Woodbridge Chess Club

Constitution

1 NAME

The charity's name is Woodbridge Chess Club hereinafter referred to as the WCC.

# 2 THE PURPOSES OF THE CHARITY ARE:-

Providing facilities and opportunities for the leaming, teaching and playing of chess for the benefit of those living or working in Woodbridge and its surrounding areas.

# 3 TRUSTEES

The WCC shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

# 4 CARRYING OUT THE PURPOSES

In order to carry out the charitable purposes, the trustees have the power to:

1. raise funds, receive grants and donations
2. apply funds to carry out the work of the WCC
3. co-operate with and support other charities with similar purposes
4. do anything which is lawful and necessary to achieve the purposes

## 5 MEMBERSHIP

  The WCC shall have a membership.

1. The first members are those identified in paragraph 10 below.
2. People who support the work of the WCC can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for one year and may be renewed. The trustees will keep an up-to-date membership list.
3. Members may be required to pay an annual subscription fee which shall be determined by the trustees from time to time.
4. The trustees may remove a person's membership if they believe it is in the best interests of the WCC, for example because the member has not paid any subscription fee required. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.
5. Members will be expected to have read and must abide by the *Woodbridge Chess Club Safeguarding Guidance and Code of Conduct* document. Any concerns relating to children raised with the committee, will be handled using *the Guidance for the Committee in Dealing with Child Safeguarding Issues* section of the document. The committee may apply the *SCCA Child Protection Policy* as they see fit.

## 6 ANNUAL GENERAL MEETING - AGM

1) The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM. 2) There must be at least 4 members present at the AGM.

1. Every member has one vote and all decisions shall be taken by majority.
2. The trustees shall present the annual report and accounts.
3. Any member may stand for election as a trustee.
4. Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

##   TRUSTEE MEETINGS

 The first Trustees are Blake Gifford, Sam Gaffney, Mark Weidman and Tim Wesson who shall retire at the first AGM of the WCC (in 2019).

1. Trustees must meet at least once a year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
2. At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
3. If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
4. During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
5. The trustees may make reasonable additional rules to help run the WCC. These rules must not conflict with this constitution or the law (and if they do the provisions of this constitution or the law shall prevail).

## 8 MONEY AND PROPERTY

 Money and property must only be used for the charity's purposes.

1. Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
2. Trustees cannot receive any money or property from the WCC, except to refund  reasonable out of pocket expenses.
3. Money must be held in the WCC's bank account. All cheques must be signed by 2 trustees.

## 9 GENERAL MEETINGS

If the Trustees consider it is necessary to change the constitution, or wind up the WCC, they must call a General Meeting (which may be the AGM) so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

 Winding up - any money or property remaining after payment of debts must be given to a charity with similar charitable purposes to this one.

1. Changes to the Constitution - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
2. General Meeting - called on written request from a majority of members.
3. Trustees may also call a General Meeting to consult the membership