

The Stepps Chess Club

Affiliated to the Scottish Chess Association (FIDE)

The Chess Club Constitution

As revised by subsequent amendments (attached), and as approved at the relevant AGM 's.

1. Membership.

Membership of our chess club shall be open to anyone from ten years old upwards (a) of either sex (b) of any religious background (c) of any colour or creed.

1.1 Members will be categorized as follows to determine club fees:-

Juniors: 10 - 17 years of age.

Employed: Anyone from 18 years old and above currently in full time employment.

Unemployed: Senior citizens (living on pensions) and those out of work (temp. or not).

1.2 Temporary membership may be granted for a period (*as previously decided, or as amended at any full meeting or committee meeting*) for beginners, without the payment of fees.

1.3 In some exceptional circumstances, where some members may already be full time members of another chess club, and where their secondary membership of the Stepps Chess Club is of advantage to our playing teams, no mandatory annual fee is required. Instead, this is replaced by a voluntary donation.

1.4 Membership might be withdrawn without recompense for reasons as specified under items: 3.1; 3.2.2; 4.2.1; 4.6; 4.9, but only via a meeting of a legally represented Club Committee (*quorum*).

1.5 All beginners and new members are required to provide a note of :

(a) their full name - as on their birth certificate (*or married name*)

(b) their full postal address (*if they have neither telephone number nor e-mail address*).

(c) their complete telephone number (*i.e., with district code*)

(d) their email address (*if they have one*).

(e) their current age status, senior or junior (*18 and over, or, 17 and under*).

(f) their current grading (*if they have one*).

1.5.1 If any of the above information changes, members must immediately notify a club office bearer. Failure to do so could lead to problems with communication or postings, or the wrong membership fee being expected by the club treasurer.

1.6 There must always be a member in attendance who is registered with the CRBS when juniors are present on club nights.

2. Club Organisation

A.G.M.

The club is obliged to hold an Annual General Meeting at, or near the commencement of each playing season - normally September - to which all members are free to attend. Seasons will terminate in May.

2.1 Fourteen days notice of the AGM shall be given to members by telephone, post or e-mail. Also seven days prior notice for a SIM (Special Intermediate Meeting).

2.1.1 Member's proposals for inclusion in an AGM agenda must be received by the Secretary ten days before the meeting, in text form.

2.1.2 Proposals put forward vocally at the AGM will only be accepted at the discretion of the Chairman, and should be reserved for the item "Any other competent business".

2.2 At this meeting members should expect (a) the current Chairman's opening remarks on the status of the club and possible future developments (b) the current Secretary's reading of the notes from the previous AGM (*verified by two members present*) and report on the last season's Match Results for all chess leagues the club entered and each team's final position in them (c) the current Treasurer's report on the club's financial position - a brief printed summary of the club's income and expenses for the previous season should be provided for all present.

2.3 At each AGM the following office bearers will be elected (*or re-elected*) by one proposer and one seconder each: Club Chairman; Club Secretary; Club Treasurer; Club Captain.

2.3.1 The new Club Captain shall announce or propose Team Captains for all league teams.

If no player from a team accepts this position, then the onus for all arrangements for that team (*including transport*) falls to the Club Captain or any other volunteer office bearer.

2.4 The newly elected office bearers, the team captains and any other co-opted club members shall comprise the *Stepps Chess Club Committee*.

3. Duties & Responsibilities

All Club Members

As all chess clubs normally hire their venues from other bodies, the good state of the premises is the responsibility of each club member. This includes tidying after refreshments, storage of chess club materials and assisting with the rearranging of furnishings to their original locations.

3.1 Any member who persistently neglects such responsibility shall be reported to the Committee for their considered action.

Team Players

3.2 It is the duty of each team player to turn up on time for the start of all league matches.

- 3.2.1 If for any reason a team player cannot attend a fixed match date, it is their responsibility to inform their team captain in good time for them to arrange an alternative replacement.
- 3.2.2 A Team Captain may, with the Committee's approval, replace any player in their team who is frequently tardy or misses a match without adequate excuse.
- 3.2.3 When team players have no matches, they should take it as a duty to coach a junior or a novice during or after a game.

Team Captains

3.3 A Team Captain is responsible for advising his players of all forthcoming match dates and starting times for away venues. He must also take care of travelling arrangements for such venues.

