STANDING RULES

of the

# CENTRAL OHIO BRIGE ASSOCIATION

Adopted 1/22/94 Revised 1/7/95

Revised 10/28/95

Revised 4/13/96

Revised 2/24/01

Revised 2/28/02

Revised 2/27/03

Revised 9/27/03

Revised 4/10/04

## STANDING RULES OF THE CENTRAL OHIO BRIDGE ASSOCIATION

I. Administration

1. Board Meetings are currently held on the Saturday morning of each Sectional Tournament. They are open to any member of the Unit (with the exception of Executive Sessions), as long as the President is notified in advance to insure adequate space. Executive sessions are limited to voting members of the Board.
2. Appoved minutes are available for members upon request.
3. At the conclusion of each Board Meeting, the date and location of the next meeting is stated by the President; absent members should be notified within ten (10) days by the Corresponding Secretary.
4. The District Eleven (11) representative to the League Board may attend any Unit Board Meeting. The President will notify him/her of the date and location, requesting attendance.
5. No Officer or Board Member shall receive monetary compensation for services rendered. All expenses, with receipts, shall be submitted to the Treasurer for reimbursement.

Il. Nominations

The Chairman of the Nominations and Elections Committee shall:

1. As soon as possible after the first of the year, post notices in all COBA clubs encouraging eligible members to declare their candidacy in the upcoming election. Members of the Nominations and Election Committee shall be listed, along

with the name(s) and telephone number(s) of Committee contacts for questions. Nominees shall express their interest in writing, to the Nominations and Election Committee Chairman, along with a short summary of their interests and qualifications. These shall be received no later than April 30. Candidate summaries shall be posted at each COBA club.

1. Assist the Recording and Corresponding Secretaries in completing the written ballot containing the names of all nominees for office.
2. In the event that fewer requests are received than there are vacancies, the Committee shall nominate eligible members, who are agreeable to serve the Unit during the succeeding term to be filled. When this occurs, the nominated slate shall become the elected slate for the succeeding term.

Ill.Voting Procedure

1. The Chairman of the Nominations and Elections Committee shall, at the first board meeting of the year, consult with the Board of Directors to determine the extent of balloting for the current year's election.
2. In an effort to facilitate voting for every eligible member who wishes to vote, ballots shall be distributed:
3. At every COBA club for members who wish to pick tem up there, unless the Board has elected to mail all ballots to members, whose dues or service fees are current, no later than May 15;
4. By the Election Chairman, upon verbal or written request, for members who cannot pick them up at clubs or attend a summer tournament, if voting takes place there; and
5. At a summer tournament, if the Board wishes to sponsor additional voting at the tournament.
6. Club Ballot Distribution
   1. Ballots, with instructions, shall be received at each COBA club, no later than May 15. Each member requesting a ballot shall certify that he/she is a member of Unit 122 in good standing, with dues and service fees current.
   2. Each ballot shall have directions for voting and mailing to the Election Chairman. There shall be two (2) envelopes: the outside envelope shall have a signature, with name printed beneath, of the voting member, on the reverse side. The completed ballot shall be sealed within a second (2 nd) envelope, unmarked and without identification. Enclosed instructions shall direct the member to place the unmarked sealed envelope in the outer, signed envelope. The Chairman shall receive mailed ballots, maintaining an itemized list of authorized voting members against which returned ballot envelopes shall be checked to guard against unauthorized voting. Ballots must be postmarked by June 10 and received by June 15.
7. Casting Ballots at a Summer Tournament.
   1. Balloting may include voting at a summer tournament, if desired by the COBA Board of Directors. Before any two sessions of the tournament, ballots may be distributed to eligible members, so that they may cast their vote.
   2. Each member whose dues or service fees are current, who chooses to vote, may obtain a ballot from the Election Committee at the Summer Tournament. The Election Chairman shall maintain an itemized list of authorized voting members, check off the member's name casting a ballot, and ensure that ballots distributed are completed and deposited in the official ballot box.
8. Absentee Ballots

1. Must be requested, by telephone or in writing, from the Election Chairman, no later than June 1, or ten (10) days prior to the Summer Tournament, if voting will take place there. The Chairman shall mail the ballot to eligible members, at the expense of the Unit, with instructions enclosed.

