

SANDWICH CHESS CLUB

Constitution

(Approved at the Annual General Meeting held on 14th September 2020)

1. NAME

The name of the Club shall be SANDWICH CHESS CLUB.

2. PURPOSE

The Club's purpose is to promote interest, in Sandwich and the Dover District, in all aspects of the game of Chess.

3. NON-PROFIT STATUS

The Club shall be operated as a non-profit organisation. In the event of the dissolution of the Club, all assets shall be turned over to other non-profit organisations in Thanet and/or East Kent which promote interest in the game of Chess.

4. AFFILIATION

The Club shall be affiliated to the Thanet and East Kent League.

5. COMMITTEE

5.1 PRINCIPAL OFFICERS

The Club shall be governed by a Committee with the framework of the Constitution. This Committee is to be elected by Members in General Meeting and shall comprise of the following Officers:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

5.2 COMMITTEE APPOINTMENTS

The Committee shall annually appoint Team Captains, who shall be *ex officio* Officers of the Committee. Up to four further Officers may be appointed by the Committee, but such Officers shall stand down at the next AGM or seek election from the Members. Temporary replacements following resignation, disqualification or demise may be appointed by the

Committee, but such Officers shall stand down at the next AGM or seek election from the Members.

5.3 VACANT POSTS

The posts of President and Treasurer shall not be left vacant for a period of more than 60 calendar days.

5.4 VOTING

Voting shall be by show of hands. Members elected to more than one post shall only have one vote at Committee Meetings. Voting shall be by majority voting. The Chair of the Meeting shall have the casting vote.

5.5 COMMITTEE MEETINGS

The Secretary (or, if the post is vacant, the President) shall call Committee Meetings to be held as necessary, by giving not less than 7 days' notice to all Officers. A quorum for Committee Meetings shall be two.

6. MEMBERSHIP

6.1 CRITERIA

Membership shall be open to all who, in the opinion of the Committee, have attained, or are capable of attaining, the standard of chess proficiency required by the Club, provided that the appropriate periodic subscription and/or entrance fees are tendered on demand and that entry to the Club is not temporarily restricted.

6.2 SUBSCRIPTION RATE

The periodic subscription and/or entrance fees and/or visitors' fees, if any, shall be determined at a General Meeting, and charged at the discretion of the Committee.

6.3 TERMINATION OF MEMBERSHIP

Any existing Member whose periodic subscription and/or entrance fees and/or visitors' fees are unpaid after 60 calendar days of falling due shall no longer be entitled to the privileges of Club membership until they are paid.

6.4 SUSPENSION / EXPULSION

In exceptional circumstances the Committee may suspend or expel a Member: (i) for persistent disruptive behaviour, (ii) for non-payment of subscription and/or fees after 60 calendar days, (iii) as the result of a dispute or complaint, (iv) for breaching the ECF Safeguarding/Child Protection Policy. A whistleblower shall not be subject to suspension or expulsion. Except in cases of gross misconduct, at least 21 days before such action is taken, the Committee shall write to the Member (by email or letter) and explain why. The Member has the right to respond and appeal against the decision.

6.5 LEAGUE TEAMS

If a Member wishes to participate in the League teams run by the Club then they must be members at Bronze level (or above) of the English Chess Federation (ECF). Any Member who plays for the Club while not an ECF member at Bronze level (or above) shall pay any grading fees incurred as if a subscription or entrance fees. Members playing a "home" match shall pay as usual any entrance fee which has been determined at a General Meeting.

7. ANNUAL GENERAL MEETING

7.1 CONVENING THE AGM

The Secretary (or, if the post is vacant, the President) shall convene an Annual General Meeting (AGM) on a date in September, by giving not less than 14 days' notice in writing (by email and/or via the Club website) to all Members.

7.2 BUSINESS

The meeting shall transact the following business:

- i. Presentation and approval of the Club's accounts to the end of the previous financial year;
- ii. Receipt of reports on the past year's activities from the Committee;
- iii. Consideration for adoption of proposal from the Committee for changes to the subscription and/or fees;
- iv. Consideration of any motions;
- v. Election of Officers to the Committee for the following year;
- vi. Appointment of a suitably qualified examiner for the following year to report on the Club's accounts;
- vii. The presentation of trophies and awards to recipients.

