

SUSSEX JUNIOR CHESS - CONSTITUTION

Aims and Objectives - Sussex Junior Chess (SJC) is a not for profit organisation which exists to promote and popularise chess amongst school age children in the counties of East Sussex and West Sussex, and the city of Brighton & Hove.

We offer training days at venues around the county, and organise tournaments for individuals and schools. We also select and run county teams of school age children who compete in national and international events. SJC is run by volunteers drawn from the ranks of parents and friends of SJC.

Roles and responsibilities – In order to achieve the aims and objectives there has to be effective partnership between Committee members, which will contribute significantly to the ongoing success of SJC.

1. Executive Committee

- 1.1 This consists of a Chairman, Secretary and Treasurer and at least three further members of the extended Committee, or parents not having a specific role or responsibility.
- 1.2 The Coaching Manager and Events Co-ordinator will be regarded as permanently co-opted ex-officio members of the Executive.
- 1.3 The Executive officers will be elected at the Annual General Meeting (AGM).
- 1.4 The Executive will meet at least bi-monthly.
- 1.5 To be quorate, any meeting requires four members to be present.
- 1.6 Minutes will be produced of each meeting.
- 1.7 Urgent matters may be decided in the interests of SJC by an emergency Executive meeting which must involve at least one of the Chairman, Secretary and/or Treasurer and any two other Executive members. Any such matters should be reported to and endorsed by the full Executive Committee at the earliest opportunity.
- 1.8 All persons present at meetings will have one vote.
- 1.9 Any issue requiring a democratic decision to be made shall be carried by a simple majority.
- 1.10 The Executive Committee shall be empowered to create policy decisions for Sussex Junior Chess and any decision which is to become a policy (*such as Child Protection Policy, Grand Prix rules etc*) requires a two-thirds majority of those present in order to be carried.
- 1.11 If there is a tied vote at any meeting, the Chairman shall have an extra casting vote.
- 1.12 Conduct of any meeting is a matter for the Chairman, whose main responsibility is to ensure all business is conducted effectively and expeditiously. Dependent on agenda quantity, this may require a limitation of time to those speaking on any issue.

2. Sub-committees

- 2.1 The Executive may appoint one or more sub-committees to manage any specific issue or event.
- 2.1 Any such sub-committee should have one Executive Committee member involved.
- 2.2 Meetings of any sub-committee should be reported back to the next Executive meeting.
- 2.3 If the Chairman is not part of any sub-committee meeting, then the persons present will choose a Chairman.

3. Finance

- 3.1 SJC is not a profit-making organisation and any monies accrued by SJC are to be re-applied to the activities of SJC.
- 3.2 The Treasurer shall advise the Executive Committee of the SJC financial position at every Executive Committee meeting.
- 3.3 Authorised officials of SJC shall be responsible for all monies handled by them and shall submit to the Treasurer receipts for expenditure whenever possible and/or detailed statements of income and expenditure.
- 3.4 The Treasurer shall be authorised to pay for items between meetings of the Executive Committee. All cheque payments should be countersigned by two authorised signatories.
- 3.5 All expenditure must be approved by the Executive Committee.

4. Annual General Meeting

- 4.1 This shall be held once a year on the afternoon of the penultimate training session of the year.
- 4.2 Executive Committee members will be elected at this meeting.
- 4.3 The Treasurer shall produce an annual balance sheet and statement of accounts for the current financial period. The accounts will be verified by an independent examiner. These should be circulated at the nearest event to the AGM, but not less than fourteen days before it.
- 4.4 The Secretary shall produce a brief annual report in accordance with the same criteria as in paragraph 4.3 above, together with an agenda and invitation to the AGM.
- 4.5 Only matters on the Agenda may be decided at an AGM.
- 4.6 Any proposal can be raised and discussed at the AGM but must be proposed either by the Chairman or the Executive Committee, or by a signed request from a proposer and seconder from anyone involved in SJC, and countersigned by four others.
- 4.7 Any proposal for consideration at the AGM must be received by the Secretary one calendar month before the AGM to enable its inclusion in the published agenda.
- 4.8 In addition to the AGM the Executive Committee may call a Special General Meeting (SGM). Such a meeting may also be called if six persons sign a letter to the Secretary. Within 21 days of receipt of

such a request or the calling for same by the Executive, the Secretary will publicise details of the time, date and place appointed for the conduct of such a SGM.

- 4.9 Only the matter for which the SGM has been called may be discussed at such a meeting.
- 4.10 This Constitution may be altered only by a resolution passed by not less than two thirds of the members present and voting at a General Meeting (either Annual or Special). The notice of the meeting from the Secretary must include notice of the proposed resolutions, clearly setting out the terms of the alteration proposed.
- 4.11 To be effective as a General Meeting, there must be a quorum of ten persons present.
- 4.12 If the Executive Committee decides that it is necessary or advisable to dissolve SJC then it shall call a SGM or if proximate to do so use the AGM. If the proposal for dissolution is confirmed by a two thirds majority of those present and voting, the Executive shall be empowered to realise any assets held by or on behalf of SJC. Any such assets remaining after the satisfaction of any proper debts or liabilities shall be given or transferred to such other institution or institutions having objectives similar to the objectives of SJC.

5. General

- 5.1 If any issue of complaint arises from any person for any reason, then the Secretary of SJC is to be advised as soon as practicable.
- 5.2 Complaints will be fully considered if made in writing and the Chairman and Secretary will review the basis for the complaint and aim to resolve it accordingly. If necessary the Chairman will refer the complaint at the next Executive Committee meeting for wider discussion. Details of complaints will be recorded in the minutes of the subsequent Executive Committee meeting to the complaint being resolved.
- 5.3 There is a CRB Safeguarding Officer appointed for Sussex Junior Chess.