1. Counting of Ballots
   1. The Nominations and Election Committee shall meet on or about the last weekend in June to count the ballots returned. The signed envelopes, checked off against the list maintained by the Chairman, shall be filed alphabetically and kept six months for verification of a ballot being received, if the information is requested.
   2. Ballots shall be removed from the inner envelopes and counted by Committee members, arranged as pairs. Each pair will read the ballot and count the votes for the nominees separately. One member in each pair will read the ballot to the other, who will tally the votes. Each pair will reconcile total counts with the other pair, when finished.
   3. A ballot about which there is a question shall be discussed with the Chairman of the Nominations and Elections Committee.
   4. The nominees for Board Member who receive the highest number of votes, for the number of Board Members required, shall be declared elected.
   5. When all members have completed counting, the Chairman will prepare an Election Report, to be signed by all committee members, for presentation to the Recording Secretary and reporting to the Board of Directors.
   6. In case of a tie, election shall be determined by lot in manner as the existing Board of Directors may determine.
   7. Newly elected Board Members shall be contacted to verify their election. Results shall be mailed to the COBA clubs and announced at the next membership meeting, tournament and/or newsletter.
2. Elections
   1. Any candidate for the Board of Directors, who so desires, is entitled to have a witness present at the counting of ballots.
   2. The tellers' report, prepared by the Chairman of the Nominations and Elections Committee must show the total number of votes cast, as well as the number received by each candidate (listed from highest to lowest); and a listing and explanation of any votes determined to be illegal, i.e., number unidentifiable, ineligible, blank, etc.
      1. In crediting votes, blanks are ignored completely; when too many persons are checked, the ballot is rejected.
      2. If a person who was not nominated is listed on the ballot, that person's name is added to the list of candidates on the tally sheet; however, the person is ineligible for election or alternate position.
   3. Ballots should be tallied in groups of fifty (50), with the tally sheets checked periodically to assure an accurate count.
   4. If a candidate cannot be reached to notify that he/she has won, the election becomes final only when he/she is contacted. If a candidate declines when notified of his election, the next candidate in order of number of votes shall take his/her place and be notified of such.
   5. Although new Board Members officially begin their term July 1, the previous year's Board shall run July tournaments, when scheduled. All efforts should be made to educate and assist new Board Members in learning the process. Written records should be passed on.

## VI. Tournaments

1. The Unit shall have complete authority over all tournaments conducted by it, subject to the regulations of the League and District Eleven (11). The tournaments are non-smoking with hospitality breaks provided.
2. COBA sponsors four (4) tournaments per year in January, April, August and October. A Sectional Tournament may not be held the same month as when there is a Regional Tournament scheduled.
3. Scrip policies are as follows:
   1. New life masters receive no monetary compensation; the cost of their dinner at the Life Master Dinner is provided at no charge to them.
   2. Sectional Tournaments

a. No scrip shall be given to players.

1. Free Plays
   1. With the approval of the Tournament Chairman, the President may award single non-transferable free plays to individuals who make significant contributions to the operation of COBA activities.
   2. The attorney and auditor representing the Board shall receive free plays for every session of every COBA tournament and the Annual Awards Banquet.
   3. Each Board Member shall receive a free play to every Unit Game and the Annual Awards Banquet sponsored by the Unit. The club shall be reimbursed for all Unit Championship free plays by Board Members.
2. COBA Awards Banquet
   1. A Chairman shall be appointed each year by the President. He/she shall:
      1. Make physical arrangements for the dinner, with the approval of the Board of Directors. It shall be held in the first half of the year;
      2. Check with the ACBL for verification of all members who have attained the status of life master by December 31 of the previous year;
      3. In cooperation with the President, notify verbally or by letter, the Life Master honorees and winners of the MiniMcKenney, Ace of Clubs, and Owen C. Obetz Awards;
      4. Prepare and/or oversee the preparation of a program for the event; and
      5. Hire the appropriate number of Directors for the day's twosession event.
3. Policy
   1. There shall be no alcohol provided at any COBA event.

