

## **Constitution of the Carnegie Mellon University Chess Club**

### **I. Name and Purpose**

- A. The organization shall be known as the “Carnegie Mellon University Chess Club,” or “CMUCC.”
- B. Our mission is to help enlighten the Carnegie Mellon and local Pittsburgh communities through the chess. Our purpose is
  - a. to create an environment conducive to intellectual stimulation, and leave all members with a lasting ability to think logically, and to bring the game of chess back into a friendly, casual atmosphere and to shake its “nerdy” reputation, and offer a good social environment in which to play.
  - b. to encourage participation in League tournaments, as well as bigger national tournaments in the future.
  - c. to provide free lessons and games in the Pittsburgh area to children, the elderly, and others, at after school programs, schools, hospitals, and adult day care centres.

### **II. Membership Clause**

- A. CMUCC abides by the Carnegie Mellon University Statement of Assurance. CMUCC is open to any Carnegie Mellon graduate or undergraduate student, and staff or faculty members.
- B. Active members (and only active members) will be permitted to vote for officers and run for officer positions.
- C. An member must satisfy one of the following:
  - a. is a student enrolled in a degree-granting program at Carnegie Mellon University.
  - b. is currently employed by Carnegie Mellon University.

Furthermore, an active member is anybody satisfying the requirements for membership who also satisfies one of the following:

- 1. has attended at least two events of the CMUCC within the past two months.
- 2. is an active (currently participating) part of one of the CMUCC league teams.
- 3. has direct approval from all of the officers.

### **III. Meetings**

- A. CMUCC will meet at least once per week, and most often twice a week. The (emergency) cancellation of a meeting must be approved by at least 50% of the officers.

### **IV. Officer Positions and Responsibilities**

Currently the list of officer positions is as follows, but as the club grows, positions may be added with a majority agreement from the current officers.

- A. President –
  - a. Delegates any responsibilities necessary to other officers.
  - b. May appoint any chairs or committees to fulfill certain projects or activities.
  - c. Sets the agenda at all general body and Executive Board meetings, organizes weekly meetings.

- d. Represents the organization to others.
  - e. Oversees that other officers are completing their assigned tasks.
- B. Vice President –
  - a. Fulfills all of the President's duties in the event of the President's absence, or in the case of the President's position becoming vacant during the course of the school year.
  - b. Is in charge of publicizing activities and events run by the organization.
- C. Treasurer –
  - a. Is in charge of any and all fundraising events, as necessary.
  - b. Maintains the inventory in conjunction with the secretary.
  - c. Keeps an accurate record of the organization's expenditures, and is responsible for all funding issues.
- D. Secretary –
  - a. Is responsible for counting the votes during elections.
  - b. Records meeting minutes when applicable.
  - c. Maintains all copies of the Constitution document, as well as all suggested amendments, and all e-mails sent out to the D-List.
  - d. Helps the treasurer maintain the inventory of the CMUCC.
- E. Webmaster –
  - a. Is in charge of the maintenance of the website and its construction.
  - b. Updates the website regularly with any news and relevant information. Similarly, makes updates with meeting minutes in a timely fashion, when applicable.

#### V. Officer Election Procedure

- A. Officers will be elected every spring semester for the following academic year.
- B. The election will be held during a regular CMUCC meeting.
- C. The elections will be based on the panel of nominees. Nominations will be accepted for an announced period of one week prior to the vote, via e-mail. Self-nominations are acceptable. Only active members will be eligible for a position.
- D. Nominated active members may give a brief (1-5 minutes) introduction and discuss their commitment to the club and any relevant accomplishments. Following this, up to 5 minutes will be allowed for questions from the general body.
- E. Votes will be cast in written form and will be given to the Vice President, who will then count the ballots and notify the active members and current officers of the organization's decision via e-mail.
- F. In the event of a vacancy of any position other than the President, the President will select somebody to fill the role. In the even of the President role becoming vacant, the Vice President must take the position.

#### VI. Officer Removal Procedure

Officers may be removed from their posts after any one of the following actions have been taken:

- A. Voluntary resignation - An officer may resign his or her post after informing all other current officers of this action.
- B. Officer Vote - A unanimous vote is taken among all other officers for removal of the designated officer.

- C. General Vote - An officer may be removed by a 2/3 vote of the active members present at two consecutive meetings.

#### VII. Constitutional Amendment Procedure

This document may be amended at any time based on:

- a. An agreement among all current officers to amend the Constitution of the Carnegie Mellon University Chess Club
- b. A vote by 2/3 of the active membership.

This document shall be reviewed and revised every year after the election of officers.