

## CONSTITUTION

### **1. NAME**

The name of the Organisation shall be known as Hamilton Chess Club (hereinafter referred to as the 'Organisation').

### **2. OBJECTS**

The objectives of the Organisation will be:

- a) To provide the people of South Lanarkshire and surrounding areas with the opportunity to learn and play chess
- b) To organise and promote social, recreational activities in addition to chess events for members
- c) To promote the game of chess in schools
- d) To compete on an individual and on a team basis against members of other chess clubs in tournaments and leagues organised under the auspices of the National Body.

### **3. MEMBERSHIP and FEES**

- a) Membership of the Organisation will be open to all persons regardless of nationality, political or religious beliefs, race or sexual orientation, who accept the aims of the Organisation and reside in South Lanarkshire or the surrounding areas.
- b) Membership has no lower or upper age limit and, for purposes of fees is in three categories  
Junior Members        – School pupils, Students and all members under the age of 21  
Full Members            - All adults over 21 years in employment  
Concessionary Members - Retired Adults. Unemployed members and members who are on long term sickness benefit (or equivalent)
- c) The membership fee will be set by members at the Annual General Meeting and amendments to the categories will be proposed and voted upon at that time.
- d) Transport costs to participate in any events shall be met entirely by members of the Organisation, or by parents / guardians of Junior members. The Organisation cannot contribute to such costs.
- e) Members resigning from the Club must return property belonging to the organisation and forfeit all claims to property of the organisation.
- f) The Secretary will maintain the membership list for the organisation, including names, addresses, telephone numbers and email addresses.

#### **4. COMPETITIONS**

- a) Chess Club Competitions are open to all Members
- b) The organisation shall compete in external chess competitions which will be determined annually by the management committee prior to the start of the season to reflect the size of the club membership and their stated playing intentions. Competitions will be held under the auspices of the National Body and will normally include
  - The Richardson Cup
  - The Glasgow Chess League
  - The Lanarkshire Chess League
  - The Scottish National Chess League
  - The Scottish Team Lightning Tournament
  - Scottish National Junior Chess Tournaments
- c) The Organisation is committed to expansion and development and is open to participation in new competitions

#### **5. MANAGEMENT COMMITTEE**

- a) The Organisation shall be directed by the Club Management Committee which shall meet not less than four times each year and shall consist of not less than four members and not more than twelve members.
- b) The members of the Club Committee shall be elected at the Annual General Meeting of the Organisation.
- c) Any casual vacancy on the Club Committee may be filled by the Committee and, any person appointed to fill such a vacancy, shall hold office until the conclusion of the next Annual General Meeting of the Organisation and shall be eligible for re-election at that meeting.
- d) The Club Committee may appoint such Special Committees or Standing Committees or Sub-committees as may be considered necessary, and shall determine their terms of reference, powers, duration and composition. All Acts and Proceedings of such Special or Standing Committees shall be reported back to the Club Committee as soon as possible.

#### **6. ASSETS OF THE ORGANISATION**

- a) An asset register will be maintained of all assets belonging to the club and will include all clocks, boards and playing pieces along with materials for coaching and tuition including demonstration boards and books. Any disposal of any asset will be recorded in the asset register along with the date and brief explanation, e.g. analogue clock nr 123 disposed of due to broken mainspring. An annual audit of all equipment will be undertaken by preferably two members of the club nominated and approved by the management committee (whenever possible). Any discrepancies will be reported to the management committee who will take investigative action to determine the cause of the discrepancy.

## **7. MEETINGS OF THE ORGANISATION**

- a) The Annual General Meeting (AGM) shall be held within fifteen months of the preceding AGM. A minimum of fourteen days notice will be given to members in writing or by e-mail or by placing an advertisement in the local press.

The Annual General Meeting will transact the following business:-

1. Minutes of the previous Annual General Meeting
  2. Consideration of the Annual Report provided by the Club Committee
  3. Consideration of the Annual Statement of Accounts
  4. Election of Officers and Club Committee
  5. Appointment of Independent Examiners of accounts
  6. Any Other Competent Business
- b) The Chairperson of the Organisation may at any time at his/her discretion, and shall, within fourteen days of receiving a written request by not less than 33% members having the power to vote and giving reason for the request, call a Special Meeting of the Organisation for the purpose of altering the Constitution, or, of considering any matter which may be referred to him/her by the Club Committee for any other purpose. The proposed changes to the Constitution, or other matter to be considered at this Special Meeting, shall be distributed, in writing or by e-mail, to the membership at least 14 days prior to the date of the Special Meeting

## **8. RULES FOR MEETINGS**

- a) The quorum at a meeting of the committee shall be not less than 25% of the full Members entitled to vote. The quorum of a special general meeting shall be 33% of the agreed voting membership.
- b) Unless otherwise specified in this constitution, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. In the event of a tie, the Chairperson has the casting vote.
- c) The minutes of the Committee Meetings shall contain a record of all proceedings, resolutions and decisions. These minutes should be available to the membership at all times.

## **9. FINANCE**

- a) Finance shall be raised by the Club Committee through fund raising events, subscriptions, donations, legacies or grants.
- b) The Financial Year shall be from **1 May to 30 April** each year.
- c)
- d) The Treasurer shall keep proper accounts of the finances of the Organisation. At the end of the financial year the Treasurer will prepare an Annual Statement of Accounts.
- e) The accounts shall be independently examined at least once a year by the Independent Examiners appointed at the Annual General Meeting.

- f) An independently examined statement of the accounts shall be submitted by the Management Committee to the Annual General Meeting.
- g) A bank account shall be opened in the name of the Organisation with a bank or building society as the Club Committee shall from time to time decide. The Club Committee shall authorise, in writing three members of the Club Committee, one of whom shall be the Treasurer, to sign cheques on behalf of the Organisation. All cheques must be signed by not less than two of the authorised signatories, who cannot be related.

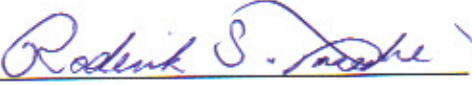
**10. ALTERATIONS TO THE CONSTITUTION**


- a) Alterations to the conditions may be proposed at the Annual General Meeting, or at a Special General Meeting, called for that purpose. Any such proposal to alter the constitution must be given in writing to the Secretary at least 21 days before the meeting, at which the proposed alteration is to be considered. The proposed alteration must be distributed, in writing or by e-mail, along with the official notification of the meeting, to the membership at least 14 days before the meeting. Any alteration to the Constitution will require the approval of two-thirds of those present and eligible to vote

**11. DISSOLUTION**

- a) If the Club Committee, by a simple majority, decides at any time, on ground of expense or otherwise, that it is necessary or advisable to dissolve the Organisation, it shall call a Special Meeting of the Organisation. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred equally to any charitable organisation with similar aims and objectives to the Organisation.

Adopted by its members, at a meeting held on 19<sup>th</sup> September 2013 (date)

Signed  (President)

Signed  (Secretary)