

CONSTITUTION OF THE LEICESTERSHIRE AND RUTLAND CHESS ASSOCIATION

PREAMBLE

1. NAME.
The name of the organisation shall be “The Leicestershire and Rutland Chess Association”

2. OBJECTIVES
 - a) To manage, organise or co-ordinate all chess activity within the counties of Leicestershire and Rutland
 - b) To act as the organisation recognised by the English Chess Federation (ECF) and the Midlands Counties Chess Union (MCCU) as the governing body for chess in Leicestershire and Rutland, and to be affiliated to those bodies
 - c) To encourage the establishment of chess clubs in Leicestershire and Rutland, and to foster and support chess playing in general.

3. DEFINITIONS
 - a) “LRCA” shall mean “The Leicestershire and Rutland Chess Association”
 - b) “Club” shall mean a club admitted to membership of the LRCA
 - c) “Individual Member” shall mean an individual admitted to membership of the LRCA
 - d) “Life member” shall mean an individual elected as such at an Annual General Meeting of the LRCA.
 - e) The term “in writing” shall include correspondence by e-mail.
 - f) “Year” to mean April 1 – March 31st.
 - g) “Principal Officers” shall mean the President, Secretary and Treasurer of the LRCA
 - h) “Ex officio” members of committees have rights to attend and contribute to meetings but not to vote.

4. MEMBERSHIP
 - a) All Clubs entering any of the league or cup competitions organised by the LRCA shall be deemed to have applied for full membership of the LRCA.
 - b) Any other Club may apply for associate membership of the LRCA.
 - c) Any individual may apply for individual membership of the LRCA. Such an applicant will normally either:
 - i) live or work within Leicestershire or Rutland
 - ii) have been born within Leicestershire or Rutland
 - iii) have previously been a member of an LRCA club
 - d) The Association may invite individuals to become members in pursuit of the objectives of the LRCA, or may confer honorary life membership as it sees fit.
 - e) All applications for membership will be subject to approval by the LRCA and payment of a membership fee, as determined by the LRCA

- f) Categories of membership are, therefore:
 - i) Full Club membership
 - ii) Associate Club Membership
 - iii) Individual membership
 - iv) Life membership
- g) No individual may hold an office or be a member of any LRCA committee within the LRCA unless s/he falls within one of the above categories of membership
- h) Any member (club or individual) accepts that sanctions up to and including expulsion from the LRCA may be imposed for breaches of the rules of the LRCA or its competitions
- i) Any member (club or individual) wishing to withdraw from membership shall give notice in writing to the LRCA Secretary who will refer the matter to the Policy Committee. The Policy Committee shall determine any outstanding obligations with regard to the member
- j) For the purpose of this constitution, correspondence with "Members" shall mean the Club secretaries of Full Club and Associate Club members, and the individuals themselves in the case of individual and life members.

5) BENEFITS OF MEMBERSHIP

a) Full Club Members

- i) May participate in all team competitions organised by the LRCA.
- ii) Will have all individual games played in competitions organised by the LRCA graded, and submitted to the ECF for inclusion in national grading lists produced by the ECF.
- iii) May send delegates to the Annual General Meeting of the LRCA, in accordance with clause 7(g) of this constitution
- iv) Members of clubs which are Full Club members of the LRCA shall be eligible to hold office within the LRCA
- v) Members of Clubs which are Full Club members of the LRCA may participate in all non-team events organised by the LRCA

b) Associate Club Members

- i) May send delegates to the Annual General Meeting of the LRCA, in accordance with clause 7(g) of this constitution
- ii) Members of clubs which are Associate Club members of the LRCA shall be eligible to hold office within the LRCA.
- iii) Members of Clubs which are Associate Club members of the LRCA may participate in all non-team events organised by the LRCA. Such individuals may need to obtain ECF membership, depending on the nature of the event.

c) Individual members

- i) May attend the Annual General Meeting of the LRCA, in accordance with clause 7(g) of this constitution
- ii) Shall be eligible to hold office within the LRCA
- iii) May participate in all non-team events organised by the LRCA. Such individuals may need to obtain ECF membership, depending on the nature of the event.

d) Life Members

Enjoy the same benefits as Individual members, in addition to any specific benefits specified by the LRCA when conferring the Life Membership.

6) REGISTRATION

The Secretary of each Full Club must send, by 30th September each year, a list of names of the members of that club who it is expected will play in events within the LRCA area in the following twelve months. Additions may be made at any time. If a named player is under 18 years of age, a date of birth must be supplied.

