

By-Laws
Of The
Washington State Elementary Chess Championship

1. The name of the organization shall be Washington State Elementary Chess Championship
2. **Policy Board**
 - 2.1. The board was formed to recommend the policies to be followed in the conduct of the Washington State Elementary Chess Championship Tournament.
 - 2.2. The Policy Board will present changes to the By-Laws at the annual coaches' meeting to be ratified by the majority of the electors.
 - 2.3. Policy Board recommendations which resolve issues not addressed in the currently-ratified policies shall be binding until the next annual coaches' meeting. Policy Board recommendations which impact the current year's tournament may be applied to the current year's tournament at the discretion of the tournament organizer.
 - 2.4. The Policy Board shall maintain a website listing the currently ratified Policy and all new recommendations.
 - 2.5. The Policy Board shall serve without pay and consist of six members with six alternates.
 - 2.6. Policy Board criteria for election to the board
 - 2.6.1. Each member of the Policy Board must reside in the region they are representing.
 - 2.6.2. Each member of the Policy Board must be voted in by a majority vote of the coaches from the region they would represent.
 - 2.6.3. Terms for members and the Secretary shall commence at the conclusion of the annual coaches' meeting at which they were elected.
 - 2.6.4. The term for policy board members shall expire at the conclusion of the second annual coaches' meeting after they were elected. The term for members from the initial board elected to a one-year term shall expire at the conclusion of the first annual coaches' meeting after they were elected.
 - 2.6.5. Elections shall be held once a year at the annual coaches' meeting.
 - 2.6.5.1. Two board members shall be elected from each region to serve a two-year term
 - 2.6.5.1.1. Each board member from each region will serve a term one year removed from the other, so that each year one election, for one position on the board representing each region will take place.
 - 2.6.5.2. The candidate who receives the highest number of votes from those cast by eligible electors in their region shall be elected.
 - 2.6.5.3. The candidate who receives the second highest number of votes from those cast by eligible electors in their region shall be elected as an alternate for their region.
 - 2.6.6. If there is only one alternate from a region, that alternate will serve as the alternate for both board members from the region until the next election.
 - 2.6.7. Alternate members will be invited to attend all policy board meetings as non-voting members.

- 2.6.7.1. If a board member cannot attend a board meeting, the alternate can take the place of the absent member for the purpose of all votes taken at that meeting and for ensuring that a quorum is present.
- 2.6.8. If a member resigns from the board, and there is no alternate available, the board will elect a replacement member who will serve until the next coaches meeting.
- 2.6.9. The board may choose to fill vacant alternate positions. Alternates elected by the board will serve until the next annual coaches meeting.
- 2.6.10. Before electing a replacement board member or alternate, the board will solicit nominations from coaches via the WSECC website and email notification of the vacancy. After announcing a vacancy, the board will wait at least two weeks before selecting a replacement board member.
- 2.7. Regions for Election
 - 2.7.1. Region 1 shall cover the area within the state of Washington west of the Cascade Mountain range and south of and inclusive of Pierce County, and includes the Olympic Peninsula.
 - 2.7.2. Region 2 shall cover the area within the state of Washington west of the Cascade Mountain range and north of and inclusive of King County
 - 2.7.3. Region 3 shall cover the area within the state of Washington east of and inclusive of the Cascade Mountain range.
 - 2.7.4. Two members shall represent each region.
- 2.8. Vacancies shall be filled by the Board, with the consideration to the region of the vacancy.

3. Officers

- 3.1. The officers of the Policy board shall consist of: President, Vice President, Treasurer, and Secretary.
- 3.2. Elected officers will serve a term of one year.
 - 3.2.1. The President shall preside at all Board meetings and have the following responsibilities:
 - 3.2.1.1. To call meetings
 - 3.2.1.2. To officiate policy board meetings abiding by Robert's Rules of Order
 - 3.2.1.3. To officiate the coaches meetings at the Washington State Elementary Chess Championship abiding by Robert's Rules of Order
 - 3.2.2. The Vice President
 - 3.2.2.1. Should the president not be able to fulfill their duties, the vice president will assume all responsibilities of the president in their absence.
 - 3.2.3. The Treasurer shall have the following responsibilities:
 - 3.2.3.1. Shall keep record of the organization's budget and prepare financial reports as needed.
 - 3.2.3.2. Shall be responsible for maintaining financial records of funds received, either designated or undesignated.
 - 3.2.3.3. Shall maintain a budget for the Policy Board.
 - 3.2.3.4. Shall be responsible for the non-profit and charter paperwork.
 - 3.2.4. Secretary of the Board
 - 3.2.4.1. The organizer of the winning bid for the state tournament to be held two years hence shall be designated as the board Secretary for one year at the time their bid is accepted.

