19 .... |
| East Canada    | MB, NB, NL, NS, ON, PEI, PQ | 2013, 16, 19 .... |
| Southwest      | AR, OK, TX                  | 2014, 17, 20 .... |
| Midwest        | IA, KS, MN, MO, ND, NE, SD  | 2014, 17, 20 .... |
| West Canada    | AB, BC, SK                  | 2014, 17, 20 .... |
| North Atlantic | DE, MD, NJ, NY, PA, VA      | 2014, 17, 20 .... |
| North Pacific  | AK, CO, ID, MT, OR, WA,     | 2015, 18, 21 .... |
| North Central  | IL, IN, KY, MI, OH, WI, WV  | 2015, 18, 21 .... |
| South Central  | AL, LA, MS, TN              | 2015, 18, 21 .... |

Vacancies in any of the above elected positions may be filled by Presidential appointment until the position is next scheduled to be up for election.

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**REGIONAL TEACHERS' SEMINAR**

**Regional Seminars** serve ABTA members who are unable to travel long distances to attend the ABTA annual convention. They provide the opportunity to recruit new members for the ABTA. All local teachers should be invited, whether or not they are ABTA members. Include the ACBL unit or district education liaisons, as well as, prospective teachers.

**I. Location**

- A. may be held in conjunction with any NABC, regional tournament or sectional tournament. Successful meetings have been held in homes and bridge clubs. A teachers brunch or buffet with each teacher bringing a dish or a salad bar buffet are possibilities. When held at a tournament, remember to contact tournament officials well in advance to arrange for free space. Time the event so that it doesn't conflict with ACBL functions. Publicity should be placed in the tournament advertisement and Bulletin.

**II. Agenda**

- A. use your imagination. A successful meeting may have teachers sharing ideas but may also have noted speakers involved. Allow approximately 30 minutes per speaker and allow time for introductions. Themes may be utilized for the meeting such as:
  - a. advertising and attracting students
  - b. teaching aids and techniques
  - c. how to teach a certain topic with visual aids and sample notes.
- B. include time to promote ABTA membership and provide forms for joining with sample ABTA Quarterlies.
- C. report on noteworthy happenings from the most recent annual convention, including information from expert speakers.
- D. set aside time for those in attendance to share ideas.
- E. canvas up to 10 noteworthy professionals who may be attending the tournament in order to get enough volunteers to speak. Invite speakers to discuss the subject of their choice. The ABTA business

1 secretary or the current ABTA convention program chairman can  
2 assist with addresses, emails and telephones.  
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5 **III. Publicity**  
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- 7 A. advertise early in the ABTA Quarterly and ask the ABTA  
8 publicity chairman for ideas and assistance.  
9  
10 B. advanced planning (6-12 months) is necessary to submit material  
11 before publishing deadlines. Add an additional month from the  
12 required time period for the magazine to be printed, mailed and in  
13 the members' mailboxes.  
14  
15 C. advertise on the ABTA web page by contacting the webmaster in  
16 order to promote your seminar on the internet. Contact the ACBL  
17 Bridge Teacher publication, through the ACBL Education  
18 Department, for all ACBL accredited teachers to promote the  
19 seminar there. Plan far in advance to meet all publication deadlines.  
20 Include times, location, cost and a tear-out registration form in the  
21 material.  
22  
23 D. ask local bridge clubs to post notices of the seminar and/or make  
24 announcements. Contact teachers in the general area by  
25 telephone and/or a written invitation. It may be possible to obtain  
26 mailing labels from the ACBL, upon request. Place notices in the  
27 tournament fliers. Request a seminar kit and previous Quarterlies  
28 from the Business-Secretary-Treasurer  
29  
30 E. write an article for the "ABTA Quarterly" describing the locale and  
31 presentation. Mention the number of new members obtained and  
32 perceived benefits to the organization.  
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35 **IV. Materials**  
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- 37 A. provide nametags for all in attendance. Arrange with tournament  
38 coordinators for necessary equipment including tables, microphone  
39 easel board or flipchart, marking pens and erasers. If needed,  
40 arrange to borrow the ABTA projector, useful for computer  
41 presentations, for your meeting. Provide ice water and/or light  
42 refreshments. Check if any speaker can offer a sample bridge  
43 item for members in attendance and/or contact the ACBL to provide  
44 their clip art disc to the attendees.  
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47 **V. Sample Time Allotment**  
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- 49 A. about three weeks prior to the seminar, reconfirm details with the  
50 tournament chairman and send reminders to speakers by thanking

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them for their participation. Provide a display table for ABTA materials including membership applications.

- B. 9:00 – 9:30 am Coffee and get acquainted
- C. 9:30 – 12:00 pm 5 speakers for ½ hour time periods; or less speakers with longer time slots.
- D. arrive at the seminar at least an hour before the scheduled starting time to take late registrations and pass out name tags. Mingle with the arriving teachers and introduce them to each other.

**VI. Finances**

- A. nametags, refreshments, mailings, printing, etc. may be sponsored on an individual basis by the ACBL Education Foundation, upon request. Ask the unit or district education liaison for assistance in obtaining financial remuneration. Check with Business Secretary-Treasurer if \$200 is available from the ABTA to underwrite costs. Submit a list of anticipated costs to the Business Secretary-Treasurer, along with the date of the seminar and the location, in advance. Approved expenses include room rental, refreshments, copies, mailing costs, guest speaker and advertising costs. You are encouraged to seek speakers at no fee. It is acceptable to charge a reasonable fee for the seminar, if necessary.