3.4 Where a Team Captain finds that members of his team are simultaneously unavailable for any league match and no substitutes can be found, it is their responsibility to inform the opponent team's captain or club secretary in good time to cancel the event and arrange a postponed fixture.

- 3.4.1 Where the Team Captain is informed by the opponent team's captain in good time of a necessary cancellation, it is their responsibility to inform their team members of this and of any new fixture date arranged.
- 3.4.2 Where a Stepps Team Captain is not informed in adequate time by the opponent team captain of a cancellation or where the opponent team does not turn up for a match, it is the Stepps captain's duty to report this to the appropriate League Controller and suggesting that the Stepps team claim the match.

3.5 Where the Team Captain is free to do so at a match, they may scrutinize any of their team member's games where the opponent player is pressed for time and take over the responsibility of informing the opponent if and when they have suffered a 'flag fall'.

3.6 Where there is any dispute between opponent players, the Team Captain, along with the opponent captain, shall mediate and jointly decide on the outcome according to the FIDE rules of chess.

3.7 Both Team Captains have the obligatory duty of providing the names and grades of their teams to, each other and giving these details & match results to the appropriate League Controller.

OFFICE BEARERS

There are four main club officials: Chair Person, Secretary, Treasurer, Club Captain. Any of the last three positions may have co-opted assistants.

Chair Person (Chairman)

3.8 The Chair Person will be responsible for the welfare of the club and its members, and for calling an AGM or SIM, where they will preside over, and have a voting right, at any meeting (see 3.10.2).

3.9 In addition, the Chair Person is responsible for calling Club Committee meetings as and when necessary. He or she will preside over such meetings.

3.10 The Chair Person, with the co-operation of the Club Secretary, is responsible for securing a home venue in the eventuality of the current venue becoming unavailable or unsuitable.

- 3.10.1 Any proposed change of home venue must be put before the membership present at an AGM or SIM and be approved by a majority vote.
- 3.10.2 The Chair Person shall withhold his/her own vote at any meeting (*including Committee meetings*) and use it only as a casting vote in the event of equal votes 'for' and 'against' any proposal or disciplinary decision having been made.

3.11 The Chair Person's authority at the home venue is paramount, including temporary dismissal. If the Chair Person is absent from the home venue, his authority will pass on to the other office bearers in the order of: ==> Secretary ==> Club Captain ==> Treasurer.

Club Secretary

- 3.12 The Secretary will assist the Club Captain in the arrangement of all fixture dates and will keep a record of the initial combined dates list for all league divisions entered in a season.
- 3.13 Throughout the playing session, the Secretary shall maintain a record of match results as reported by all the team captains, and to work out the current points position of all club teams within each League Division. The Secretary will inform Stepps captains of these findings.
- 3.14 The Secretary shall keep notes of all proposals, proposers and seconds, decisions, votes cast and any other matters arising at an AGM or SIM, and should be prepared to offer a summary reading of these events at the following season's AGM.
- 3.15 In the absence of the Club Chair Person, the Secretary will be next in line to assume absolute authority at the home venue.

Club Captain

- 3.16 With the Secretary's assistance, the Club Captain will gather in, collate and produce a combined list of matches for all teams presented in the order of dates.
 - 3.16.1 It will be the Club Captain's responsibility to ensure there are no clashes in dates between the different Stepps team matches, or with teams which may include the same players.
 - 3.16.2 The Club Captain will take note of the board count for all home matches and maintain a record of all postponed matches as it might affect the board count for any night.
- 3.17 The Club Captain shall ensure that Team Captains are coping with the season's matches and with team players, and should assist in any way he/she can.
 - 3.17.1 In the event of the known absence of a Team Captain or their sudden illness, the Club Captain, if at all possible, should take over their responsibilities (as in items 3.3 to 3.7).
- 3.18 If present at a home match venue, the Club Captain shall mediate in any dispute between a Stepps team's and an opponent team's captains.
- 3.19 In the absence of the Chair Person and the Secretary, the Club Captain will be next in line to assume absolute authority at the home venue.
- 3.20 The Club Captain will assist or take the place of the Secretary at any League fixture meeting.
- 3.21 The Club Captain shall keep sight of the progress of all members and advise the Club Secretary of any changes in member's FIDE grading to be entered in the Secretaries records.
- 3.22 The Club Captain will be responsible for any training sessions and for arranging all 'in house' events (e.g., tournaments, quick plays, etc.).

