

## **BYLAWS OF THE CONNECTICUT STATE CHESS ASSOCIATION**

1. **NAME.** The name of this organization shall be the "Connecticut State Chess Association" (CSCA).
2. **PURPOSE.** The CSCA shall be a non-profit organization affiliated with the United States Chess Federation ("USCF") as the official state chapter for the USCF in the State of Connecticut. As such, (1) the CSCA will pay its USCF affiliate membership dues when due and payable, (2) certify in writing to the USCF Secretary by November 1 the USCF Voting Members and Alternates from Connecticut and their method of selection, (3) sponsor and hold (or arrange for) an annual USCF State Championship, (4) have a formal organizational structure and bylaws with opportunity for USCF members to participate in the CSCA, (5) and any other duties and responsibilities of USCF State Affiliates mandated by the USCF.

Also, the CSCA shall encourage and promote chess in Connecticut, organize State-titled events, promote Scholastic and women's chess activities, co-ordinate chess tournaments, maintain a tournament calendar, maintain a directory of Connecticut chess clubs, and maintain a website (or disseminate a periodical).

3. **DIRECTORS.** The Board of Directors shall be composed of ten Directors who shall vote on CSCA matters. Each year, at the annual meeting, the adult CSCA members present shall elect Directors. In order to be nominated, the nominee must indicate his willingness to serve in writing or in person. All Directors shall serve five years or until their successors are duly elected. Vacancies shall be filled for their remaining terms at the next election.

“The Board and the Directors will act in the best interest of the Association, its membership and the Connecticut chess community.” This statement will be included in every agenda and read at the beginning of every Board meeting.

4. **OFFICERS.** The offices of President, Vice President, Secretary, Treasurer, and Tournament Coordinator, shall be elected by the Directors at a Board of Directors Annual Meeting for a term of one year, or until their successors are elected. A nominee must signify his willingness to serve, either in writing or in person, before he is voted on for office.
5. **DUTIES OF OFFICERS.**

**PRESIDENT.** The President shall preside at meetings of the CSCA, enforce the Bylaws, call Board of Directors meetings when necessary, and sign papers and documents for the CSCA officers or appointees. The Vice President shall succeed the President if a vacancy occurs.

**VICE PRESIDENT.** The Vice President shall assume all meeting duties of the President when the President is absent, or when the President has to step down from the chair to debate an issue. The Vice President takes over the office of President if that office is vacated.

**TREASURER.** The Treasurer shall be responsible for keeping all the financial records of the CSCA, depositing and disbursing all funds, reporting on the financial status of the CSCA (including by preparing, not less often than annually, written financial reports, which shall be made available to the President, the Directors and the Members), making any investments, etc. Each of the Treasurer, the President and the Directors shall have access to all financial records of the CSCA, which shall be

furnished no later than one month after the request.

Organizers winning bids for CSCA events are required to submit player dues in a timely fashion to the Treasurer upon conclusion of the event.

SECRETARY. The Secretary shall be responsible for keeping all the non-financial records of the CSCA; preparing the agenda, handling correspondence, sending notices of meetings, taking and recording the minutes, and performing other assigned administrative duties.

6. MEMBERSHIP. Any person may become a member of the CSCA by
  1. participating in a CSCA event during a calendar year, allowing the player CSCA membership for the remainder of the calendar year;
  2. or by paying \$12 for one calendar year's dues;
  3. or by paying \$250 for a Lifetime Membership.

Voting rights of each Member do not take effect until ten days after acquiring membership. This rule does not apply to (1) parents of scholastic members who have acquired membership through tournament play outside of this period and (2) renewals of current memberships.

6A. PROCEDURE. Disciplinary matters involving Officers, Directors and members shall be governed by the CSCA Disciplinary Procedure. Unless the Board directs otherwise, this Procedure does not apply to in-meeting conduct.

