

# New Mexico Chess Organization

## Bylaws, Rules and Policies:

1. Establishment and Amendment:
  - a. These Bylaws, Rules and Policies shall be enacted by majority vote of the Executive Board.
  - b. These Bylaws, Rules and Policies may be amended by majority vote of the Executive Board.
  - c. These Bylaws, Rules and Policies shall be subject to all provisions of the NMCO Constitution and do not supersede any of those provisions.
2. Conduct of Meetings:
  - a. Meetings of NMCO will be conducted in accordance with Robert's Rules of Order, Revised. The intent of this provision is to provide structure in the event that a contentious issue or dispute arises during a meeting, not to impose undue formality.
  - b. A copy of Robert's Rules of Order, Revised shall be available at all meetings of the Executive Board and general membership.
  - c. If circumstances call for a ruling based on Robert's Rules of Order, Revised, the Chair may either act as parliamentarian or may choose to appoint another member to act as parliamentarian.
  - d. Election of Officers will be held at the Annual Membership Meeting. Voting eligibility applies to any NMCO member in good standing. Following the establishment of a quorum, the President will issue a call for nominations from the floor, one office at a time in the following order: President, Vice-President, Treasurer, and Secretary. If there is only one candidate nominated for an office, the President will request that the Secretary record that candidate as elected. If more than one candidate is nominated for an office, before proceeding to the call for the next office, each candidate will be given 3 minutes to address the membership, after which a vote will be taken.
  - e. Members are entitled to attend and to address Executive Board meetings. However, the Board may choose, upon majority vote, to conduct business requiring privacy in executive session for a portion of the meeting.
3. Officers:
  - a. Additional Officers: In addition to the elected officers, the Executive Board will attempt to fill additional Officer Positions, e.g., Webmaster, DK Editor, Tournament Organizer, Member(s) at Large, Scholastic Liaison. These positions may be filled by election at the Annual Meeting or may be appointed by the Executive Board at any subsequent meeting of the Executive Board as candidates become available. These positions will have equivalent voting and tenure status as the elected Officers. Officer duties and responsibilities can include, but are not limited to, the following:
  - b. Duties and Responsibilities of Officers:
    - i. **President:** The President will be responsible for holding Executive Board meetings and will preside at all meetings of the membership. He/She will undertake such actions as necessary in a leadership role directed towards the efficient operating of NMCO and pursuant to carrying out all

requirements of the Constitution and these Bylaws, Rules and Policies. He/She will act as the official liaison between USCF and NMCO. He/She will act as the official representative promoting and speaking on behalf of NMCO. He/She shall undertake to promote communication of NMCO operations and activities through venues such as a 'President's message' to be included in the "Desert Knight" and regular communications through the NMCO web site.

- ii. **Vice-President:** The Vice-President shall execute the duties of President in the absence of the President and otherwise assist the President and carry out assignments received from the Executive Board.
- iii. **Treasurer:** The Treasurer will be responsible for keeping a record of all funds collected and disbursed by NMCO, including individual tournament results, and for preparing regular financial reports for the Executive Board and presenting the annual report at the New Mexico Open general membership meeting. He/She will be responsible for maintaining a checking account in the name of NMCO and performing all duties related thereto. He/She will be responsible for filing and updating NMCO's 501(c) non-profit status and tax identification number. The Treasurer shall cooperate with the Secretary in maintaining an up-to-date list of active NMCO members.
- iv. **Secretary:** The Secretary will be responsible for carrying out NMCO correspondence; setting up Executive Board meeting agendas and reporting the results of said meetings; maintaining an accurate copy of the Bylaws, Rules and Policies of NMCO and provide an electronic copy of such Bylaws, Rules and Policies to the Webmaster for posting on the NMCO official Web Site. It will be the primary responsibility of the Secretary with the cooperation of the Treasurer, Webmaster and the Tournament Organizer to maintain an up-to-date list of active NMCO members to the best of his/her ability and to supply a copy of such list by electronic mail to any other officer requesting such. Additionally, the Secretary will issue a report on NMCO membership status at the annual NMCO membership meeting and election of officers.
- v. **Tournament Organizer:** The Tournament Organizer will be responsible for organizing all NMCO sponsored chess tournaments which includes, submitting the tournament design and financial estimates to the Executive Board well in advance of any tournament; finding and contracting in a financially responsible manner a suitable playing site; submitting the proper tournament announcement and payment to the USCF in a timely manner; and procuring a USCF qualified Tournament Director and assistant Tournament Director(s) if required (who may receive payment as designated by the Executive Board). The Tournament Organizer shall cooperate with the Secretary in maintaining an up-to-date list of active NMCO members. The Tournament Organizer will not run any NMCO sponsored chess tournament without prior approval of the Executive Board. Moreover, the Executive Board officers will assist and follow the Tournament Organizer's leadership in setting up and running chess tournaments. The Tournament Organizer shall provide the Executive Board a report on any completed tournament to include site issues and other pertinent information affecting the

tournament outcome. The Tournament Organizer will provide a copy of the tournament results, winners, prizes, etc. to the Newsletter Editor for inclusion in "Desert Knight".