Club Treasurer

- 3.23 The Treasurer shall be responsible for gathering in all member's annual club fees plus donations and for collecting monies from refreshment sales, and will keep careful note of same.
- 3.24 If none currently exists, the Treasurer will open a "Treasurer's Account" under the name of **Stepps Chess Club** at a suitable bank.
 - 3.24.1 The Treasurer will bank all current club income at earliest convenience, and be in a position to report on the club's current balance to the Club Committee at any time.
- 3.25 The Treasurer shall pay the club venue fees by cheque from the Treasurer's Account when due.
- 3.26 The Treasurer will provide cheques for the Club Secretary or Club Captain to be handed over as payment of League fees at any League fixture meeting, failing which, the Treasurer will post them to the League Division Controllers.
- 3.27 The Treasurer should be prepared to perform the AGM duties as in item 2.2 (c).
- 3.28 In the absence of the Chair Person, Secretary and Club Captain, the Treasurer will be next in line to assume absolute authority at the home venue.

Chess Club Committee

- 3.29 The previous season's Committee will be responsible for drafting the Agenda for the next AGM, and the newly elected Committee for putting into effect all proposals passed at an AGM or SIM.
- 3.30 The Committee, under the authority of the Club Captain, is responsible for all team selections.
- 3.31 The Committee, under the direction of the Club Treasurer, is responsible for all fund raising.
 - 3.31.1 In Committee proposals for new methods of raising funds must be put before all members at an AGM or SIM for approval.
 - 3.31.2 The Committee will set the three levels of the Membership Fee (as in item 1.1), and any proposed changes to fees must be put to the vote at an AGM or SIM.
- 3.32 The Committee is responsible for arranging the Chess Club's home venue and session times.
 - 3.32.1 A proposed change of venue or session times must be put to the vote at an AGM or SIM.
 - 3.32.2 The Club Secretary shall notify the League Secretaries or Controllers of any such changes.
- 3.33 The Committee is responsible for all disciplinary matters and final decisions taken thereof.

Club Rules and Regulations

Behaviour

4. All members are expected to behave in a manner which will uphold the name of the club, both at home and at away matches.

4.1 All players will obey the laws of chess in game play.

4.2 All players will obey the Rules of Chess as laid down by FIDE.

4.2.1 Any player who flouts these rules or whose behaviour is not exemplary will have their name brought up at a Club Committee meeting for their considered action.

In House Rules

4.3 All members will observe silence when a team match is in play.

4.3.1 While some noise is inevitable from necessary movement, such as pressing chess clocks, setting up chess sets or entering and leaving the room of play, members are requested to keep such noise to an absolute minimum.

4.3.2 Junior members, in particular, should curb their excitement during their own game play and are reminded that there is no need to vocalise a 'Check' or 'Checkmate'. Also where a player has made a move without noticing that his king is in check, it is sufficient for his opponent to point to his own piece which is checking the king, and without any speech. To admit defeat a player should simply lay his king on its side and offer a hand shake.

Exceptions

4.3.3 On reaching move 30, match team players may signal or ask a free member to reset clocks.

4.3.4 Match team players may verbally offer a draw to their opponent - quietly.

4.3.5 When offered a draw, match team players may consult their Team Captain.

4.4 During games Stepps players should avoid any action which may be considered distracting or discourteous to an opponent, such as humming, drumming fingers, shuffling feet or rocking, etc..

4.5 At the end of a game all players, including match team players, are obliged to reset their chess pieces on their correct places on the board (*as quietly as possible when match play is in progress*) and to pack them away only during the last quarter hour of the playing session.

4.5.1 Where players wish to go over their game and discuss it, they will remove themselves with their set from the room of play and find alternative accommodation (e.g. *venue kitchen*).

4.6 All Stepps members present at a session must respect the authority of the Club Chair Person or whichever Office Bearer is in charge on both team match sessions and free sessions.

4.6.1 Members who misbehave and continue to ignore the admonishments of the Office Bearer in charge may be asked to vacate the premises.

4.6.1.1 Any member who persistently exhibits such behaviour over a number of sessions will be reported to the Club Committee for further action.

4.7 When members have agreed to play a "Continuous Game" (gradable), the winner of that game must enter the result on the Continuous Game Sheet posted on the notice board.

