



CONSTITUTION OF THE KĀPITI CHESS CLUB

1. NAME

The club shall be known as the Kāpiti Chess Club.

2. OBJECTIVES

The objectives of the Club are:

- a. To provide facilities, equipment, and events for its members to play and study the game of Chess.
- b. To promote and encourage the playing and studying of the game of Chess.
- c. To be not for profit, and only use Club money for the above objectives.

3. MEMBERSHIP

The membership of the Club shall consist of:

- a. Financial members who shall be liable for such subscriptions, fees and levies as may from time to time be imposed by the Management Committee for Club purposes, and who shall be entitled to exercise all privileges of membership and be eligible to fill any office or other position in the Club and to vote at any meeting of the Club.
- b. Life members who shall be appointed by the Club at an Annual Meeting shall have rights and privileges of active members without obligation for annual subscription. Nominations may be made only by the Management Committee or by requisition of not less than half the financial members in the preceding year and shall be incorporated in the Notice calling the Annual General Meeting. Voting for such election must result in a minimum of two-thirds majority for the nominee.
- c. Players can become members by letting the President, Secretary or Treasurer know that they wish to join, and by paying the appropriate fees. The Management Committee have the right to refuse membership. A person can withdraw their membership at any time by notifying the President or Secretary but are not entitled to any refund of any portion of already paid annual fees.

4. AFFILIATION

The Club shall affiliate with the NZ Chess Federation (NZCF) by way of Affiliated Membership or Associated Membership whichever the club decides and is approved by the NZCF.

5. LAWS OF CHESS

Except where expressly varied by local rules for tournaments or match play, the laws of Chess as adopted from time to time by the New Zealand Chess Federation shall be binding on all members.

6. FINANCIAL YEAR

The financial year of the Club shall end on 31st December in each year as at which date the annual statement of accounts shall be prepared for submission to the Annual General Meeting.

Financial members retain their membership privileges until 31 March, after which if they have not paid for the next year's subscription, they cease to be members.



7. ANNUAL GENERAL MEETING

The A.G.M will be held before the end of March each year on a time, date and place determined by the Management Committee having given its existing members 14 days' notice, and also via notice on its website.

At such meetings one-quarter of the financial membership as at the end of the preceding financial year shall form a quorum. If within half an hour from the time appointed for any general meeting a quorum is not present, the meeting shall stand adjourned to the same day the following week at the same time and place. If at such adjourned meeting a quorum is not present, those members present shall form a quorum and may transact the business for which the meeting was called.

The business of the Annual General Meeting shall be to:

- a. To report and review the Club's activities for the previous year.
- b. To report on the Annual Statement of Accounts for the year 31st December preceding.
- c. To elect a Management Committee, as per Article 10.
- d. To appoint an Auditor, if required.
- e. To fix members' fees for the ensuing year.
- f. May fix any honoraria for the ensuing year.
- g. To deal with any notice of motion or resolution that has been duly submitted to the Meeting.
- h. Other business.

NOTE: Items for inclusion in the A.G.M. agenda, should be with the Management Committee two (2) weeks before the A.G.M.

8. SPECIAL GENERAL MEETING

- a. A Special General Meeting may be called by the Management Committee at any time giving 14 days' notice to all members.
- b. A Special General Meeting may be called by no less than one third of the financial members giving 14 days' notice to the Management Committee. This notice should include all business to be discussed. The meeting to be held within 14 days thereafter.

9. VOTING AT GENERAL MEETING

- a. Voting at all General Meetings may be by voices or show of hands but if a poll is demanded by at least two of the members present and entitled to vote, by a secret ballot. Each financial member shall have one vote and the Chair a casting vote in addition. No proxies shall be allowed.

10. MANAGEMENT COMMITTEE

- a. The Management Committee shall consist of the President, Secretary, Treasurer, Club Captain and up to three (3) members, if needed, to be elected annually immediately after the election of Officers. The roles of Secretary and Treasurer may be combined, with agreement from Management Committee.
- b. Should an incumbent officer not be able to fulfil their role, temporarily or permanently, the Management Committee will appoint one of the Committee members in an acting role until such time as a permanent new officer is elected or the existing officer can resume that role.



KĀPITI CHESS CLUB

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- c. Subject to any directions which may be given by the Club in the General Meeting, the management and control of the affairs of the Club shall be vested in the Management Committee, which shall have, and may exercise, all powers of the Club which are not expressly required to be exercised by the Club in a General Meeting.
- d. All retiring Officers and members of the Management Committee shall be eligible for re-election.

11. MEETINGS OF MANAGEMENT COMMITTEE

At the meetings of the Management Committee, the President, if present, shall take the chair. In the absence of the President, the present members shall appoint one of themselves to be Chair for the meeting, provided that there is 50% of the Management Committee with a minimum of 4 members.

12. DUTIES OF OFFICERS

President:

The duties of the President shall be to preside at all meetings and to perform all duties commonly pertaining to that Office, including but not limited to:

- a. Provide leadership to officers and members
- b. Promote the Club within the Kāpiti Region
- c. Keep members informed of local and national tournaments, and Club events in a timely manner

Secretary:

The role of the Secretary is to maintain and update Club records, and to support the Club in its ongoing operations. This includes:

- a. Maintaining regular updates on the Club website and through whatever other communication channels the Club chooses to use.
- b. Maintaining the record of the Club. This may include minutes, emails and other correspondence and records, and any other relevant files deemed suitable to form part of the record of the Club.
- c. Supporting the President, Club Captain, or others with the ongoing operations of the Club. This may include for example, facilities and equipment support, supplies maintenance, liaison with NZCF or other Clubs, and other organisational activities as required.

