

**KENT JUNIOR CHESS ASSOCIATION
CONSTITUTION
(Adopted 10 October 2010)**

1) Adoption of the Constitution

The Association hereby constituted and its property will be administered and managed in accordance with the provisions of this constitution.

2) Name

The Association shall be called the "Kent Junior Chess Association" (the "Association").

3) Objects

The objects of the Association will be to promote the study and playing of chess among people under the age of 18 ("juniors") in Kent, Bexley, Bromley and the SE postcode areas of London by, inter alia, the provision of facilities, including equipment and books, by holding chess tournaments and other events, by organising representative teams and by the provision of coaching and the training of coaches.

4) Membership

- a) Membership is open to individuals or organisations who are approved by the Committee.
- b) "Honorary Members" may be elected by a General Meeting of the Association and will normally retain their membership for life unless a different term is specified by the Meeting which elects them.
- c) The parent or guardian of any member under the age of 18 (a "Junior Member") may themselves elect to become a member (a "Parent Member").
- d) Members agree to be bound by this constitution and any other rules of the Association.
- e) Organisations applying for membership must be based within, or operate within, the geographical bounds of the Association described in Rule 3.
- f) A Member Organisation may nominate any person to act as its representative at any meeting of the Association by giving written notice to the Secretary which will remain in force until further written notice.
- g) At each Annual General Meeting of the Association annual membership fees will be decided, separately for the following classes of members:
 - i) "Individual Members"; and
 - ii) "Member Organisations"Honorary Members and Parent Members are not required to pay annual membership fees.
- h) Membership is not transferable.
- i) The Committee may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Association to refuse the application.
 - i) The Committee must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision;
 - ii) The Committee must consider any written representations the applicant may make about the decision. The Committee's decision following any written representations must be notified to the applicant in writing within twenty-one days of the decision but shall be final.
- j) Membership is terminated if:
 - i) the member dies or, if it is a member organisation, ceases to exist;
 - ii) The member resigns by written notice to the Secretary;
 - iii) any sum due from the member to the Association is not paid in full within six months of it falling due;
 - iv) the member is removed from membership by a resolution of the Committee that it is in the best interests of the Association that the membership is terminated. A resolution to remove a member from membership may only be passed if:
 - (1) the member has been given at least twenty one days' notice in writing of the meeting of the Committee at which the resolution will be proposed and the reasons why it is to be proposed; and
 - (2) the member or, at the option of the member, the member's representative (who need not be a member of the Association) has been allowed to make representations to the meeting.

5) Honorary Officers

- a) At each Annual General Meeting of the Association the following Officers will be elected:
 - i) The Chairman;
 - ii) The Secretary;
 - iii) The Treasurer;
 - iv) One or more Team Managers;
 - v) The Chief Coach; and
 - vi) Any other Officer elected.
- b) No Officer shall be remunerated for being an Officer of the Association.

6) General Meetings

- a) Annual General Meetings

The Association will hold an Annual General Meeting ("AGM") near the beginning of each autumn term to dispense with the following business:

 - i) Approve the minutes of the previous AGM;
 - ii) Receive the annual report from the Committee;
 - iii) Consider the annual financial statements for the preceding financial year and the independent examiner's report thereon. Copies of the annual financial statements should be circulated together with the notice of the Meeting.
 - iv) Receive any other reports from Officers, which may be presented orally;
 - v) Elect Officers and not more than five other people to serve on the Committee;
 - vi) Appoint an Auditor or Independent Examiner;
 - vii) Decide Annual Membership fees
 - viii) Any business in respect of which the Secretary has received notice from a Member by 31 July.
 - ix) Any other business which the person in the chair sees fit to accept.
- b) Special General Meetings
 - i) All general meetings other than annual general meetings shall be called Special General Meetings ("SGM").
 - ii) A Special General Meeting will be held:
 - (1) within 60 days at the written request to the Secretary of not less than 10 Members of the Association; or
 - (2) By resolution of the Committee.
 - iii) Only business on the agenda may be considered at a SGM.
- c) Notice
 - i) At least twenty one days written notice shall be given for any General Meeting.
 - ii) A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.
 - iii) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an Annual General Meeting, the notice must say so.
 - iv) The notice will include an agenda of business to be conducted.
 - v) The notice must be given to all of the Members of the Association and to all of the Committee Members.
- d) Quorum
 - i) No business shall be transacted at any General Meeting unless a quorum is present;
 - ii) The quorum will be 10 Members entitled to vote at the meeting.
- e) Voting
 - i) Each member shall have one vote.
 - ii) Any Member may vote at General Meetings, provided that they are over the age of 16 by 31st August in the preceding year.
 - iii) Decisions to amend the constitution or dissolve the Association will be passed by not less than two thirds of the members present and voting at a General Meeting.
 - iv) All other decisions will be taken by a simple majority vote. In the event of an equality of votes on a resolution requiring a simple majority, the person in the chair will have a second and casting vote.

7) Management

The general management and control of the affairs of the Association shall be vested in the Management Committee (the "Committee").

- a) All Committee Members shall be over the age of 16 by 31st August in the preceding year.
- b) The Committee will consist of the Officers of the Association and such other people as the Annual General Meeting may have elected.
- c) If an Officer resigns or fails, in the opinion of the Committee, to fulfil the duties of his office, the Committee may appoint another Member of the Association to fill the vacancy until the next Annual General Meeting.
- d) The Committee may co-opt not more than three additional Members, who will have full voting rights at Committee meetings.
- e) The Committee may delegate business to sub-committees, who will report back to the Committee.
- f) The Committee will meet within 30 days at the request of the Chairman or the Secretary or any three members of the Committee.
- g) The Secretary will give at least 7 days' notice of all Committee meetings to all Committee members with an agenda of business to be conducted.
- h) The quorum will be 4 members.
- i) All decisions will be taken by a simple majority vote.
- j) Voting will be restricted to Committee members present. Each will have one vote, except that, in the event of an equality of votes, the person in the chair will have a second and casting vote.

8) Finances

- a) The income and property of the Association shall be applied solely towards the promotion of the objects.
- b) All money received by the Association shall be paid into a current account or deposit account at such bank as shall from time to time be decided by the Committee.
- c) All payments from any bank account held by the Association shall be authorised by two out of three Committee Members nominated as signatories.
- d) An Officer may pay out of, or be reimbursed from, the property of the Association reasonable expenses properly incurred in acting on behalf of the Association
- e) The Committee will be responsible for keeping of accounting records for the Association
- f) The Committee will be responsible for the preparation of Annual Financial Statements of the Association which shall be presented at the Annual General Meeting.
- g) The Annual Financial Statements shall be audited or reviewed by an independent examiner.
- h) The financial year of the Association shall end on the last day of July each year.

9) Amendment

- a) Any provision contained in this constitution may be amended, provided that any such amendment is made by resolution passed by not less than two thirds of the members present and voting at a General Meeting.

10) Dissolution

- a) A resolution to dissolve the Association shall be passed by not less than two thirds of the members present and voting at a General Meeting.
- b) If the Members resolve to dissolve the Association then the current Officers will remain in office and be responsible for winding up the affairs of the Association in accordance with this clause.
 - i) The Officers must collect all assets of the Association and discharge, or make provision for, all liabilities of the Association.
 - ii) The Officers must apply the net assets of the Association in accordance with the objects of the Association.
 - iii) The Members may pass a resolution before or at the same time as the resolution to dissolve the Association specifying the manner in which the Officers are to apply the net assets of the Association.
 - iv) In no circumstances shall assets of the Association be distributed to or among Members of the Association, except to or among Member Organisations with similar objects.