4.7.1 Continuous games must be recorded by both players.

4.8 Members who partake of refreshments should accept it as a duty to clean up afterwards.

Condition of Membership

4.9 Members should make payment of their Annual Membership Fee to the Club Treasurer as soon as possible from the start of the club season.

4.9.1 It is acceptable for fees to be paid in instalments.

4.9.2 A member's fee must be settled before the midpoint of a season.

4.9.2.1 Members whose fee has not been fully paid by this juncture will be reported by the Treasurer to the Club Secretary who will warn said member by letter.

4.9.2.2 Should such letter be ignored after ten days the matter will come before the next Club Committee meeting for appropriate action.

4.10 Members must adhere to regulations detailed in items 4 to 4.2.1 and 4.9.2 or may be forced to resign.

I confirm that the above and preceding is a true rendering of the Stepps Chess Club Constitution as updated and approved at the AGM, September 2013,

Signed:

Club Secretary.

Stepps Chess Club

Record of Amendments to the Club Constitution

- a) The wording of the Constitution to be revised such that all references to “Chairman” are replaced by “Chair Person” (proposed by Ann McMonogal and seconded by Charles Cameron).
- b) The wording of the Constitution to be revised such that all mention of “he” are replaced by “he or she” and of “his” are replaced by “his/her” (proposed by Ann McMonogal, seconded by John Muir).
- c) The following information be requested under heading “Membership” for all new members: their full name, address including post code, and telephone number (proposed by David Gillespie, secretary, and seconded by Jack Peacock).

The above amendments were approved at the AGM, October 1992 under the chairmanship of James Fisher.

- a) The following additions to be made to item 1.5 : new member’s age (*junior or over 17*), their chess grading if they have one, and their email address if they have one (proposed by Lesley Melvin and seconded by James Doyle).
- b) The seven days notice before an AGM in item 2.1 to be raised to fourteen days (proposed by Richard Ebdon and seconded by Nathaniel Haggerty). Note: the seven days before a SIM is to be retained at the request of the Chair Person (*chairman*).
- c) Under the heading “Club Organisation” an addendum to be made to item 2.4 that Team Captains be announced or volunteers called for at the AGM and that if this fails, then the onus of responsibility should be settled at the meeting (proposed by Pat McConnell and seconded by Andrew Pollock).
- d) Under the Heading “Duties & Responsibilities” and sub-heading “Team Players” an addendum be made to item 3.2 to ensure that high graded players cannot refuse to play un-graded members , the wording to be decided on at Committee (proposed by Paul Scullion, seconded by John Henderson).

The above amendments were approved at the AGM, Sept. 1998 under the chairmanship of Lesley Melvin.

- a) Under the heading “Chess Club Committee” an addendum should be made to item 3.31.2 such that all changes to club fees must be put before a vote of all members present at an AGM (proposed by Paul Rodger and seconded by Peter Thomson).
- b) Under the heading “In House Rules” an addendum should be made to item 4.6.1 which will enforce the authority of the office bearer in charge at a session, e.g., action by committee (proposed by Pat McConnell, Treasurer, and seconded by Malcolm Theodoreson, Club Captain).
- c) Under the heading “Membership” an addendum should be made to item 1.5 to the effect that any changes to members’ personal details must be notified to the Club Secretary forthwith.

The above amendments were approved at the AGM, Sept. 2003 under the chairmanship of David Gillespie.

- a) Under the heading “Rules & Regulations” addendums should be made to items 4.2 and 4.6.1 which indicate that action will be taken by Committee for persistent offenders. Also that both addendums be forcefully emphasised under the heading “Condition of Membership” after items 4.9 to 4.9.2.2 (proposed by Jack Peacock, acting treasurer, and seconded by Andrew Pollock, Secretary).
- b) Free coffee and tea should no longer be available and a charge of 15 p was suggested (proposed by Tom Beattie and seconded by Jack Peacock). This proposal was accepted by the meeting but was not to be added to item 4.8 of the Constitution. Item 3.23 (*Treasurer*) will be altered appropriately instead.

The above amendments were approved at the AGM, Sept. 2007 under the chairmanship of James McIntosh.

This is a record of all verifiable amendments made to the Club Constitution known to the office bearers on 17 January, 2008,

Signed:

James McIntosh, Club Chairperson.

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Andrew Pollock, Club Secretary.