- vi. **Newsletter Editor:** The Editor will be responsible for compiling and publishing a NMCO Newsletter, entitled the "Desert Knight"; the goal is three times a year. The "Desert Knight" should be released in conjunction with the three NMCO sponsored traditional chess tournaments. The "Desert Knight" may carry advertisements of future events, news about NMCO, results of past events, and any other information the Executive Board decides to include.
  - vii. **Webmaster:** The Webmaster shall maintain the official NMCO Website, keeping it current in a timely manner: active domain name, active ISP, resolve issues/problems, etc. The Webmaster shall post on the Website such important documents as NMCO Constitution; NMCO Bylaws, Rules and Policies; information as may be instructed by the Executive Board; tournament results and any other amenities that the Webmaster believes enhance the NMCO Website provided such are approved by the Executive Board. The Webmaster shall cooperate with the Secretary in maintaining an up-to-date list of active NMCO members.
4. USCF Affiliate – NMCO will maintain its status as the official state affiliate.
    - a. Contact information, officer lists, and designation of USCF representatives and state champions will be regularly updated to USCF.
    - b. The New Mexico resident with the top performance at the New Mexico Open will be designated State Champion. The Executive Board will have discretionary authority regarding determination of residency and top performance. Generally, these will be the state of residence listed in USCF records and high score in the Open section with standard USCF tie-break. Other champions may be named as deemed appropriate by the Board.
  5. Mailing and membership lists:
    - a. The NMCO Executive Board will endeavor to maintain an accurate and complete list of active NMCO members and addresses/contact information.
    - b. Membership lists of NMCO, including Email addresses, will not be given, sold, or otherwise purveyed to any outside person or organization. A statement to this effect shall be printed on all tournament entry forms. Any Email broadcast by NMCO shall give recipients the opportunity to unsubscribe from future broadcasts.
  6. Policies regarding the conduct of NMCO Tournaments:
    - a. NMCO's policy is for inclusiveness and to allow all to compete and participate. However, it is expected that everyone will participate in a manner respectful to the rights of all and in the spirit of good sportsmanship and fair play. In addition, some competitions may be limited (i.e. a Closed Championship with entries limited to top-ranked players).
    - b. In accord with USCF rules, the tournament director has the unquestioned right to deny participation to anyone for cause. If such denial occurs prior to the start of a tournament, the person rejected shall receive refund of his/her entry fee less \$5 for NMCO expenses. If such denial for cause occurs during a tournament, no refund of entry fee will be made.

- c. To enter any NMCO sponsored chess tournament that will be rated within the USCF rating system, entrants must be prepared to show evidence of current USCF membership.
  - d. Discounted or free entry to prominent or highly ranked chess players may be granted to enhance the experience of a tournament. Other discounts may be granted at the discretion of the Tournament Director and Executive Board (for example: family, member of sponsoring organization, first-time entrant, etc.).
7. NMCO Website:
- a. The Internet is a powerful tool for communication. NMCO will use its web site to communicate NMCO activities and information and foster communication within the chess community to promote chess in general.
  - b. It is expected that everyone will be allowed and encouraged to make use of the web site and that everyone will participate in a manner respectful to the rights of all.
  - c. The NMCO Website shall maintain and post the current revision of the NMCO Constitution, these Bylaws, Rules and Policies and other material as decided by the Executive Board
  - d. Advertising or other revenues derived from the web site will become general funds of NMCO.
8. NMCO Newsletter:
- a. The “Desert Knight” is the official New Mexico Chess Newsletter and is considered an important tool for providing education and communication to the New Mexico chess community. NMCO will publish the “Desert Knight” with that goal in mind. The method of distribution will be determined by the Executive Board.
  - b. The Executive Board gives editorial independence to the Editor to produce a newsletter in a manner and with content that is respectful to the rights of all.
  - c. Advertising or other revenues derived from the “Desert Knight” will become general funds of NMCO.
9. Tournaments:
- a. The Executive Board will endeavor to hold, conduct, sponsor and/or endorse chess tournaments.
  - b. Special attention will be paid to USCF requirements for maintaining Affiliate status.
  - c. Special attention will also be paid to regularly holding the following traditional events:
    - i. The New Mexico Memorial Tournament
    - ii. The Albuquerque Open
    - iii. The New Mexico Open, designated as the official state championship
  - d. NMCO will attempt to hold other tournaments such as an annual Class Championship, State Blitz Championship, Action Championship, and Senior Championship, if sufficient interest and participation exists.