7. FISCAL YEAR AND MEMBERSHIP YEAR. The fiscal year shall be the calendar year, running from January 1 through December 31. The membership year starts on the day membership is acquired and ends on the same date one year after membership was acquired.
8. MEETINGS. The election of Directors shall constitute the Annual Meeting. A special meeting of the members shall be called by the President upon written request of one-tenth of the membership age 17 or older, or if considered advisable by the President or a majority of the Board. The President or a majority of the Board shall set time and place of all special meetings and Board of Director meetings, if not previously determined. Director Meetings shall be open to all CSCA members. At any Board of directors Meeting the Directors may vote to go into closed session.
9. QUORUM. A quorum for a Directors Meeting shall be five Directors, or shall be 50% of all current Directors. A quorum for any special membership meeting shall be ten percent of the CSCA members over age 17. There is no quorum requirement for the election of Directors.
10. RULES OF ORDER. Meetings shall be governed by Robert's Rules of Order, newly revised, on points not covered by these By-laws. No proxies or proxy votes are permitted.
11. AMENDMENTS. These Bylaws may be repealed or amended at any meeting of this association by a two-thirds vote of the Board of Directors, voting in person or by absentee ballot.

Adopted May 20, 2000

Amended October, 2003

Amended September, 2007

Amended July, 2015

Amended April, 2018

Amended December, 2018  
Amended May, 2019  
Amended January, 2021  
Amended February, 2021

## **CSCA DISCIPLINARY PROCEDURE**

- 1) At all times, the Board members and Officers will act in the best interest of the Association, its membership and the Connecticut chess community.
- 2) This Procedure will be equally enforced as to all members.
- 3) The standard of review for imposing discipline is “the moral conviction of the truth of the charge”.
- 4) Unless provided otherwise here, in the Bylaws, Articles of Incorporation or relevant law, all disciplinary proceeding and their records are confidential, and the Board will act upon them in executive or closed session. The Board may, in its discretion, forego confidentiality on documents that (a) do not have a confidential nature, (b) do not reveal confidential information, (c) are public Board records in the ordinary course of Association business or operation, or (d) necessary for the Board’s public record or function in the ordinary course of Association business or operation. If a disciplinary document falls under one of these exceptions, and the Board deems it necessary to make it public, the Board shall weigh the need to make the document public versus the nature of any confidential disclosure, and make every effort to reasonably protect confidentiality, including redacting documents for use in public disclosure.
- 5) The Board will receive any claims, reports, allegations and evidence of breach of duty or other misconduct or violations of rules.
- 6) The Board may (a) move upon the items discussed in Part 1, immediately, and/or (b) refer any matter for investigation to the Ombudsman or select an investigator, reviewer or other administrator or committee to verify the facts of the claims, reports, allegations and evidence and report back to the Board.
- 7) The Board may receive the investigation report in Part 6(b), as additional evidence, advice or verification. The Board may once more move or make additional motions pursuant to Part 6(a).
- 8) The Board will place disciplinary motions, referring to them by motion number only, on an agenda of a Board meeting, marking them “executive session”. The Board will debate the merits of the motions at the meeting in executive session and vote on each motion, adopting or dismissing the charges.
- 9) If charges are adopted, the Board will debate and vote on the proposed discipline that may be imposed. The Board may impose any disciplinary measures that the Board believes to be reasonable and appropriate.
- 10) If no charges are adopted, the matter is discontinued.
- 11) The Board will return to open session to announce the vote result for the record, stating the motion number, passed/failed and vote, only. The minutes will reflect the motion number and the Board vote, only. Executive session minutes will be prepared for Board access only.
- 12) If the charges of a disciplinary motion are adopted, the President or other appointed officer will provide written notice that discipline may be imposed upon them within 15 days, unless they:  
(a) Request to be heard before the Board, (b) Submit a written statement in response, (c) Request to compromise the matter. Notice will include the adopted disciplinary charges, proposed discipline, and a copy of the CSCA Disciplinary Procedure. Notice will be sent by regular mail and e-mail to the accused party at their last known mailing and email addresses of record with the CSCA. The accused may request to review the evidence in support of the charges.
- 13) The accused may be represented by counsel. Counsel must be a bona fide current voting member of the CSCA in good standing, subject to disciplinary authority of the CSCA, not attaining membership solely for the role of counsel.
- 14) Upon a timely request and a showing of good faith and good cause, the President or other appointed officer may grant the accused an extension to respond of no more than 15 days.

