

Constitution of the Petts Wood and Orpington Chess Club

1. The Objects of the Club are to foster the enjoyment of chess and to provide suitable facilities for members to play chess.
2. The Club shall be affiliated to the Kent County Chess Association (KCCA) and respect its rules and officers. The Committee shall appoint at least one representative to attend the KCCA AGM.
3. Membership is open to all, subject to the discretion of the committee, provided that the appropriate subscription is paid and that entry to the Club is not temporarily restricted. If entry is restricted, then applications for membership shall be placed on a waiting list and admitted in order of receipt.
3. The authority of the Club is vested in the Annual General Meeting which alone shall have the power to change the Constitution. The AGM shall be attended by at least three members of the Committee. The total AGM quorum shall be 8 adult members or one third of the adult membership, whichever is less. The Secretary shall notify all members of the AGM's date, time, venue and agenda, 14 days in advance. Any member may propose an item for inclusion on the AGM agenda provided it reaches the Secretary in writing at least 7 days prior to the AGM, or for Any Other Business before or at the start of the meeting. To carry any AGM proposal a simple majority of those present and voting is required. To carry any AGM proposal affecting the constitution a majority of at least 2:1 of the members present and voting is required.
The AGM shall be held in September.
4. The Committee shall normally consist of:
 - i) The Chairman, who shall chair meetings, and decide on any operational issues during the season.
 - ii) The Secretary, who shall maintain and preserve the Club's records and be responsible for the day-to-day running of the Club.
 - iii) The Treasurer, who shall be responsible for the management of the Club's finances.
 - iv) The Junior Section Organiser, who shall be responsible for the organisation of activities for juniors.
 - v) Further Committee Members as elected by the AGM, to fulfil specific roles or without portfolio.
 - vi) Team captains whose membership of the Committee is optional.Committee members will normally serve for a period of three years. They shall be eligible for re-election at the AGM. The Chairman, Secretary and Treasurer should stand for re-election on successive years. (Captains may be members for as long as they captain a club team.)
5. The Club Committee shall discuss and agree any operational matters as these are raised. A quorum shall be three members, of which two must be the Chairman and the Secretary. The Committee has the power to co-opt to the Committee additional members. The Committee has the power to suspend from the Club until the next General meeting any member deemed to be acting against the interests of the Club.
6. An Extraordinary Meeting may be called by the Chairman, provided members receive at least two weeks' notice.
7. Funds shall be expended wholly and exclusively for the furtherance of the Objects of the club. The Treasurer shall prepare a balance sheet and statement of income and expenditure, and shall present these to the AGM. The funds shall be held in a Bank or Building Society account in the name of the Club and withdrawals shall be made against any two signatures of the Chairman, Secretary and Treasurer. The Treasurer shall ensure that the Account balance does not fall below the minimum set by the Committee.
8. Should the Club be dissolved, any funds remaining after satisfying all debts and liabilities shall be given to the Kent County Chess Association for the furtherance of the Objects of that Association.