

# Fishguard Chess Club

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-----Constitution

## Constitution

Introduced for provisional use at the Extraordinary General Meeting  
on 30/07/2025

Formally adopted at the Annual General Meeting of 30/07/2025

# Article 1

## Name and Purpose

### 1.1 NAME OF THE CLUB

The official name of the organisation shall be “Fishguard Chess Club” hereinafter referred to as the “Club”.

### 1.2 CORE VALUES AND PRINCIPLES

The Club is committed to the following principles:

- To uphold a welcoming and inclusive environment, where players of all skill levels and backgrounds are valued as part of a thriving chess community.
- To inspire and support the aspirations of its members, offering guidance and opportunities to achieve personal and competitive goals.
- To develop and expand the game in the North Pembrokeshire area.

### 1.3 SCOPE OF ACTIVITIES AND PURPOSE

To provide structured opportunities for its members to engage in both social and competitive chess, the Club shall:

- Hold weekly Club nights, providing a regular forum for members to engage in casual play and social interaction, thereby fostering a sense of community.
- Offer opportunities for competitive play, including but not limited to organised league play, internal tournaments and matches.

These activities shall be conducted in accordance with the principles of inclusivity, accessibility, and mutual respect.

# Article 2

## Membership

### 2.1 CATEGORIES OF MEMBERS

Membership within the Club shall be divided into the following categories, each with distinct rights and obligations:

- **Core Members:** Individuals who have completed the registration process and paid all applicable Club membership fees. They shall possess full voting rights, including the right to vote at the Annual General Meeting (AGM) and participate in all other rights and privileges afforded by the Club.
- **Prospective Members:** Individuals who engage with the Club on a casual basis but have not yet completed the registration process or paid the applicable Club membership fees. They shall not be entitled to voting rights and shall not participate in activities reserved solely for Core Members.
- **Junior Members:** Individuals under the age of 18. They shall not hold independent voting rights. Voting rights shall be vested in the Parent or Guardian on behalf of the Junior Member

### 2.2 REGISTRATION PROCESS

Any individual seeking membership to the Club should complete the registration process prescribed by the Executive Committee. This process may encompass the submission of a registration form and the acceptance of such terms and policies as the Executive Committee deems necessary, including but not limited to the **Code of Conduct** and **Privacy Policy**.

The Executive Committee shall retain the authority to amend or revise the registration process as it sees fit, in accordance with the evolving need of the Club and prevailing legal obligations.

## **2.3 RIGHTS OF MEMBERS**

Members shall possess the right to engage in all activities of the Club, attend general meetings and vote on matters concerning the Club, subject to meeting the criteria specified under the respective categories of membership.

## **2.4 MEMBERSHIP FEES**

The Annual General Meeting (AGM) shall determine the membership fees. For the sake of clarity, the season will start from the 1<sup>st</sup> of September each year and run until the 30<sup>th</sup> August the following year. In addition, the Treasurer shall notify members of any affiliate fees that may be due, such as those owed to affiliate organisations, as soon as fees become known and are required for collection.

## **2.5 MEMBERSHIP RENEWAL**

Membership is subject to annual renewal. Any member who has not discharged the membership fees for the preceding season, save for exceptional circumstances at the discretion of the Treasurer, shall be ineligible to renew their membership for the forthcoming season. Renewal of membership shall be contingent upon the settlement of any outstanding fees due to the Club.

## **2.6 MEMBERSHIP SUSPENSION AND DISCIPLINARY PROCESS**

The Executive Committee shall have the authority to suspend or terminate membership when deemed necessary for the good governance and integrity of the club. Such actions shall be taken in accordance with the sanctions prescribed in the Club's Code of Conduct, though the procedures for such decisions shall be governed by this constitution.

### **Disciplinary Process**

- Allegations of misconduct shall be reviewed by the Team Captains, who shall convene a disciplinary hearing to assess the matter.
- A decision shall be rendered immediately or as soon as reasonably practicable following deliberation.
- The decision, along with any sanctions imposed, shall be recorded and communicated to all Core Members.
- Matters of discipline shall be handled with due confidentiality, except where disclosure is necessary for governance or legal purposes.

