

C O N S T I T U T I O N

NAIROBI CHESS CLUB

1. NAME

The name of the Society shall be "Nairobi Chess Club".

2. OBJECTS

(a) The objects of the club shall be to meet together to play and discuss chess; to organise matches; tournaments, championships, exhibitions, displays and lectures; to encourage the playing of chess particularly among young people, to advance the interests of the game; and to do all things reasonable for the furthering of these objects.

(b) The Society is a non political body.

3. MEMBERSHIP

(a) Membership shall consist of Honorary Life Members and Ordinary Members. Honorary Life Membership is to be bestowed by recommendation of the committee and two-thirds majority of the members present at the general meeting. Honorary Life Members will not have any right to vote unless they are members of the "Nairobi Chess Club" at the time of their election. Ordinary Membership is open to any member.

(b) Payment of entrance fees and annual subscriptions will be determined by the committee from time to time.

(c) Any member desiring to resign from the Society shall submit his resignation to the Secretary, which shall take effect from the date of receipt by the Secretary of such notice.

(d) Any member may be expelled from membership if the committee so recommends and if a general meeting of the Society shall resolve by a two-thirds majority of the members present that such a member should be expelled on the grounds that his conduct has adversely affected the reputation or dignity of the Society, or that he has contravened any of the provisions of the constitution of the Society.

The committee shall have power to suspend a member from his membership until the next general meeting of the Society following such suspension but notwithstanding such suspension a member whose expulsion is proposed shall have the right to address the general meeting at which his expulsion is to be considered.

- (e) Any person who resigns or is removed from membership shall not be entitled to a refund of his subscription or any part thereof or any moneys contributed by him at any time.
- (f) Any member who falls into arrears with his monthly subscription for more than six months shall automatically cease to be a member of the Society and his name shall be struck off the register of members. The committee may, however, at its discretion, reinstate such member on payment of the total amount of subscription outstanding.

4. OFFICE BEARERS

(a) The office bearers of the Society shall be:

- (i) The Chairman
- (ii) The Vice-Chairman
- (iii) The Secretary
- (iv) Director of Play
- (v) The Treasurer

all of whom shall be fully paid-up members of the Society and shall be elected at the annual general meeting to be held in each year. (See also rule 6 (b) below)

- (b) All office bearers shall hold office from the date of election until the succeeding annual general meeting subject to the conditions contained in sub-paragraphs (c) and (d) of this rule but shall be eligible for re-election.
- (c) Any office bearer who ceases to be a member of the Society shall automatically cease to be an office bearer thereof.

- (d) Office bearers may be removed from office in the same way as is laid down for the expulsion of members in rule 3 (d) and vacancies thus created shall be filled by persons elected at the general meeting resolving the expulsion.

5. DUTIES OF OFFICE BEARERS

Shall have the following responsibilities:

- (i) Organising of chess tournaments within the Club.
 - (ii) Arranging programmes of play at weekly meetings.
 - (iii) Represent the Club on inter club matches.
 - (iv) Shall be the final arbitrator in disputes.
 - (v) Shall prepare and maintain club rating system.
- (a) Chairman - The Chairman shall unless prevented by illness or other sufficient cause, preside over all meetings of the committee and at all general meetings.
 - (b) Vice-Chairman - The Vice-Chairman shall perform any duties of the Chairman in his absence.
 - (c) Secretary - The Secretary shall deal with all the correspondence of the Society under the general supervision of the committee. In cases of urgent matters where the committee cannot be consulted, he shall consult the Chairman or if he is not available, the Vice-Chairman. The decisions reached shall be subject to ratification or otherwise at the next committee meeting. He shall issue notice convening all meetings of the committee and all general meetings of the Society and shall be responsible for keeping minutes of all such meetings and for the preservation of all records of proceedings of the Society and of the committee.
 - (d) Treasurer - The Treasurer shall receive and shall also disburse, under the directions of the committee, all moneys belonging to the Society and shall issue receipts for all moneys received by him and preserve vouchers for all moneys paid by him. The Treasurer is responsible to the committee and to the members that proper books of account of all moneys received and paid by the Society are written up, preserved and available for inspection.

- (e) Director of Play - The Director of Play shall organise all chess activities, such as tournaments and inter club matches and maintain a club rating system.

6. THE COMMITTEE

- (a) The committee shall consist of all the office bearers of the Society and three (3) other members elected at the annual general meeting in each year; such committee members shall hold office until the following annual general meeting. The committee shall meet at such times and places as it shall resolve but shall meet not less than once in any three months.
- (b) Any casual vacancies for members of the committee caused by death or resignation shall be filled by the committee until the next annual general meeting of the Society. Vacancies caused by members of the committee removed from office will be dealt with as shown in rule 4 (d).

7. DUTIES OF THE COMMITTEE

- (a) The committee shall be responsible for the management of the Society and for that purpose may give directions to the office bearers as to the manner in which, within the law, they shall perform their duties. The committee shall have power to appoint such sub-committees as it may deem desirable to make reports to the committee upon which such action shall be taken as seems to the committee desirable.
- (b) All moneys disbursed on behalf of the Society shall be authorised by the committee except as specified in rule 11 (d).
- (c) The quorum for meetings of the committee shall be not less than three (3) members.

