



Swindon Chess Club Constitution - **DRAFT**

THIS DOCUMENT IS ONLY A DRAFT - THE CONTENTS OF THIS DOCUMENT, TOGETHER WITH ANY CHANGES MADE IN THE MEANTIME, WILL BE VOTED UPON AT THE 2026 AGM (or an EGM). PLEASE PROVIDE FEEDBACK BEFORE THEN. IF RATIFIED BY THE MEMBERSHIP AT THE 2026 AGM (or an EGM), THE DOCUMENT WILL BE RE-ISSUED AS THE CLUB'S FORMAL CONSTITUTION.

Name

- The Club will be called "Swindon Chess Club".

Objectives

- To encourage the study and playing of chess in the town of Swindon.
- To organise competitions between individual members.
- To abide by the rules of the English Chess Federation (ECF) and Federation Internationale des Echecs (FIDE).

Membership

- Any person who has paid in full, their FULL PREMIUM club membership fee for the current season, subject to the discretion of the committee.
- The Club will keep a register of individual members.

Executive Committee Officers (ECOs)

The membership will elect the following officers amongst the members:

- Chair
- Treasurer
- Secretary
- Rating Officer
- Events Coordinator
- Communications Liaison

The above will constitute the Executive Committee Officers (ECOs).

Executive Committee

- The Executive Committee will be solely responsible for the management and administration of the Club.
- The ECOs will be elected at an AGM of the Club, or at an EGM if circumstances warrant it.
- All elected ECOs will take office immediately and hold this until the next AGM re-election vote.
- The ECOs will be eligible for re-election at the end of their term of office.
- The quorum for the Executive Committee will be at least 55% of the ECOs and at a minimum include the Chairman and either the Secretary or Treasurer, except where this minimum is not possible due to exceptional "force majeure" circumstances.
- The Executive Committee will have the power to appoint an ECO to act until the next AGM if required.
- An ECO may co-opt members to assist in the function of their duty.

Executive Committee Operation

- Executive Committee meetings may be called by the Chair at any time where there is club business to discuss, or at the request of 30% or more of ECOs.
- Any motion or proposal that is voted on by the Executive Committee must be carried by 50% or more of those ECOs present to be valid. In the event of a tie, the Chair will have a casting vote.
- The Executive Committee will take and record minutes for all formal meetings.



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Annual General Meetings (AGMs)

- The AGM reports on the activities of the Club.
- The Annual General Meeting (AGM) is open to all registered members and will be held in between September and October.
- The AGM will be presented by the Chair and respective members of the Executive Committee.
- The quorum for the AGM will be at least 40% of the current membership.

- Members may submit a motion, proposal or nomination for consideration at the AGM, by sending notice of it to the Executive Committee Chair at least 4 weeks before the AGM.
- The Executive Committee Chair will agree the proposed AGM agenda with the Executive Committee and forward the ratified agenda to the club Secretary for circulation to the members.
- The club Secretary will give at least 14-day notice to members for the AGM meeting of the Club, The notice will include a copy of the ratified agenda.
- The venue for an AGM meeting will be decided by the Executive Committee.

- The Treasurer will present on and make available at the AGM the accounts of the Club.
- The AGM will determine the amount of the Membership Fee.

- Any member who cannot attend an AGM will be entitled to send a delegate to the meeting. Delegates will be entitled to vote as if they were the member for all matters to be decided at the AGM and their vote will be counted as such.
- At an AGM any motion, proposal or nomination, is carried by a simple majority vote of those members present, except a change to the constitution which requires a two-thirds majority vote.
- Voting will be by a show of hands. In the event of a tie, the Chair will have a casting vote.

Extraordinary General Meetings (EGMs)

- An EGM can be called when there are exceptional circumstances that need prompt action.
- An EGM will be held at any time on the instruction of the Executive Committee, or at the request of over 20% of the current membership.
- When an EGM is held at the request of over 20% of the current membership, then the quorum for the EGM will be these persons who must attend and at least 40% of the current membership, plus a quorum of the Executive Committee.
- The agenda of an EGM will be confined to what was in the request.
- In all other respects, an EGM is handled in the same fashion as an AGM.



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Financial

- The Financial Year will end on the 5th April.
- The accounts of the Club will be balanced annually as at 5th April.
- The Income and Expenditure Account and Balance Sheet will be presented to members at the AGM, together with any Auditor's Report if applicable.
- Any appointed Auditor will not be a member of the Executive Committee.
- Membership fees will be recommended by the Treasurer at the AGM.
- All subscriptions are due at the start of each competition season (Summer and Winter).
- Funds will be expended solely in the interests of the Club.
- All reasonable expenses incurred by the ECOs in fulfilment of their duties will be repaid in full on submission of an Expense Sheet with appropriate evidence.
- The following written records will be kept:
 - (a) Bank account statements
 - (b) Records of receipts and payments
 - (c) Inventory of assets

Competitions

- The latest English translation of the FIDE Rules as approved by the ECF will govern all games played in competitions promoted by the Club, except where amended by the rules of the competitions.
- The Executive Committee has the authority to arrange any additional events and competitions that it decides will further the objectives of the Club.
- All trophies are the property of the Club, unless otherwise agreed by the Executive Committee.
- The award of each trophy will be at the AGM, or otherwise when appropriate.
- Where applicable, the trophy holders will return trophies to the Executive Committee one month before the associated competition concludes.

Winding Up

- In the event of the Club being wound up, all the assets of the club, financial or otherwise will be transferred to the Wiltshire County Chess Association to be held in trust until the club is reconstituted. Should the Club not be reconstituted within a period of ten years, the Wiltshire County Chess Association will be free to use the transferred assets as they see fit.

This Constitution

- The authority of the Club will be vested in the AGM of members, who alone have the power to amend this Constitution.
- If a disagreement arises on the interpretation of this Constitution, or if an amendment to this Constitution is needed, the Executive Committee will make a ruling until ratified at the next AGM.
- This Constitution was approved at the Annual General Meeting of the Club on **dd-mmm-yyyy**.