## **Appeals Process**

- A member may appeal a disciplinary process by submitting a written appeal within 14 days of the ruling.
- The appeal shall be heard by an Appeals Committee, composed of all uninvolved Club Officers, ensuring impartiality.
- The Appeals Committee shall review the case and determine whether to uphold, amend, or overturn the original decision.
- The decision of the Appeals Committee shall be final and binding.

## **Grounds for Suspension or Termination**

Grounds for suspension or termination may include, but are not limited to:

- Non-Compliance with Club regulations.
- Conduct deemed disruptive or detrimental to the Club.
- Failure to pay membership dues.
- Any other breach of standards expected of members.

# Article 3

## Meetings & Governance

### 3.1 TYPES OF MEETINGS

The affairs of the Fishguard Chess Club shall be conducted through the following categories of meetings:

**Annual General Meeting (AGM):** The AGM shall be held once per year and shall serve as the principal form of governance of the club. The business of the AGM shall include, but shall not be limited to:

- The appointment of Club Officers.
- The approval of financial statements and accounts.
- The determination of membership fees for the forthcoming year.
- The approval of any purchases Exceeding £50.00
- The consideration of amendments to the Constitution and Code of Conduct in accordance with the procedures set forth in Article 3.3 (iv).
- The setting of Club policy for teams, including the number of teams to be entered into competitions for the season.
- Any other business deemed necessary by the Executive Committee.

**Extraordinary General Meeting (EGM):** An EGM may be convened in exceptional circumstances to address urgent matters requiring the input of or vote of Core Members. Such meetings shall adhere to the same procedural rules as an AGM but shall be convened solely for the purpose of resolving the specific issue(s) for which they have been called.

**Executive Committee Meeting:** The Executive Committee shall meet at such times deemed necessary for the proper administration of the Club. The business of an Executive Committee meeting shall include, but shall not be limited to:

- The approval of purchasing decisions between £50.00 and £200.00
- The approval of purchases exceeding £200.00, only in circumstances where Core Members have been consulted through an AGM or EGM as to the use of funds.

- The management of the Club's day-to-day operations and financial affairs.
- The resolution of matters requiring administrative attention.
- The handling of any issues arising under the Code of Conduct.

### **3.2 QUORUM REQUIREMENTS**

For any meeting to be considered valid and capable of conducting official business, the following quorum requirements must be met:

- General Meetings (AGM and EGM): The quorum shall be 25% of Core Members, but in no event shall this be fewer than four or greater than eight.
- Executive Committee Meeting: A majority of Executive Committee members must be present. If the Executive Committee consists of only two members, both must be in attendance.

### **3.3 MEETING PROCEDURES AND PROTOCOLS**

#### **i) Conduct of Meetings**

All meetings shall be conducted in an orderly and respectful manner, ensuring fairness, efficiency, and adherence to the provisions of this Constitution. The Chairperson, or their duly appointed substitute shall preside over meetings and maintain order throughout proceedings.

#### **ii) Order of Business**

The business of all meetings shall be transacted in the following order unless otherwise determined by the Chairperson or Secretary.

1. Confirmation of Quorum
2. Reports from Officers (If applicable)
3. Consideration of matters on the agenda
4. Voting on resolutions (where required)
5. Any Other Business (AOB) as deemed appropriate

#### **iii) Speaking Protocols**

- Members shall be permitted to speak during discussions, provided that contributions are made in an orderly manner and with due respect for others present.

- Any member whose conduct is deemed disorderly may be removed from the meeting at the discretion of the Chairperson.

#### **iv) Decision-Making Process**

All resolutions shall be decided by a simple majority of votes cast unless otherwise provided by this Constitution. Each Core Member present shall be entitled to one vote, with no member holding more than one vote on any matter. In the event of a tie, the Chairperson shall have a casting vote. The Chairperson shall not ordinarily vote on resolutions but shall only do so to break a deadlock, ensuring the continued governance and decision-making of the club.

Amendments to the constitution shall require a two-thirds majority of votes cast at an AGM or EGM convened for that purpose. Any approved amendment shall take immediate effect unless otherwise specified in the proposal.

#### **v) Agenda Setting**

The agenda for all meetings shall be prepared by the Secretary with due consideration given to the input of the Executive Committee. In keeping with the orderly governance of the club, any proposals or matters for discussion must be submitted to the secretary no later than seven days prior to the scheduled meeting. This ensures that all business may be properly considered and that meetings proceed with due structure and efficiency.

