

# Oxfordshire Chess Association Constitution

(As amended by the AGM held on 12 September 2024)

## 1 Aim

1.1 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,
- and 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 and/or the League Rules 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 at the end of season meeting; attendance of five members forms 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 within four weeks of the end of the season. Further committee meetings may be called by the Secretary as required.

2.8 The date for the AGM will be set by the committee meeting at the end of the season. The Secretary will publish this date on the OCA website after the committee meeting and will contact club representatives directly informing them of the date.

2.9 Proposals to amend the Constitution or League Rules or the OCA's processes for an upcoming season must be made to the League Secretary by 31 March of the current season. Within one week, these are to be published for discussion, then taken to the end of season committee meeting, which itself may make additional proposals, and finally put before the AGM.

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

2.11 All clubs must send a representative to the AGM. In exceptional circumstances, this rule may be waived by the 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;
- decide on the composition of the divisions of the OCA league in the light of the recommendations of the post-season committee meeting and any relevant further information that has subsequently become available;
- determine a deadline for entries, and arrangements for 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 within four weeks of the final game played in the League season 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 post-season committee meeting will deal with matters arising from the season and make a provisional decision on the composition of the leagues for the next season in the light of information available to it (cf. League Rule 1.1). It may also put forward proposals for the next season for consideration by the AGM, including recommendations for changes to the Constitution or the League Rules.

3.2.3 The Committee shall appoint a President (non-executive three-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 Association's Rules for clubs 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 check and sign off the accounts as prepared by the Treasurer and supply them to the OCA Secretary by 24 August for publication before the AGM.

To ensure that elected officials fulfil their duties.

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

#### **4.3 Vice-Chairman**

To fulfil the duties of the Chairman in his absence.

#### **4.4 OCA Secretary / League 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 run the League and Frank Wood Shield in accordance with the competition rules.

To provide the Ratings Officer with all League and Frank Wood Shield 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 Association's Secretary with a copy of all Minutes within one month of a meeting.

#### **4.6 Treasurer**

To provide up-to-date accounts for the AGM. The accounts must be submitted to the Chair by 17 August each year.

To collect requisite moneys from League clubs and County Match Captains in respect of team subscriptions, match fees, etc.

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

To recompense Officers for their duly claimed expenses.

To advise the Association on fee levels.

#### **4.7 Fixtures Secretary**

To publish a timetable for the matches comprising the League for the coming season by no later than 30 September of each year.

To ensure that the published timetable has enough free dates for the running of the Frank Wood Shield.

#### **4.8 Ratings Officer**

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 submit results to the ECF for a given rating period in good time for incorporation into the next published list.

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

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

To organise an individual championship within the county each year.

To publish the results of the competition online.

#### **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 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.

#### **4.14 Online Chess Officer**

To promote good practice in online chess within the county.

To organise and run the appeals process for violations for the Fair Play and Anti-Cheating Rules, and run it within the guidelines as published by the ECF.

To provide guidance for playing chess online to Captains and Players involved in OCA organised competitions. This shall be in the form of "User Guide" documents made available on the web site. These shall include guidance on:

- Organising matches (for Captains)
- Initiating and Playing online games
- The Fair Play and Anti-Cheating Rules
- Online Privacy, especially for juniors

To ensure the rules for online OCA matches are consistent with The Platform chosen by the Secretary.

## **5 Finance**

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

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

5.3 Any changes to the subscription rate will be decided at the AGM.