- 3.2.4.1.1. In the event that a two-year bid is not presented, the policy board shall determine the Secretary with strong preference being given to a person from the region responsible for the tournament two years hence.
- 3.2.4.2. The Secretary of the Board is a voting member.
- 3.2.4.3. The term for a Secretary shall expire at the conclusion of the first annual coaches' meeting after which they were elected.
- 3.2.4.4. Shall be responsible for taking notes and taking minutes at all meetings
- 3.2.4.5. Shall make necessary changes to this policy as voted on by the Policy Board
- 3.2.4.6. Shall maintain an updated copy of the policy on the WSECC website

4. Assets and Financials

4.1. Receiving Funds

4.1.1. Receiving designated funds from donors

- 4.1.1.1. The WSECC may received donations for a specific State Tournament and will hold those funds in trust for said event.
- 4.1.1.2. Funds designated for specific State Tournaments will be used to directly pay for tournament expenses, such as site rental fees, programs, equipment, food, etc.

4.1.2. Receiving undesignated funds from donors

4.1.2.1. Donated funds from donors

- 4.1.2.1.1. Donations may be made to the WSECC to be allocated at the discretion of the Policy Board.

4.1.2.2. Profits from a tournament

- 4.1.2.2.1. A tournament organizer may choose to donate remaining funds from an event. These will be considered undesignated funds and may be used for scholarships, subsidizing future State event venues, and at the discretion of the board may be used for Policy Board expenses with a majority vote of the Policy Board.

4.2. Allocating Funds

4.2.1. Subsidizing the State Tournament

- 4.2.1.1. If funds are available, a tournament organizer may request financing using the financial tracking form.
- 4.2.1.2. The financial tracking form must be approved by two board members that are not directly involved in that specific event's organizational structure.

4.2.2. Scholarships to the State Tournament for students

- 4.2.2.1. Families may request a scholarship application via email.
- 4.2.2.2. Scholarships will only cover State Registration fees

4.3. Expenses

4.3.1. The WSECC may reimburse the following items:

- 4.3.1.1. Website
- 4.3.1.2. Office supplies used for the Annual Coaches meeting
- 4.3.1.3. Travel expenses

4.4. Assets

4.4.1. (To be voted on by the Policy Board)

- 4.4.2. The WSECC may receive assets in conjunction with the State Tournament (i.e. chess clocks, chess boards and pieces, score sheets, etc).

4.4.3. The WSECC may use or distribute these items with a majority vote of the Policy Board.

4.5. Fiscal Policies

4.5.1. The fiscal year of the WSECC shall be September to August of any given year.

4.5.2. Requests for distribution of funds or assets must be submitted in writing to the Policy Board

4.5.2.1. Requests will be reviewed by the President, who will either call for a vote or forward to the treasurer for allocation.

4.5.2.1.1. If the President calls for a vote, the request must be approved by a majority vote of the Policy Board in order to be forwarded to the Treasurer for allocation.

5. Policy Board Meetings

5.1. The Policy Board shall conference a minimum of three times per year.

5.2. The President shall determine the time and date of the policy board meetings and shall distribute this information to the members a minimum of seven days prior to the meeting. The President shall call a meeting upon the request of two or more members of the policy board, or as needed to meet the minimum requirement.

5.3. The President shall conduct the board meeting.

5.4. Proposals to be brought to the coaches meeting for amendments to the By-Laws shall be approved by a majority vote of the six Policy Board members.

5.5. Proposals for amendments to the Tournament Policies shall be approved by a majority vote of the six Policy Board members.

5.6. Minutes for Policy Board meetings will be prepared by the Secretary and posted on the Policy Board website after being approved by a majority of the members present at that meeting. The minutes shall indicate the region responsible for the next board meeting.

5.7. Special Meetings

5.7.1. The Policy Board may conduct business of a nature that cannot wait for the next in-person meeting by alternate means, such as electronically. For such alternate meetings to be valid, the following conditions must be met:

5.7.1.1. The item requiring a vote must be clearly stated and made available to all members.

5.7.1.2. Each member must be allowed to communicate his/her opinion on the topic to the other members up until a final vote is called.

5.7.1.3. The vote tabulation must be conducted after each member has been given a chance to voice his or her opinion. The President will clearly call for voting on the issue and allow a reasonable amount of time for each member to vote.