#### **vi) Meeting Observers**

Persons who are not entitled to vote may attend meetings as observers only upon prior approval of the Executive Committee. Observers shall not address the meeting or participate in deliberations unless expressly invited to do so by the Chairperson.

### **3.4 NOTICE PERIODS & ANNOUNCEMENT OF MEETINGS**

Proper notice shall be given for all meetings of the Club to ensure that members are duly informed and afforded adequate time to make necessary arrangements. The required notice periods for each type of meeting shall be as follows:

- **General Meetings (AGM and EGMs):** Notice of the AGM or EGMs shall be issued to all members not less than 14 days prior to the date of the meeting. Such notice shall specify the date, time and venue.
- **Executive Committee Meeting:** Notice of an Executive Committee Meeting shall be issues to all members of the Executive Committee not less than 7 days prior to the date of the meeting, except in cases of urgency, where a shorter notice period may be permitted with the consent of the majority of the Executive Committee.

All notices shall be issued by the Secretary through such means of communication as deemed appropriate by the Executive Committee, including but not limited to electronic correspondence or written notice.

# Article 4

## Executive Committee

### 4.1 PURPOSE OF THE EXECUTIVE COMMITTEE

The Executive Committee shall serve as the governing authority of the Club, entrusted with its proper administration and the preservation of its principles. It shall bear the responsibility of overseeing the Club's affairs, determining policy, and ensuring the effective management of operational and financial matters. All decisions undertaken shall be made with due regard to the best interests of the Club and its members.

The committee shall stand as the ultimate authority in all matters of governance, charged with enforcement of this Constitution and the policies derived therefrom. It shall safeguard the Club's continued existence, oversee its assets, and provide firm and consistent leadership in accordance with the club's founding values and long-established objectives.

### 4.2 COMPOSITION OF THE EXECUTIVE COMMITTEE

The governance and administration of the Club shall be vested in the Executive Committee, which shall be composed of individuals duly appointed to uphold the Club's principles and ensure its proper management. The Executive Committee shall consist of the following:

- The **Chairperson**
- The **Treasurer**
- The **Secretary**
- The **Team Captains (if not an Officer)**
- Any **Vice-positions** deemed necessary to support the primary officers, such as a Vice-Chairperson, Vice-Treasurer, or Vice-Secretary, should such roles be established.
- Any **additional position** determined by resolution of an AGM or EGM to be requisite for the efficient running and continued wellbeing of the club.

### 4.3 POWER AND DUTIES OF CLUB OFFICERS

Each Club Officer shall bear specific responsibilities essential to the governance, administration, and continued prosperity of the Club. The Officers shall discharge their duties with diligence, ensuring that all actions are taken in accordance with the Constitution and in furtherance of the Club's objectives.

Any Vice-positions established to support the Chairperson, Treasurer, or Secretary shall assist in the execution of their respective duties and assume their responsibilities in the event of their absence.

Any additional offices created by resolution at an AGM or EGM, though not expressly provided for in this Constitution, shall be required to fulfil the purpose of which they were established and execute their duties to the highest standard.

#### i) **The Chairperson**

The Chairperson shall serve as the principal leader of the Club, entrusted with its governance and the preservation of its principles. The Chairperson shall preside over all General Meetings and Executive Committee Meetings, ensuring that proceedings are conducted with due order and in accordance with the Constitution. As the foremost representative of the Club, the Chairperson shall provide leadership, oversee its affairs, and ensure that resolutions of the Executive Committee are duly enacted.

The duties of the Chairperson shall include, but shall not be limited to:

- **Presiding over meetings:** Shall take the chair at all AGM's EGM's and meetings of the Executive Committee, ensuring orderly conduct and adherence to the Constitution.
- **Leadership and Oversight:** Shall oversee the general affairs of the Club, ensuring that officers fulfil their duties diligently.
- **Casting Vote:** In the event of an equality of votes, the Chairperson shall have the casting vote, save where otherwise provided for by the Constitution.
- **Representation of the Club:** Shall act as the official representative of the Club in dealings with external bodies, unless another Officer is duly designated.
- **Conflict Resolution:** Shall, in concert with the Executive Committee, mediate disputes in a fair and impartial manner.

