Constitution of the Bury St Edmunds Chess Club

As adopted at the AGM 2021, amended at the AGM 2022

1. Name of the club

The name of the club will be the *'Bury St Edmunds Chess Club'*. In this document, it will be referred to as *'the Club'*.

2. Aims of the Club

The aims of the Club are:

a) to organise and promote the playing of chess in the Bury St Edmunds region,
b) to provide a home venue for chess matches and social chess games,
c) to enter and support teams in local and national chess competitions,
d) to organise chess competitions within the Club,
e) to organise other events (including, but not limited to: social chess, coaching, simultaneous demonstrations and social events),
f) to represent its members to such bodies as organise events in which the Club participates and to any other organisation deemed appropriate.

3. Membership

Any individual may join the Club, subject to ratification of their application by the Committee. The Committee may expel or suspend the membership of any member whom it deems to have behaved in an illegal or inappropriate manner.

4. Club Committee

The Club Committee will consist of the following officers: President, Club Secretary, Match Secretary, Treasurer, Competitions Secretary, Communications Officer, Events Officer, Safeguarding Officer and up to two *ex officio* officers. Their essential functions are as follows:

The **President** will normally chair Club and Committee meetings.
The **Club Secretary** will organise and minute Committee Meetings, the Annual Meeting and Extraordinary Meetings.
The **Match Secretary** will be responsible for (1) organising the Club's external competition schedule, (2) liaising, as necessary, with team captains concerning the organisation of individual matches.
The responsibilities of the **Treasurer** are outlined in Clause 7.
The **Competitions Secretary** is responsible for organising internal club competitions, including the Club Championship, the format of the latter to be agreed by the Committee.
The **Communications Officer** will maintain the Club's website and disseminate information to the membership.
The **Events Officer** will organise events for members other than those which fall within the remit of the Match Secretary or Competitions Secretary. This will include non-routine chess events and social events.
The **Safeguarding Officer** will be responsible for overseeing the implementation of the Club's Safeguarding Policy and will be the main point of contact for any safeguarding concerns.
The Committee will be elected at the Annual Meeting every year, but it will have the power to fill any vacancy that occurs in it during the year. An individual may perform more than one of the committee's roles.

5. Committee and Club Meetings

5.1 Chairing of Meetings

Meetings of the Club or of the Committee will normally be chaired by the President. If the President is unavailable any club officer may act as Chair, with preference given to longer serving members of the Committee.

The Chair will be responsible for ensuring

- the smooth and fair running of the meeting,
- that all the business set before the meeting is discussed, and
- that clear and actionable decisions are made in accordance with this Constitution

5.2 Committee Meetings

The Committee will meet at least once a year. Further meetings may be called if two or more Committee members request it. Meetings may be held online if necessary.

A majority of the individual members of the Committee will constitute a quorum. If a quorum is not present for a meeting, it will be adjourned to another day to be fixed by the Secretary.

In matters requiring a vote, each member of the Committee will have one vote except the Chair who, in the event of equality of votes, will have the casting vote.

The Club Secretary will make every effort to schedule Committee Meetings so that as many as possible of the Committee can attend.

5.3 Club Meetings

5.3.1 Notice of Meetings

The Club Secretary will send notice and the agenda of any Club Meeting to the Club's members at least twenty-one days prior to the meeting.

5.3.2 Annual Meeting

The Annual Meeting will be held in the summer, outside of normal local League seasons that involve the Club's teams. Any proposals, including any to amend the Constitution, must be submitted to the Club Secretary at least fourteen days before the meeting.

The quorum for the Annual Meeting is eight adult members[i]. If a quorum is not present within thirty minutes of the time called for the meeting, the meeting will not be held.

If the Annual Meeting is not held due to it being inquorate, or for any other reason, the Committee will be empowered to meet and take all decisions that were scheduled for the Annual Meeting.

5.3.3 Extraordinary Meetings

An Extraordinary Meeting may be called by the Club Secretary if one is desired by the Committee, or upon receipt of a written request signed by at least ten adult Club members. The request must clearly state the reason for the meeting. The Club Secretary must call the meeting within twenty-one days of the request being received and the meeting must take place within six weeks of the call unless agreed otherwise by all interested parties.

A quorum for an Extraordinary Meeting is ten adult members and, for meetings called by members, at least six of the signatories to the request must attend. If a quorum is not present within fifteen minutes of the time called for the meeting, the meeting will not be held.

5.3.4 Voting

Any Club member over the age of eighteen may vote at Club meetings, provided that their Club subscriptions are not in arrears.

6. Conduct

The Club relies on the good conduct of members. Sanctions may be taken against individuals whose conduct is unsatisfactory. The Committee will rule on such matters. Visiting members of other clubs who behave inappropriately may be excluded by the Committee from visiting the Club.

7. Finance

7.1 Financial Year

The Club's financial year will run from 1 May to 30 April. The Club's accounts will be audited annually, shortly before the Annual Meeting, by an appointed responsible person who is not a member of the Committee.

7.2 Subscriptions

Subscription rates will be determined yearly at the Annual Meeting. The Club will normally aim to retain sufficient financial reserves to operate for at least six months. The Treasurer will maintain proper financial records and will present the Club accounts to the Annual Meeting.

7.3 Bank account

A Bank account will be maintained by the Treasurer to receive income and make payments on behalf of the Club. . A Deposit account may also be held to hold extra funds. Withdrawals from the latter account will be paid into the current account. Permitted signatories to the Club's bank accounts will be the Treasurer, the President and the Club Secretary.

7.4 Expenses

Claims for expenses incurred on behalf of the Club must be submitted (with receipts where appropriate) to the Treasurer. Payments must normally be agreed with the Treasurer before they are made.

8. Trophies

Trophies that are returnable to the Club or to some other organisation, and which are won by Club members or teams, will be the responsibility of the winning individual or the Captain of the team that wins them.

In the event of their loss or damage, they will be responsible for the cost of replacing or repairing them. The Match Secretary will maintain a list of returnable trophies and their whereabouts.

9. Child Protection

The Club's Child Protection Policy can be viewed **here**.

10. Dissolution

A resolution to dissolve the Club can only be passed at an Annual or Extraordinary Meeting of the Club and will be subject to the normal rules of those meetings in relation to any quorum requirement.

In the event of dissolution, assets which remain after settling any debts of the Club will become the property of one or more chess organisation with similar aims to our own. The recipients are to be determined by the meeting at which the Club is dissolved. That meeting is asked to consider dividing the assets between the following organisations:

- Any other chess club which is a natural successor to the Club, and which meets in or near Bury St Edmunds,
- Any junior chess club with which the Club maintains a close connection,
- Any leagues in which the Club has participated,
- The East Anglian Chess Union,
- The English Chess Federation.

It is not a requirement that all the assets be passed to the same organisation, nor that all organisations described above receive a share of the assets. The meeting may appoint one or more persons to make and/or administer these decisions on its behalf.

11. Amendments to the Constitution

Amendments to the Constitution may only be made at the Annual Meeting. To be approved, amendments must receive at least two thirds of the available votes at the meeting. Proxy voting is not allowed. Proposals for amendments must be sent to the Club Secretary, in writing or electronically, not less than fourteen days before the meeting at which they are to be proposed. They must be circulated to the Club membership not less than seven days before the meeting.

[i] An 'adult member' is any member aged eighteen years or more.