

Rules of Wellington Chess Club Incorporated

Name

1. The Club shall be known as the “Wellington Chess Club Incorporated”.

Objects

2. The objects of the Club shall be to encourage and foster the playing of chess generally, and to promote and arrange matches and tournaments. The Club promotes and supports the participation of all players in Club activities, regardless of their gender, race, creed, national origin, sexual orientation, age or physical ability.

Classes & Privileges of Members

3. The members of the Club shall consist of:
 - a. Active 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, including the filling of any office in the Club and voting at any of its meetings.
 - b. Associate members, whose subscription shall be less than that payable by active members, and who shall be entitled to play for the Club in open tournaments only. They shall not be eligible to fill any office or vote at any meeting of the Club, to compete in inter-club matches or the Club Championships, or to acquire any right of property in the assets of the Club. (This clause shall not be construed so as to prohibit the special invitation of players to compete in Club events as the Management Committee may see fit.)
 - c. Life members who shall be appointed by the Club at an Annual General Meeting and shall have all the 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 20 members 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.

Election for Membership

4. An applicant for active membership shall be deemed a member with effect from the date of the payment of his or her subscription, subject to the approval of the Management Committee.

Visitors

5. Visitors to the Club who are considered to be prospective members shall be entitled to attend for 3 weeks free of charge to allow them to get to know the membership and decide whether or not to join. Visitors attending and taking part in Club activities are to pay into Club funds an attendance fee, the amount of which will be fixed by the Management Committee.

Subscriptions

6.

- a. In these rules the term “year” means a year ending at the Annual General Meeting in each year.
- b. Each active member shall pay into the Club’s fund such subscription as shall be decided upon at the Annual General Meeting, or in default of such payment such sum as shall be decided by the Management Committee. Subscriptions shall be due and payable from the date of being set at the Annual General Meeting each year.
- c. New members accepted for membership after 1 April shall be liable for the period remaining in the relevant year at a pro rata rate for full membership. If a member leaves during the year, and the Management Committee consider that exceptional circumstances exist, the Committee shall refund the subscription fee on a pro rata basis.
- d. If any member fails to pay the subscription or any other monies due within 3 months, the Management Committee may, by notice in writing, require him or her to pay such monies within 14 days, in default of which the member may be suspended from all rights of membership.
- e. Any member suspended from the Club for non-payment of subscriptions or any other monies due shall be barred from the premises and from entering into any competition the Club may organise until such monies are paid in full.
- f. For the purposes of these rules a member or active member is considered to be one who has been a fully paid member the preceding year.
- g. All monies/subscriptions are to be collected by the Treasurer or, in his/her absence, a member of the Management Committee, who shall hold such monies safe until handed over to the Treasurer for banking. In the event of long-term absence a new Treasurer is to be appointed.

Incurring Liability

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

Officers

8. The Officers of the Club, who shall act in an honorary capacity, shall consist of a President, Secretary, Treasurer and Club Captain. These officers shall be elected at the Annual General Meeting. The Secretary and Treasurer may be the same person. The Management Committee may appoint from within its members assistants to these office holders – a Vice President, Assistant Secretary, Assistant Treasurer, and Vice Club Captain.

At the Annual General Meeting the Club may, at the recommendation of the Management Committee, grant the Club Captain and/or Treasurer an honorarium.

Management Committee

9.

- a. The Management Committee shall consist of the President, Secretary, Treasurer, Club Captain, and as many members as may be elected at the Annual General Meeting. The Management Committee may appoint additional members to itself by unanimous vote.
 - b. The Management Committee may elect a Disputes Committee (referred to as "Match Committee" in these rules) for any tournament.
 - c. The appointment of NZCF Wellington Regional Councillors shall be made at the first meeting of the Management Committee following the Annual General Meeting.
10. In the event of a vacancy occurring through the resignation or otherwise of an officer or member of the Committee, the Committee shall have the power to fill such vacancy.
 11. Subject to any directions which may be given by the Club in General Meeting, the Management and the control of the affairs of the Club shall be vested in the Management Committee which shall have, and may exercise, all the powers of the Club which are not expressly required to be exercised by the Club in General Meeting. The Secretary shall be the convenor of the Management Committee, which shall be held at regular intervals. The President shall, at the request of 5 members thereof, instruct the Secretary to convene a special meeting of the Management Committee at any time.

Secretary

12. The Secretary shall be responsible for keeping minutes of all proceedings, filing all correspondence and other papers, issuing notices of meeting when directed, and conducting the correspondence of the Club.

Treasurer's Powers and Duties

13. All monies belonging to or due to the Club shall be under the control of the Management Committee and shall be paid to the Treasurer, who shall keep correct accounts and books showing the financial affairs of the Club, and shall pay all moneys received into such bank as the Committee may direct. The Treasurer shall submit a statement of the financial affairs of the Club, up to the close of the previous year, at the Annual General Meeting. All payments out of the funds of the Club shall be authorised by the Management Committee.