- **Delegation of Duties:** Shall have the authority to delegate responsibilities to Officers as required for the effective administration of the Club.

The Chairperson shall at all times act with impartiality and in the best interests of the Club and its Members.

## ii) **The Treasurer**

The Treasurer shall be entrusted with the stewardship of the Club's finances, ensuring that all funds are administered with due diligence and in strict accordance with the Constitution. The Treasurer shall maintain accurate financial records, oversee the collection and disbursement of monies, and provide timely reports to the Executive Committee and the membership.

The duties of the Treasurer shall include, but not be limited to:

- **Financial Oversight:** Shall maintain a comprehensive and accurate account of all financial transactions, ensuring that the Club's fund are managed prudently and in accordance with its established regulations.
- **Keeping of Accounts:** Shall prepare and maintain the annual accounts, providing a full and transparent record of the Club's income and expenditure for review by the Executive Committee and membership.
- **Monitoring Membership Subscriptions:** Shall oversee the collection of all membership fees and other income, ensuring that all members fulfil their financial obligations to the Club in a timely manner.
- **Financial Reporting:** Shall present a financial statement at each AGM, offering a full and faithful account of the Club's financial standing, together with an assessment of any significant transactions.
- **League and Federation Fees:** Shall be empowered to remit, on behalf of the Club's Members, all necessary fees payable to external bodies, including but not limited to league fees and federation dues, thereby ensuring the efficient and practical discharge of these financial obligations.
- **Authorisation of Expenditure:** Shall be vested with the authority to approve payments not exceeding £50.00, with all sums surpassing this threshold requiring approval as prescribed by the Chairperson.
- **Reimbursement of expenses:** Shall examine and approve reasonable claims for reimbursement where expenses have been incurred in service to the club, ensuring that all claims are just and proper.

- **Seeking Funding and Sponsorship:** Shall identify and pursue potential sources of income, including grants, sponsorships, and external funding opportunities, to support the financial stability and growth of the club.
- **Protection of club funds:** Shall safeguard the financial integrity of the club, ensuring that all monies are utilised solely for Club-related purposes, and that no misuse of funds occurs under any circumstances.

The Treasurer shall at all times exercise the utmost integrity in the fulfilment of their duties, ensuring the financial affairs of the club are conducted in a manner befitting its standing and in full accordance with the Constitution.

### iii) The Secretary

The Secretary shall be charged with the administration of the Club's official records and correspondence, ensuring that all matters of governance and membership are conducted in a proper and orderly manner. As the principal custodian of the Club's documentation, the Secretary shall bear the responsibility for maintaining the integrity of its records and facilitating the smooth operation of its administrative affairs.

The duties of the Secretary shall include, but not be limited to:

- **Registration and Membership Documentation:** Shall oversee the completion and submission of all registration documents required for the Club's affiliation with any Leagues, Federations, Governing Bodies, or institutions with which the Club maintains membership, ensuring that such obligations are fulfilled in a timely and proper manner.
- **Management of Correspondence:** Shall receive and respond to all official communication directed to the Club, whether from external organisations or members of the public, ensuring that all matters requiring attention are addressed with diligence and in accordance with the interests of the club.
- **Recording of Meetings:** Shall record and preserve the minutes of all AGMs, EGM's and Executive Committee Meetings, ensuring that a true and accurate account of proceedings is maintained for future reference.
- **Preparation of Agendas:** Shall, in consultation with the Chairperson and the Executive Committee, prepare and distribute agendas for all meetings, ensuring that matters of importance are duly considered in accordance with the provisions of the Constitution.

- **Maintenance of Records:** Shall be responsible for the orderly preservation of all club records, including but not limited to membership registers, historical documentation, and official minutes, ensuring they remain accessible and secure.
- **Communication with all members:** Shall oversee the dissemination of all official notices, decisions, and announcements of the Club, ensuring that members are kept duly informed of all matters of importance concerning the governance and activities of the Club.

The Secretary shall discharge these duties with diligence and impartiality, ensuring that the administrative affairs of the Club are conducted in a manner befitting its standing and in strict adherence to the Constitution.