8. GENERAL MEETINGS

- (a) There shall be two classes of general meetings, annual general meetings and special general meetings.
- (b) (i) The annual general meetings shall be held not later than October in each year. Notice

in writing of such annual general meeting accompanied by the annual statement of account and the agenda for the meeting, shall be sent to all members not less than 21 days before the date of the meeting and, where practicable, by press advertisement not less than 14 days before the date of the meeting.

(ii) The agenda for any annual general meeting shall consist of the following:-

- (a) Confirmation of the minutes of the previous annual general meeting.
- (b) Consideration of the accounts.
- (c) Election of office bearers and the committee members
- (d) Such other matters as the committee may decide or as to which notice shall have been given in writing by a member or members to the Secretary at least two weeks before the date of the meeting.
- (e) Any other business with the approval of the Chairman.

(c) A special general meeting may be called for any specific purpose by the committee. Notice in writing of such meeting shall be sent to all members not less than 7 days before the date thereof and where practicable by press advertisement not less than 7 days before the date of such meeting.

(d) A special general meeting may also be requisitioned for a specific purpose by order in writing to the Secretary of not less than 10 members and such meeting shall be held within 21 days of the date of the requisition. The notice for such meeting shall be as shown in rule 8 (c) and no matter shall be discussed other than the stated in the requisition.

(e) Quorum for general meetings shall be not less than 10 of the registered members of the Society.

9. PROCEDURE AT MEETINGS

(a) At all meetings of the Society the Chairman, or in his absence, the Vice-Chairman, or in the absence of both these officers, a member selected by the meeting shall take the chair.

- (b) The Chairman may at his discretion limit the number of persons permitted to speak in favour of and against any motion.
- (c) Resolutions shall be decided by simple voting by a show of hands. In the case of equality of votes, the Chairman shall have casting vote.

10. AUDITOR

- (a) An auditor shall be appointed for the following year by the annual general meeting. All the Society's accounts, records and documents shall be open to the inspection of the auditor at any time. The Treasurer shall produce an account of his receipts and payments and a statement of assets and liabilities made up to a date which shall not be less than six weeks and not more than three months before the date of the annual general meeting. The auditor shall examine such annual accounts and statements and either certify that they are correct, duly vouched and in accordance with the law or report to the Society in what respect they are found to be incorrect, unvouched or not in accordance with the law.
- (b) A copy of the auditor's report on the accounts and statements together with such accounts and statements shall be furnished to all members at the same time as the notice convening the annual general meeting is sent out. An auditor may be paid such honorarium for his duties as may be resolved by the annual general meeting appointing him.
- (c) No auditor shall be an office bearer or a member of the committee of the Society.

11. FUNDS

- (a) The funds of the organisation may only be used to carry out the aims and objects of the organisation.
- (b) All moneys and funds shall be received by and paid to the Treasurer and shall be deposited by him in the name of the Society in any bank or banks approved by the committee.

- (c) No payments shall be made out of the bank account without a resolution of the committee authorising such payment and all cheques on such bank account shall be signed by two of the three office bearers of the Society who shall be appointed by the committee.
- (d) A sum as shall be determined by the committee may be kept by the Treasurer for petty disbursements of which proper account shall be kept from time to time.
- (e) The committee shall have power to suspend any office bearer who it has reasonable cause to believe is not properly accounting for any of the funds or property of the Society and shall have power to appoint another person in his place. Such suspension shall be reported to a general meeting to be convened on a date not later than two months from the date of such suspension and the general meeting shall have full power to decide what further action should be taken in the matter.
- (f) The financial year of the Society shall be from 1st September to 31st August.

12. AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution of the Society must be approved by at least a two-thirds majority of members at a general meeting of the Society.

13. DISSOLUTION

- (a) The Society shall not be dissolved except by a resolution passed at a general meeting of members by a vote of two-thirds of the members present. The quorum at the meeting shall be as shown in rule 8 (e). If no quorum is obtained, the proposal to dissolve the Society shall be submitted to a further general meeting which shall be held one month later. Notice of this meeting shall be given to all members of the Society at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.
- (b) Provided, however, that no dissolution shall be effected without prior permission in writing of the Registrar, obtained upon application to him made in writing and signed by three of the office bearers.

- (c) When the dissolution of the Society has been approved by the Registrar, no further action shall be taken by the committee or any office bearer of the Society in connexion with the aims of the Society other than to liquidate for cash all the assets of the Society. Subject to the payment of all the debts of the Society the balances thereof shall be distributed in such other manner as may be resolved by the meeting at which the resolution for dissolution is passed.

14. INSPECTION OF ACCOUNTS AND LIST OF MEMBERS

The books of account and all documents relating thereto and a list of members of the Society shall be available for inspection at the registered office of the Society by any officer or member of the Society on giving not less than seven days notice in writing to the Society.