7.3 VOTING

Voting shall be by show of hands and restricted to paid-up Members. Only Members aged 13 or over at the date of the General Meeting shall be entitled to vote at that Meeting. Voting shall be by majority voting in all matters except a change to the constitution which shall require a two-thirds majority. The Chair of the Meeting shall be the President, or in the case of indisposition / vacant post (in order): Vice President, Secretary, Treasurer. The Chair shall have the casting vote.

7.4 ATTENDANCE

Non-voting Members may attend General Meetings.

7.5 QUORUM

A quorum for an AGM shall be four Members including the Chair.

7.6 MOTIONS

Notice of any motion for discussion at the Meeting shall be given in writing (by email or letter) to the Secretary (or, if the post is vacant, the President), proposed and seconded by Members of the Club who are eligible to vote, not less than 7 days prior to the Meeting.

7.7 NOMINATIONS

Nominations for President, Vice President, Secretary and Treasurer shall be restricted to Members of the Club aged 18 or over. Nominations for other Officers shall be restricted to Members of the Club aged 13 or over. Nominations shall be given in writing (by email or letter) to the Secretary (or, if the post is vacant, the President), proposed and seconded by Members of the Club who are eligible to vote, not less than 7 days prior to the Meeting.

7.8 REJECTION OF MOTIONS

The Chair of the Meeting shall have absolute discretion to accept or reject motions or nominations of which proper notice has not been given.

8. EXTRAORDINARY GENERAL MEETING

8.1 CONVENING AN EGM

The Secretary (or, if the post is vacant, the President) shall convene an Extraordinary General Meeting (EGM) either (i) at the bidding of any two Officers, or (ii) within 21 days after receipt of a written request (by email

or letter) to the Secretary (or President) by any 4 Members, such request to contain details of the business to be discussed. The Secretary (or President) must give not less than 7 days' notice in writing (by email and/or via the Club website) to all Members for an EGM.

8.2 MATTERS TO BE CONSIDERED

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

8.3 VOTING

Voting shall be by show of hands and restricted to paid-up Members. Only Members aged 13 or over at the date of the General Meeting shall be entitled to vote at that Meeting. Voting shall be by majority voting in all matters except a change to the constitution which shall require a two-thirds majority. The Chair of the Meeting shall be the President, or in the case of indisposition / vacant post (in order): Vice President, Secretary, Treasurer. The Chair shall have the casting vote.

8.4 ATTENDANCE

Non-voting Members may attend General Meetings.

8.5 QUORUM

A quorum for an EGM shall be 4 Members including the Chairman.

9. SAFEGUARDING / CHILD PROTECTION

The role of Safeguarding Officer shall be fulfilled by the President. The role of Deputy Safeguarding Officer shall be fulfilled by the Vice President or, if the post is vacant, the Secretary or, if that post is also vacant, the Treasurer. The Safeguarding Officer shall be responsible for the application of the ECF Safeguarding/Child Protection Policy in all Club matters.

10. DISPUTES / COMPLAINTS

10.1 MEDIATION AND RESOLUTION

Disputes or complaints should be brought to the attention of an Officer. The Officer shall try to mediate and resolve the matter but if unable to do so shall bring it to the attention of the Committee. The Committee shall discuss the matter and come to a decision.

10.2 BULLYING, HARASSMENT AND DISCRIMINATION

Bullying, harassment and discrimination are unacceptable, and Members have the right to expect the Club and other venues to be a safe environment for them.

10.3 APPEALS OF INTERNAL MATTERS

In respect of an internal club matter, if the Complainant wishes to appeal the Committee's decision they must do so within 21 days of the decision being notified. This must be done in writing (by email or letter) to the Secretary (or, if the post is vacant, the President). An Appeals Panel of paid-up Members aged 18 or over shall be appointed, with one Member being appointed by the Complainant, one by the Committee, and the third by the two appointees. The Appeals Panel's decision shall be final and binding on all parties.

10.4 EXTERNAL MATTERS

There shall be no right of internal appeal in respect of external matters, such as away matches, league matters, external tournaments.