#### **iv) Team Captains**

Where the Club enters competitive teams into any league or tournament, a Team Captain shall be appointed for each team to oversee its organisation and representation. The appointment of Team Captains shall be conducted in accordance with the procedures set forth by the Club. In the absence of active teams, this role shall remain vacant until such time as it becomes necessary.

The duties of Team Captains shall include, but shall not be limited to:

- **Team Selection:** Shall select players for matches in accordance with the policy determined at the AGM for the team in question, ensuring fairness and adherence to the Club's competitive strategy.
- **Communication with Players:** Shall ensure that all players are informed of match details, including time, date and location, as well as any necessary travel arrangements.
- **Match Result Submission:** Shall be responsible for submitting match results to the appropriate organisations or governing bodies as required by the competitions regulations.
- **Venue Preparation:** Shall oversee the setup of the playing venue for home fixtures, ensuring that all necessary equipment is arranged in accordance with competition requirements.
- **Adherence to Competition Rules:** Shall be fully conversant with the rules of the competition in which their team is participating and ensure that all player comply with said regulations.

A Team Captain shall conduct themselves in a manner befitting their role, demonstrating leadership, fairness, and responsibility in all matters pertaining to their team.

#### **4.4 STANDARDS OF CONDUCT & DISCIPLINARY MEASURES FOR CLUB OFFICERS**

All Club Officers shall be held to the highest standards of conduct and governance, ensuring that they fulfil the duties set forth in this Constitution and act in a manner that uphold the integrity and best interests of the club.

Any Club Officers who fail to discharge their responsibilities, or conducts themselves in a manner unbecoming of their position, may be subject to disciplinary action. Such action may include, but shall not be limited to, formal warnings, suspension from their role, or removal from office, as determined by the Executive Committee.

All disciplinary matters concerning Club Officers shall be handled in accordance with the principles of fairness and due process, ensuring that any Officer accused of misconduct is afforded the opportunity to respond to any allegations before a final decision is rendered.

#### **4.5 EXECUTIVE COMMITTEE PROCEDURES & GOVERNANCE**

The Executive Committee shall convene no fewer than twice per year, ensuring the continued and orderly governance of the Club's affairs. Further meetings may be summoned as necessity dictates, for the due administration of matters requiring attention.

Once a decision has been duly resolved by the Executive Committee, all Club Officers shall be bound to uphold and support said resolution in all public and official capacities. No Officer shall publicly dissent from a decision of the Committee, irrespective of personal sentiment, so as to preserve the unity, authority and effective governance of the Club.

In the event of a vacancy within the Executive Committee, an interim appointment shall be made by a majority vote of the remaining Executive Committee Members. Such appointment shall be communicated to all Core Members as soon as reasonably possible, and the appointee shall discharge the duties of the office in an acting capacity until the next AGM, at which time the position will be subject to formal election.

# Article 5

## Dissolution of the Club

### 5.1 PROCEEDURE FOR DISSOLUTION

The Club may only be dissolved by a resolution passed at an AGM or an EGM convened for this purpose. A motion for dissolution shall require no less than a two-thirds majority of Core Members being present and voting for its approval.

### 5.2 SETTLEMENT OF MATERIAL AND FINANCIAL ASSETS

Upon dissolution of the Club, all outstanding debts and liabilities shall be settled in full. Any remaining funds, property, or assets belonging to the Club shall be transferred to another organisation, body, or chess club that aligns with the values and objectives of Fishguard Chess Club, or otherwise donated to a cause that furthers the promotion of chess, as determined by the Executive Committee at the time of dissolution. Under no circumstances shall any assets be distributed to individual members of the Club for personal gain.

### 5.3 RESPONSIBILITY FOR DISSOLUTION

The Executive Committee, or in its absence, the most senior remaining member of the Club, shall be responsible for overseeing the dissolution procedures as set out in this article. Any mention of the Executive Committee in this article may be replaced with the most senior member at the time, should no Executive Committee exist.

If an AGM or EGM cannot be convened in accordance with the procedures set out in this Constitution, the decision to dissolve the Club shall rest with the most senior remaining member, who shall act in the best interests of the Club's legacy and ensure that its assets are disposed of in accordance with the provisions of this article.