

Stourbridge Chess Club Constitution

1 Name

The name of the club shall be Stourbridge Chess Club.

2 Aim

The aim of the club is to enjoy and promote the playing of chess in the Stourbridge area.

3 Affiliation

The club shall be affiliated to the Worcestershire Chess Association.

4 Club roles & responsibilities

4.1 The President

An honorary position given as a mark of respect, who also chairs the general and committee meetings.

4.2 The Secretary

Maintains and preserves the records of the Chess Club and is responsible for the day-to-day management of the Chess Club.

4.3 The Treasurer

Manages the club's finances including the collection of subscriptions, payment of all club running costs and keeping proper records of the financial affairs.

4.4 Social secretary

Organises all internal club tournaments and activities which are not league chess.

4.5 Website & publicity officer

Is responsible for the club website, any presence on social media and publicising the club including in the local press.

4.6 Safeguarding Officer

Implements and manages the child protection policy within the club and ensures the club abides by data protection regulations.

4.7 Team Captains

4.7.1 Arrange the team for each match.

4.7.2 Have basic awareness of league rules such as time controls.

4.7.3 Report match results to the league.

5 Club Committee

5.1 The club shall be managed by a club committee in accordance with the club's constitution and the decisions of the club's General Meetings.

5.2. The committee shall consist of the officers listed in section 4, the team captains and any co-opted members.

5.3 The committee shall meet at its discretion. It shall have the power to co-opt members to fill any vacancy, combine roles (temporarily), delegate duties to sub-committees, and to co-opt members at its discretion.

5.4 The committee shall have the power to settle disputed points not provided for in this Constitution.

5.5 A quorum at a committee meeting shall be 3 committee members and must include the president or secretary. A quorum must exist at the time of any vote for that vote to be valid, or in exceptional circumstances, a vote may be taken electronically.

6 Meetings

6.1 Annual General Meeting

6.1.1 An Annual General Meeting of the club shall be held every year at the end of the season to transact the following business:

- I. To receive reports on the past year's activities from the committee.
- II. To present and approve the club's accounts to the end of the previous financial year (30th April).
- III. To set the annual subscriptions and fees.
- IV. To present trophies and awards to recipients
- V. To consider team entries and possible captains for the following season.
- VI. To elect Officers, who shall hold office from the conclusion of the meeting.
- VII. To consider any proposals or motions.

6.1.2 The Chairman of the Meeting shall have absolute discretion to accept or reject proposals, motions or nominations which have not been received at least 7 days before the AGM.

6.1.3 A quorum for an Annual General Meeting will be a third of the paid-up membership.

6.2 Extraordinary General Meeting

6.2.1 An Extraordinary General Meeting may be called by the President or Secretary or by a third (or more) of the membership, upon written request to the President or Secretary stating their reason.

6.2.2 No matters shall be considered at an Extraordinary General Meeting other than those included in the notice convening the Meeting.

6.2.3 A quorum for an Extraordinary General Meeting will be a third of the paid-up membership.

6.3 Committee Meetings

6.3.1 Pre AGM meeting

The committee will meet prior to the AGM to:

- I. Scrutinise the AGM agenda
- II. Scrutinise the accounts
- III. Discuss teams and captains for the forthcoming season
- IV. Discuss the Summer programme
- V. Determine the recipients of any awards.

6.3.2 Ad hoc meetings

Additional committee meetings may be held throughout the year as the need arises.

6.4 Voting

All meetings will be one person one vote.

7 Membership

7.1 Membership shall be open to all, subject to the discretion of the committee, provided that the appropriate subscription fee is tendered.

7.2 All members are equal and should be treated fairly and with respect.

7.3 Members are encouraged to join the ECF to avoid any game fees. Any ECF fees incurred will be passed to the member.

7.4 Members should also be members of the Stourbridge Institute.

7.4 The subscription year runs from 1st September to 31st August. Any existing member who has not renewed their subscription by 31st October shall cease to be a member unless an adequate reason has been received and accepted by the committee.

8 Grievance or Dispute procedure

8.1 Misbehaviour

8.1.1 In exceptional circumstances the committee may suspend or expel a member if the member persistently behaves in a disruptive way, breaks the club's safeguarding policy or engages in illegal or unlawful activity. In cases of gross misconduct sanctions will be applied immediately. In other cases, a written warning may be given to the member first and sanctions will then be applied if the behaviour continues. The member will be notified of any sanctions in writing along with the reason.

8.2 Disputes

In the event of a dispute between two (or more) members of the club, efforts will be made to enable the members to resolve the dispute. If this is not possible, the two members and any witnesses will meet with the committee either separately or together. The committee will discuss the matter and come to a decision which will be notified in writing to the parties concerned.

9 Club dissolution

In the event of the club being dissolved, all club assets will be transferred to the Worcestershire Chess Association.