Treasurer:

- a. The duties of the Treasurer shall be to collect and account for all subscriptions, dues, donations, and funds of the Club, which shall be paid into the credit of the Club's account at a bank nominated by the Management Committee.
- b. The Treasurer shall keep full and proper account of all the Club's financial transactions and shall prepare the Annual Statement of Accounts as at the end of the financial year and shall forward a copy of the Club's Annual Statement of Accounts to the Management Committee by 31st January.
- c. The Treasurer shall keep a register of members and furnish to the New Zealand Chess Federation, and ensure any associated membership levies are paid, by 31st December.
- d. All payments require the involvement of three persons, the Treasurer and any two of the following: President, Secretary or Club Captain, as appointed by the Management Committee.



KĀPITI CHESS CLUB

PROMOTING THE ART OF CHESS



Such appointed persons have authority to raise payments, which must be notified to the other two. For the purposes of online multi-person payments, only one person is needed to authorise a payment, but in all cases, all appointed persons are notified and in consent. The investment of Club funds, including capital expenditures will in addition require the confirmation and authorisation of the Management Committee, who shall be provided with such information as it may require.

Club Captain:

The duties of the Club Captain shall be:

- a. To be responsible for keeping the records of play in the tournaments, grading games and inter-club matches.
- b. To be responsible for the discipline in play and to see that all games are played under the Club rules and be guided by the rules of the New Zealand Chess Federation.
- c. To supervise matches and carry out Club tournaments and plan for future matches and games as arranged by the Management Committee.
- d. To provide eligible results to the NZCF in the timeframe and format required by them for maintaining national ratings.
- e. To select players to represent the Club in any match in which the club may be engaged and arrange the players in order of strength.
- f. All disputes about games shall be referred to the Club Captain with the right of appeal to the Management Committee.

13. AUDITOR

- a. The Management Committee may agree to appoint an auditor to review the Club's accounts.
- b. The Auditor shall not be a member of the Club.

14. SUBSCRIPTIONS AND ATTENDANCE FEES

- a. Annual subscriptions at the level set by the Annual General Meeting shall be due and payable as from the date of the A.G.M and not later than the 31st March.
- b. Except at the discretion of the Management Committee, no member who has failed to pay the annual subscription shall be entitled to exercise any of the rights of membership after the 31st March.
- c. For the purpose of exercising any of the rights of membership, a member shall be deemed to be financial from the date of payment of the subscription until the 31st March of the following year.
- d. New members joining after the 1st April shall be liable for the period remaining in the relevant year at a pro rata for full membership with due consideration to affiliation fees if applicable.

15. VISITORS

Visitors are welcome but should observe club rules and etiquette.

16. DISCIPLINE

The Management Committee shall have power to suspend or expel any member on the following grounds:

- a. If in the opinion of the Management Committee a member's conduct, whether at Club meetings or at other times is objectionable, dishonourable, disgraceful, or detrimental to the interests, welfare and standing of the Club.



KĀPITI CHESS CLUB

PROMOTING THE ART OF CHESS



- b. If a member makes wilful default in the payment of any fees, dues, or other indebtedness to the Club.
- c. If a member wilfully infringes any of these rules or by-laws from time to time in force, or omits to perform, observe, or fulfil any of the duties laid down by these rules or by-laws in force.
- d. Any member so suspended or expelled may appeal to a Special General Meeting with support under rule 8b.

17. CESSATION OF MEMBERSHIP

Membership of the Club shall cease for any of the following reasons:

- a. By notifying the President or Secretary at any time. Note that in these cases, they are not entitled to any refund of any portion of already paid annual fees.
- b. Members from the previous year retain their membership privileges until 31 March, after which if they have not paid for the current year's subscription, they cease to be members.
- c. Death.
- d. Decision of the Management Committee for failure to pay subscriptions.
- e. Misconduct as covered by Rule 16.

18. AMENDMENT TO CONSTITUTION

This Constitution may be altered or amended by vote at any Annual or Special General Meeting, subject to due notice of motion being given.

19. INCURRING LIABILITY

No liability shall be incurred on behalf of the Club by any member or Officers of the Club without the prior authority of the Management Committee.

20. WINDING UP

Upon the Club being wound up, its property shall be sold and the balance, after payment of any debts, shall be disposed of either equally between such members of the Club as shall be members at the date of the winding up and shall be financial at that date, or by transfer/loan to any Club, Clubs, Associations having similar or allied objectives to the Kāpiti Chess Club, as the Club shall in a General Meeting, so direct.

21. GENERAL

- a. No member shall take from the Club rooms, property belonging to the Club without the consent of the Club Captain, or in the Club Captain's absence, the Secretary or President.
- b. Any matter not provided for in these Rules or any question arising as to their interpretation shall be decided by the Management Committee.
- c. All members must be respectful of other players and of Club equipment. All members must respect instructions from the Club Captain when games are in progress. In particular, they must keep noise at a level that does not disturb others while games are in progress.
- d. This Constitution takes effect from **9 March 2021**, and replaces the previous Constitution dated 24 May 1990.