ASSOCIATION MEETINGS

7. The ANNUAL GENERAL MEETING (AGM)

- a) The AGM of the LRCA shall be held in the month of MAY each year
- b) Preliminary notice of the AGM, setting out the AGM date, shall be sent to all members by the LRCA Secretary. This notice shall invite nominations for LRCA officers and details of motions for consideration. The preliminary notice shall be sent not less than 2 months in advance of the date of the meeting.
- c) Motions for consideration at the AGM and nominations for office may be submitted by any member and must be submitted in writing to the LRCA Secretary no less than 21 days before the date of the meeting. Any person nominated shall confirm in writing their willingness to stand for office.
- d) The LRCA Secretary shall send details of the forthcoming AGM to all members not less than 14 days before the meeting. Such notification shall include an agenda for the meeting and the details of any motions for consideration and nominations for office.
- e) The non-receipt of these notices by any member does not invalidate the AGM
- f) Business at the AGM
 - i) To confirm the minutes of the previous AGM (and EGM if applicable)
 - ii) To receive and consider the reports of the principal officers and the other officers of the LRCA as set out in Schedule 1 and to pass resolutions based on those reports. The report of the Treasurer shall include a budget proposal for the forthcoming year.
 - iii) To elect the principal officers
 - iv) To elect the other officers of the LRCA as set out in Schedule 1
 - v) To elect the members of the LRCA Committees as set out in Schedule 1
 - vi) To consider and vote upon any motions received in accordance with article 7(c) of this constitution
 - vii) To consider and vote upon the budget proposed
 - viii) To determine the subscriptions for each category of membership for the forthcoming year

The chair of the meeting may allow further discussion under “any other business” if s/he considers this would be productive, but no other substantive motions may be considered.

- g) Attendance at the AGM.
 - i) All members may attend the AGM. This includes all persons who are members of Full or Associate Clubs, all individual members and all life members.
 - ii) The meeting will be chaired by the LRCA President. In the absence of the President, the Secretary will preside over the election of an alternative Chair for the meeting
- h) Voting at the AGM.
 - i) All Full Club members shall have two votes. This may be achieved by 2 delegates each casting a single vote, or 1 delegate casting 2 votes
 - ii) All Associate Club members shall have 1 vote
 - iii) Each individual member and each Life member shall have one vote
 - iv) Officers of the LRCA who are present at the AGM are not entitled to vote unless they are acting as a delegate from a member Club, or they are an individual or life member.
 - v) All votes will be decided by a simple majority on a show of hands. The Chair may order a secret ballot if s/he considers this appropriate.
 - vi) If the voting is tied, the Chair may use a casting vote. This may be invoked regardless of whether the Chair has voted as a representative of his/her club
- i) Quorum at the AGM
 - i) The quorum shall be 14 votes, excluding officers of the LRCA (Unless these officers are bona fide delegates representing their clubs)
 - ii) If the quorum is not reached after 30 minutes from the advertised start time for the meeting, the meeting will be adjourned to such time and date as agreed by the Policy Committee
 - iii) 7 days' notice of the new meeting shall be given to all members by the LRCA secretary. The quorum for the new meeting shall be 5 votes, excluding officers of the LRCA (Unless these officers are bona fide delegates representing their clubs)
- j) Other matters
 - i) A motion may be put to adjourn the meeting. If this is passed, the reconvened meeting will consider such business from the original agenda as has not been completed. All Members shall be given 7 days' notice, in writing, by the LRCA Secretary. No additional agenda items will be considered in the adjourned meeting.
 - ii) The Constitution of the LRCA may be altered only at an AGM. The precise wording of any proposed alterations must be notified to all members in accordance with paragraph 7(d) above. Changes to the Constitution require a two thirds majority vote.

8. EXTRAORDINARY GENERAL MEETING (EGM)

- a) An EGM may be called at any time by the LRCA President, the Policy Committee or at the request of a minimum of 6 members. Such a request must be submitted in writing to the LRCA Secretary. The LRCA Secretary shall give all members 28 days' notice of the meeting, and at the same time give details of the purpose of the meeting, and any motions for discussion. No other motions, except amendments to the original ones, may be considered.

COMMITTEES

9. The LRCA shall maintain Committees as listed in Schedule 1. Nominations for the Chairs and members of all committees shall be invited in accordance with article 7b of this constitution, and appointments made following a vote at the AGM. The management of the business of any Committees for which no Chair is appointed shall be for the Policy Committee to consider and to take any action necessary to fulfil the objectives of the LRCA. Any vacancies for ordinary members of any committees may be filled by co-option during the year. Any such appointments may be made on the recommendation of the relevant Committee Chair, but must be ratified by the Policy Committee. Such co-options will run until the next AGM. If a Committee Chair resigns during the year, the Policy Committee will appoint a replacement, taking into account the recommendations of the ordinary members of that committee.
10. All Committee members (including ex officio) shall be given 7 days' notice of any meeting by the Committee Chair or Secretary (If applicable).
11. If the Committee chair is unable to attend a meeting, or is not present within 30 minutes from the scheduled time for the meeting, an acting Chair will be elected by those present.
12. The quorum for meetings of the League Management Committee is 3. The quorum for all other Committees is 2. If a quorum is not present within 30 minutes of the scheduled time for the meeting, the meeting will be adjourned.
13. At each committee meeting voting shall be determined by a simple majority, by a show of hands unless the Committee chair decides a secret ballot is appropriate. In the event of a tie, the Chair may exercise a casting vote.
14. In the event of urgent business, the Chair shall consult at least 2 other committee members, or the Policy Committee Chair, before deciding on a course of action. Any such decision shall be reported to the next meeting of the relevant committee.
15. All Committees shall keep written minutes of their meetings, a summary of which shall be posted on the LRCA website within 28 days of the meeting. If at least 3 members of any committee wish to call a meeting, they may request the Chair to do so. Such a request must include the details of the matter(s) for discussion.
16. The Chair of any committee may determine that single items of business could be considered adequately and efficiently through e-mail exchange. When this is done, any decisions must be made on the basis of a quorum of officers for that committee having considered the matter. A simple majority of those taking part in the e-mail discussion shall be sufficient.