- 15) If the accused party requests a hearing pursuant to Part 12(a), the President or the Board will schedule a Board Meeting, placing the subject disciplinary motion as the only item on the agenda. The accused will make his presentation in executive session. The Board may question the accused. At the conclusion of the presentation, the accused will leave the meeting room, and the Board will deliberate and vote to affirm, modify or rescind the charges. If charges are affirmed, the Board will debate and vote to affirm, modify or rescind the proposed disciplinary measure(s) to be imposed. The Board will return to open session and repeat the procedure discussed in Part 11. The President will notify the accused of the result.
- 16) If the accused submits a written statement pursuant to Part 12(b), the President or the Board will place the disciplinary motion on the next meeting agenda. At that meeting, in executive session, the Board will receive the statement, and deliberate and vote to affirm, modify or rescind the charges. If charges are affirmed, the Board will debate and vote to affirm, modify or rescind the adopted disciplinary measure(s) to be imposed. The Board will return to open session and repeat the procedure discussed in Part 11. The President will notify the accused of the result.
- 17) If the accused requests to compromise the disciplinary motion pursuant to Part 12(c), they will submit to the President a good faith compromise proposal to commence discussions. The Board will meet in executive session to review the proposal and decide whether to proceed with discussions, adopt or reject the proposal outright. If selecting to engage in discussions, the Board will appoint a representative for the Board and set its compromise goals and limits. If a compromise is achieved, the Board representative will present the Board with a stipulation executed by the accused. The Board will debate and vote on the stipulation in closed session, and, if adopted, the President will execute the stipulation on behalf of the CSCA. The Board will return to open session and repeat the procedure discussed in Part 11. The President will notify the accused of the result and forward a copy of the final executed agreement. If a compromise is not achieved or the Board rejects the initial proposal outright, the accused will be granted an additional five days to exercise options 12(a) or 12(b).
- 18) If nothing is received from the accused within the 15 days period, at the next Board meeting in executive session, the President shall report to the Board if notice was properly sent and that nothing was received from the accused. The Board will deliberate and vote to affirm, modify or rescind the charges. If charges are affirmed, the Board will debate and vote to affirm, modify or rescind the proposed disciplinary measure(s) to be imposed. The Board will return to open session and repeat the procedure discussed in Part 11. The President will notify the accused of the result.
- 19) If discipline is imposed, the President shall mark the membership list to reflect discipline, but only to the extent necessary (i.e., suspended, limited, etc.), and remove expelled members from the list. Unless directed otherwise by the Board, any discipline imposed that limits or suspends membership will render the member “not in good standing”. Expulsion provides no standing, and, if necessary, the Association may represent that any expelled member is no longer part of the Association.
- 20) A request to reconsider the final decision of discipline must be received by the President within 15 days and must state the reasons for reconsideration. The request to reconsider must be based on error in the decision as made. The request shall be presented to the Board for consideration at a subsequent meeting.
- 21) A request to reopen the final decision of discipline must be received by the President within 30 days and must state the reasons to reopen. The request to reopen must be based on new evidence or circumstances that affect the decision and state the reason(s) these items could not be raised in advance of the final decision of discipline. The request shall be presented to the Board for consideration at a subsequent meeting.

- 22) The Board may reopen any matter *sua sponte* upon any circumstances the Board deems appropriate. The decision to reopen, *sua sponte* requires a 2/3 vote of the entire Board, voting in person or by absentee ballot.
- 23) The Board may grant reinstatement, where permitted, at any time upon an application for reinstatement and a showing of completion of disciplinary conditions. The application shall be submitted to the President for presentation to the Board at a subsequent meeting. A grant of reinstatement requires a 2/3 vote of the entire Board, voting in person or by absentee ballot.
- 24) The Board may pursue any other action or recovery of damages beyond this disciplinary process.
- 25) Unless the Board directs otherwise, this Procedure does not apply to in-meeting conduct.