No review or audit of the annual financial statements is required unless ~~a review is~~ requested by 5 Members at any properly convened General Meeting, or by the Management Committee.

If required the Management Committee shall appoint an appropriately qualified person to review or audit the annual financial statements of the Club ("the Reviewer"). In the case of a review tThe Reviewer shall conduct an examination with the objective of providing a report that nothing has come to the Reviewer's attention to cause the Reviewer to believe that the financial information is not presented in accordance with the Club's accounting policies. The Reviewer must not be a Management Committee member.

In the event of a review or audit being requested, the Management Committee is responsible for providing the Reviewer with:

- a. Access to all information of which the Management Committee is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
- b. Additional information that the Reviewer may request from the Management Committee for the purpose of the review; and
- c. Reasonable access to persons within the Club from whom the Reviewer determines it necessary to obtain evidence.

Match Committee

14. The Match Committee shall consist of the Club Captain, who shall act as chairman, and two other members to be appointed by the Management Committee.

The Duties of the Club Captain

15. The duties of the Club Captain, assisted by the Match Committee, shall be:
 - a. To supervise matches and tournaments, and make arrangements for future events as arranged by the Management Committee.
 - b. To be responsible for keeping the records of play, and to classify members of the Club according to the relative strength of their play.
 - c. To select players to represent the Club in any match in which the Club may be engaged.
 - d. To ensure discipline in play, and to see that all games are played under club rules.
16. Any disputes in respect of rule 15 shall be settled by the Club Captain with right of appeal to the Match Committee, with a further right of appeal to the Management Committee.

Meeting of the Management Committee

17. At the meeting of the Management Committee the President, if present, shall take the chair. In the absence of the President, the members present shall appoint one of themselves to be chairman for the meeting, provided it is not a Special Meeting and that there is a quorum present (which shall consist of five members). The chairman shall have a casting vote as well as a deliberative vote.

Annual Meeting

18. The Annual General Meeting, of which fourteen days' notice must be given to every member, shall be held during the month of March on such day as may be fixed by the Management Committee. At such meetings ~~25% one third~~ of the financial membership as at the preceding financial year, or ~~150~~ financial members, whichever is lower, shall form a quorum. At this meeting the Annual Report and Balance Sheet for the year ending 31 January preceding shall be presented. The Officers and Management Committee shall be elected and such other business as may be brought forward shall be dealt with.

Special General Meeting

19. A Special General Meeting may be called by the Management Committee at any time, and shall be called within 28 days upon requisition of not less than 20 active members,

or one third of the financial membership, whichever is fewer. All Club members shall receive fourteen days' notice, and the business to be transacted must be incorporated with the notice of meeting.

Voting at General Meetings

20. Voting at all General Meetings shall be by show of hands but if a poll is demanded, by secret ballot; each member shall have one vote and the Chairman a casting vote in addition. No pProxies shall be allowed.

Discipline

21. Any member infringing any rule or regulation of the Club or in any way misconducting himself, may be reported to the Management Committee, which in its discretion may expel or otherwise penalise such a member on a majority vote, or the Management Committee may refer such case to a General Meeting. The Club prohibits language or behaviour that is offensive or intimidating to any players in Club activities, regardless of their gender, race, creed, national origin, sexual orientation, age or physical ability.

Alteration of Rules

22. These rules may be altered, amended or added to at any Annual or Special General Meeting, subject to due notice of motion being given.

Power to Borrow Money

23. The Club has the power to borrow money only by resolution of members at an Annual or Special General Meeting subject to due notice of motion.

Common Seal

24. The Common Seal of the Club shall be kept in the Secretary's custody and shall be affixed only in the presence of the President and the Secretary.

Winding Up

25. Upon the Club's being wound up, its property shall be sold and the balance after payment of its debts shall be disposed, either equally between such members of the Club as shall be financial members at the date of the winding up, or by transfer to any club, Clubs, Associations or Leagues having similar or allied objects to this Club, as the Club shall in General Meeting direct.

General

- 26.
- a. Members must follow the rules of play set down by the Federation Internationale des Echecs.
 - b. No member shall take from the Club rooms property belonging to the Club without the consent of an officer of the Club.
 - c. Any matter not provided for by these rules or any questions arising as to their interpretation shall be decided by the Management Committee.
 - d. All Members must maintain silence in the Club Rooms at all times when games are in progress.

Health and Safety

27. Members have a responsibility to:

- a. Familiarise themselves with procedures in the event of earthquake or fire, and know the alternative emergency exits.
- b. Familiarise themselves with the location of any emergency equipment such as fire extinguishers or medical resuscitation equipment.
- c. At all times act responsibly to ensure their own health and safety, and that of others at the Club rooms, and at Club events at other venues.

L. A. Jackson

J. D. D.

M. Forster

J. W. D.