17. Any complaint concerning a decision or the conduct of any committee or individual officer may be raised at the AGM at which the Committee chair submits his/her report. Complaints may also be submitted at any time of the year to the LRCA Chair, who will raise the matter with the Policy Committee. The Policy Committee will take such action as it thinks fit. The decision of the Policy Committee shall be final.
18. If the complaint is made against a member of the Policy Committee, the LRCA Chair will convene a group of 3 LRCA officers who are not members of the Policy Committee to deal with the complaint. The decision of the group shall be final.

FINANCE

19. The annual subscription rates for Clubs (Full and Associate members), and Individual members shall be fixed at the AGM. Subscriptions become due at this point, although the exact sums owed by each Full Club member cannot be determined and invoiced until the number of teams to be entered into the League is agreed. Failure to pay the amount due by 30th November will incur a surcharge equal to the base debt outstanding. The full sum due, including the surcharge, must be paid by 31st December or membership of the LRCA will cease and no further participation in any LRCA activities or events will be permitted.
20. The Treasurer shall ensure that expenditure is within the budget agreed at the AGM. Any significant variances from the agreed budget shall be reported to the Policy Committee. The Policy Committee will recommend appropriate action, taking account of advice from the Treasurer, to ensure that the financial position of the LRCA remains sound.
21. All expenditure, including reimbursements to officers, must be supported by receipts which must be submitted to the Treasurer before any reimbursement may be paid.
22. The Treasurer shall keep books of account which shall be submitted for the auditor to examine. The accounts of the LRCA, together with comments from the auditor, shall be presented to the LRCA AGM.

SCHEDULE 1

OFFICERS AND FUNCTIONS OF THE LRCA

PRINCIPAL OFFICERS All Principal officers are ex officio members of all LRCA committees

PRESIDENT Term of office 2 years. Serves as the LRCA's ECF representative

SECRETARY Term of office 1 year.

TREASURER Term of office 1 year.

OTHER OFFICERS All officers and committee members listed below are elected annually, at the LRCA AGM

i) COMMITTEE CHAIRS:

Policy

County Teams

Junior Chess

League

Publicity

Tournaments

ii) Grading officer

iii) LRCA Webmaster

iv) Results website manager

v) MCCU delegates (x2)

vi) Safeguarding officer

The LRCA will also elect an independent auditor. The auditor is exempt from the requirement to be a member of the LRCA, (See article 4g)

COMPOSITION AND FUNCTION OF COMMITTEES

POLICY COMMITTEE

Chair (LRCA President)

Secretary (LRCA Secretary)

Treasurer (LRCA Treasurer)

Revised July 2016

All LRCA Committee Chairs. (Chairs may send a substitute if they are unable to attend)
League Secretary

Functions:

- i) To exercise all duties and powers of the LRCA not delegated to any other committee,
- ii) To co-ordinate all chess activity within Leicestershire & Rutland

COUNTY TEAMS COMMITTEE

Chair (County 1st team captain)

All other county team captains

Grading officer (ex officio)

Functions:

- i) To make of such arrangements as necessary to play representative matches at all levels, and to provide support for team captains.
- ii) To be responsible for the custody of the playing equipment (Sets, boards, clocks and scoresheets) owned by the LRCA and used for County matches.

JUNIOR CHESS COMMITTEE

Chair

Team and events co-ordinator

Schools liaison officers x 3

Innovations officer

Head Coach

Parent representatives x 2 (not LRCA posts)

Function:

To co-ordinate junior chess in Leicestershire & Rutland

LEAGUE COMMITTEE

Chair

League Secretary

Fixtures Secretary

4 ordinary members

Grading officer (Ex officio)

Results website manager (Ex officio)

Functions:

- i) To administer league and cup competitions at all levels, including
- ii) To resolve any disputes which arise during the league and cup competitions

PUBLICITY COMMITTEE

Chair

LRCA Webmaster

Results website manager

3 ordinary members

Functions:

- i) To disseminate information internally to members of the LRCA
- ii) To disseminate information to the general public concerning chess activity within Leicestershire & Rutland
- iii) To publicise and promote the game of chess.

TOURNAMENTS COMMITTEE

Chair

Congress secretary

Congress treasurer

3 ordinary members

Functions:

- i) To administer the H.E. Atkins memorial congress
- ii) To administer any other congresses the committee or the LRCA may decide to organise
- iii) To administer the County closed individual tournaments, eg the County Championship
- iv) To administer any other closed tournaments the committee or the LRCA may decide to organise

