

# **Oxfordshire Chess Association Constitution**

(as amended by the AGM held on 12 September 2013)

## **1. Aim**

To promote chess throughout Oxfordshire by organising the following activities:

- The Oxford Chess Association (OCA) League,
- The Frank Wood Shield Handicap Knockout Tournament,
- The Oxfordshire Individual Championship;

and by arranging for teams to play in the following:

- The Chiltern Cup
- other events where appropriate.

## **2. Administration**

2.1 The OCA will operate according to the provisions of this Constitution and the Rules of the OCA League.

2.2 Changes to the constitution can be made only at the Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM).

2.3 General Business during the ensuing season will be conducted by the Committee which consists of officers elected at the AGM and County Captains elected by the committee in May, five forming a quorum.

2.4 The AGM of the Association shall take place in September of each year prior to the start of the season.

2.5 An EGM may be called at the request of the Secretary, or on a request to the Secretary over the signatures of representatives of three clubs.

2.6 Only motions proposed by the signatories when requesting the EGM may be discussed before Any Other Business.

2.7 A committee meeting will be held in May. Further committee meetings may be called by the Secretary as required.

2.8 Proposals to change or amend this Constitution or the League Rules must reach the Secretary by the end of July, and will be included on the Agenda for the AGM. The Secretary shall circulate them to the clubs by the end of the first week in August.

2.9 The voting at an AGM or an EGM shall be restricted solely to club representatives. There will be one vote per club.

2.10 All clubs must send a representative to the AGM. In exceptional circumstances, this rule may be waived by the League Secretary if he is informed before the meeting of the intentions of the club regarding teams.

## **3. Meetings**

### **3.1 Annual General Meeting**

The AGM shall:

- agree the minutes of the previous AGM, amended if necessary;
- receive reports from the Officers;
- approve the accounts;
- elect Officers for the forthcoming year;
- consider any proposals that have been submitted;
- agree the composition of the divisions of the OCA League;
- supervise the draw for the Frank Wood Shield;
- conduct any other business that the Chairman sees fit.

### **3.2 Committee Meetings**

3.2.1 A committee meeting will be held each May to elect the County Captains and the Chiltern Cup Captain. These officials shall become co-opted members of the Committee, together with a representative of the Oxford University Chess Club (this person being determined by the University).

3.2.2 The May meeting will deal with matters arising from the season, and may put forward proposals for the next season (including recommendations for changes to the OCA Constitution or the League Rules) to put before the AGM.

3.2.3 The Committee shall appoint a President (non-executive 3 year term).

3.2.4 The Secretary will give clubs and committee members a minimum of seven days' notice of any meeting and issue an agenda with the notice.

## **4. Officers and their Responsibilities**

### **4.1 Committee**

The Committee shall comprise the Officers enumerated below.

In addition to the individual duties of the various officers, the Committee is collectively responsible for adjudicating disputes in cases where the Secretary's (or other duly appointed officer's) verdict is appealed, and, where necessary, for enforcing discipline by imposing appropriate sanctions for serious or persistent offences against the rules of the Association or against the spirit of fair play. It may also decide as it sees fit to circulate and publish on the OCA website information and guidance intended to clarify the operation of the League's Rules for players in the League and particularly to help team captains fulfil their responsibilities to maintain and promote fairness and good practice in interpreting and applying them.

### **4.2 Chairman**

To chair the AGM and any other meetings deemed necessary.

To ensure that elected officials fulfil their duties.

The chairman may serve for no longer than 3 years consecutively.

### **4.3 Vice-Chairman**

To fulfil the duties of the Chairman in his absence.

### **4.4 Secretary**

To call the AGM and to circulate the agenda and all other relevant documents to all Association officers and affiliated clubs two weeks before the date of the AGM.

To monitor incoming communications from other bodies, including the ECF, and to distribute them to the relevant elected officials.

To provide the Grader with all League and Frank Wood match details and information about new players.

### **4.5 Minutes Secretary**

To maintain a Minute Book.

To keep Minutes of all meetings.

To provide the Secretary with a copy of all Minutes within one month of a meeting.

### **4.6 Treasurer**

To provide up-to-date, audited, written accounts for the AGM. (The accounts must be submitted to the Auditor by 31st July each year.)

To collect moneys from the County Match Captains, League clubs and the County Individual Championship Organiser in respect of game fees and entry fees.

To arrange for the payment of all moneys due to the ECF and all other relevant bills.

To recompense officers for their claimed expenses.

To advise the Association on fee levels.

### **4.7 Auditor**

To audit the Treasurer's accounts by 31st August of each year.

### **4.8 Grader**

To receive and process results from the League, Frank Wood Shield, County Championship, the Kidlington Congress and Chiltern Cup competitions; also from internal club events and occasional sundry sources, at the officer's discretion.

To prepare the data for submission, via the Grading Secretary, to the annual ECF Grading List, meeting prescribed deadlines for the submission of data.

To respond to enquiries about grading matters from relevant bodies and individuals.

### **4.9 County Individual Championship Organiser**

To organise an individual championship within the county each year.

To communicate relevant competition details to all the contestants.

To make available results to the Press Officer and to the Grader.

#### **4.10 ECF Representative**

To attend ECF meetings in April and September.

To vote at these according to the Association's mandate, if given, and in the interests of the Association in matters not covered by any mandate.

#### **4.11 Junior Liaison Officer**

To report on junior activities to the OCA.

To distribute information on tournaments, congresses and other initiatives of interest to juniors.

To act as a contact point for enquiries about junior chess in Oxfordshire.

#### **4.12 Webmaster**

To ensure that appropriate information about the Oxfordshire Chess Association and the OCA League is published on the internet.

#### **4.13 Press Officer**

To provide information about the OCA's activities to the media, including local newspapers.

#### **4.14 County Captains**

To arrange venues and the provision of all necessary playing equipment for home matches and travel arrangements for away matches.

To arrange for the provision of light refreshments at home matches and to collect match fees.

### **5. Finance**

5.1 The subscription per team will be set by the AGM.

5.2 Any payments required for the grading of OCA events will be as prescribed by the ECF.

5.3 Changes to the subscription rate will be decided at the AGM.