Alcohol 

1. Ethics and Conduct
   1. Receiving a complaint.
      1. The Unit Ethics Committee shall receive and act upon any complaint or charge against a Unit member concerning his/her conduct or ethics;
      2. The complaint or charge should be submitted in writing and signed. The Ethics Committee shall conduct a preliminary investigation.
2. Written Charges.
   1. When the Ethics Committee or Board determines that the matter under investigation was not sufficiently resolved by a club director, or tournament protest committee, and further determines that it has sufficient grounds to take action in the matter, it must prepare written charges against the accused. When prepared by the Ethics Committee, these charges and a detailed summary of the matter shall be presented to the Board of Directors.

a. Causes for action shall include, but are not limited to the following:

* + 1. Repeated reports of unethical or dishonest conduct;
    2. Receipt of written notice from another Unit of the League that the member in question has be barred or suspended for cause, from participation in duplicate competition sponsored by that Unit: and
    3. The conviction of the member, by a properly constituted court, for the commission of any act which constitutes a felony under the laws of the State of Ohio or of the United States of America.

1. Board Hearing
   1. Any subsequent action shall be handled by the Unit Board of Directors, naming a time and place for a formal hearing, making sure that the accused receives a copy of the charges. The accused shall be informed of his/her rights, making sure that he/she has access to any information necessary for preparation of his/her defense.
2. Verdicts
   * 1. The Board of Directors, by a two-thirds (2/3) vote may discipline a member by expelling or suspending him from play.
     2. The Board of Directors may vote to bar or suspend any person residing officially in an outside playing area jurisdiction of the Unit from future participation in bridge competition conducted by the Unit. In such a case, written notification of the action of the Board of Directors shall be mailed to both the person involved and to his Unit as soon as possible after such action is taken.
     3. Reports of all disciplinary actions shall be sent to the League headquarters.
3. President. The President shall:
   * 1. Be the spokesman, or appoint a spokesman, for the Board of Directors;
     2. As representative to District 11 meetings, receive the meal served at the District 11 meetings. The Unit shall absorb the cost for the President and/or the other representative's meal. He/she and the appointed representative shall not receive further reimbursement for mileage and/or hotel reimbursement;
     3. Prepare agendas for Board Meetings;
     4. Supervise the other Officers of the Unit and existing committees, except for the Grievance and Nominating Committees, to insure proper performance of their respective duties;
     5. Be primarily responsible for the maintenance of good relations with other Units of the League;
     6. In the event of incapacitation of the Treasurer, make withdrawals and/or deposits from the bank account(s) maintained by the Unit as may be necessary. In the absence of the Treasurer, he may sign checks on the Unit checking account;
     7. As an ex-officio member of all committees, except the Grievance and Nominating Committees, have the same privileges as other members, including the right of voice and vote;
     8. Appoint the Standing Chairmen traditionally needed to conduct the affairs of the Board of Directors:

|  |  |
| --- | --- |
| Bylaws | Newsletter |
| Caddy | Publicity |
| Ethics | Regional Tournament |
| Life Master Dinner | Sectional Tournaments |
| Membership | Unit Judiciary Advisor |
| Midwest Monitor | Unit Recorder |

And any other Chairmen needed;

* + 1. Sign sanctions for local and out of town Unit special events;
    2. Plan for the smooth transition for the following years' officers by fulfilling advance tournament requirements and maintaining records of such;
    3. Receive the annual written reports of officers and committee chairmen, to be given to the succeeding Board of Directors; and
    4. Have the discretion of serving food at a Board Meeting, observing a maximum of fifteen dollars ($15.00) per person.

1. Corresponding Secretary. The Corresponding Secretary shall:
   1. Send out minutes of the previous Board Meeting two (2) weeks before the next Board Meeting, along with the President's agenda;
   2. Order requests for Directors' test and make arrangements for testing;
   3. Notify the District 11 President/Secretary of new Board elections and/or appointments;
   4. Inform the ACBL of changes of address and deaths in the Unit;
   5. Assist in the labeling and mailing of election ballots; and
   6. In memory of deceased COBA members, send on memorial gift ($100.00) to the League annually.

Xll. Novice Program

A. Purposes of the program include:

* + 1. Attracting new players and encouraging them to become active in area clubs and tournaments when they feel ready to participate; and
    2. Providing a program that will stimulate these players to become active members of the ACBL>