5.7.1.4. The results of the vote shall be posted on the Policy Board website.

5.8. Meeting agenda shall be distributed seven (7) days before an established meeting.

5.9. Voting

5.9.1. A majority of board members constitutes a quorum.

5.9.2. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

5.9.3. Passage of a motion requires a simple majority (ie, one more than half the members present).

5.10. Conflict of Interest

5.10.1. Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

5.11. Amendments

5.11.1. The Policy Board may recommend changes to the By-Laws at the coaches meeting which will be ratified by a majority vote of the electors present.

6. Annual Coaches' Meeting

6.1. To be held at every Washington State Elementary Chess Championship, taking place on the date of that year's tournament.

6.2. If policy changes need to be discussed in detail and the time allocated for the meeting does not allow for ample discussion time, the policy board will set up discussion meetings on the Friday evening before the state tournament or during the early rounds of the tournament.

6.3. If discussion meetings are scheduled, a vote only meeting will be held during or following the last round of the tournament.

6.4. The location of the meeting shall be in close walking distance of the playing area of the tournament.

6.5. The meeting shall be conducted in conjunction with the tournament playing time.

6.6. The agenda for the annual meeting will be determined by the policy board, but shall at a minimum consist of the following items:

6.6.1. Election of new board members.

6.6.2. Ratification of new or revised by-law recommendations.

6.6.3. Presentation and selection of the winning bid for the tournament site two years hence. (For 2006, presentation and selection of the winning bid for 2008 must also be on the agenda.)

6.6.4. The agenda for the annual meeting shall be posted in advance on the Policy Board Web Site as well as the website of the current year's tournament if applicable.

6.6.5. The President of the Policy Board shall preside over the meeting.

6.7. Electors

6.7.1. Although any person is welcome to attend the annual coaches' meeting, space limitations will dictate the number of attendees. Priority will be given to electors.

6.7.2. Washington state teams with team codes in the NWSRS which have players registered for the current state tournament under that code are allocated a minimum of one and a maximum of five electors.

6.7.3. The number of electors allocated to a team is determined by taking the number of players registered and dividing by five. This number is rounded up to the next whole number. The maximum number of electors that a team may have is five.

6.7.4. A team eligible for multiple electors that have fewer representatives present than the number of eligible electors, shall only receive votes equal to electors physically present at the coaches meeting.

6.7.5. No person shall act as a multiple elector for one team nor shall they act as the elector for multiple teams.

6.7.6. Agenda items requiring a vote shall be decided by a majority of the electors present.

6.8. Minutes of the Coaches Meeting

- 6.8.1. The minutes of the meeting will be prepared by the outgoing Policy Board Secretary and accepted after being approved by a majority of the new Policy Board. The minutes of the meeting will be posted on the Policy Board website.

History of prior board members:

The initial election of members took place during the annual coaches' meeting in 2004. Two members were elected from each region. The candidate from each region who received the most votes in his/her respective region is to serve two years. The candidate from each region who received the second most votes in his/her respective region is to serve one year. The candidate receiving the third most votes will be designated as the alternate for that region.

The initial Policy Board had the following members:

Region 1	2 year term	Norm May	Through April 2006
Region 1	1 year term	Alan Svehaug	Through April 2005
Region 2	2 year term	Colin Southcote-Want	Through April 2006
Region 2	1 year term	Mark Morales	Through April 2005
Region 3	2 year term	David Merrill	Through April 2006
Region 3	1 year term	Chris Copeland	Through April 2005

Subsequent Policy Board members have included:

Region 1	Jon Light	2005-2007
Region 2	John Rader	2005-2007
Region 3	Brian Talbot	2005-2007
Region 1	Larry Clark	2006-2008
Region 1	Steven Davis	2007-2008
Region 2	Peter Meisner	2006-2008
Region 3	James Stripes	2006-2008
Region 1	Norm May	2008-2010
Region 1	Scott MacDonald	2008-2009
Region 2	Marianne Mowat	2008-2009

Region 2	April Nowak	2007-2008
Region 3	Dan Breitenfeldt	2008-2009
Region 1	Mark Cohen	2009-2011
Region 2	David Hendricks	2009-2011
Region 3	David Sommers	2009-2010
Region 3	James Stripes	2010-2011
Region 1	Shila MacDonald	2010-2012
Region 2	Collin Cambridge	2010-2012
Region 3	Ed Dodd	2010-2012
Region 1	Mark Cohen	2011-2013
Region 2	Stephen Ryan	2010-2012
Region 3	Gerry Brazington	2011-2012

Version 2011 ratified at annual coaches' meeting April 30, 2011.