

Constitution

1. **Name:** This club shall be called Oxford University Chess Club and shall be referred to in these rules as "the club"
2. **Aims:** The objectives of the club shall be the encouragement and practice of all forms of chess amongst its members.
3. **Membership:** Membership is open to all university members. However, membership to the club is also open to non-members of the university, subject to the following conditions:
 1. The approval of the committee.
 2. Membership drawn from outside the University shall not exceed 1/5 of the total membership.
 3. The usual Proctors rules. University members may renew membership either termly, annually or for life. Termly membership shall be renewable at the beginning of each term; annual membership is renewable at the start of each Michaelmas term, and valid until December 31st of the next year. Non-university members can join the club annually, at the same annual subscription rates as for university members.

Any member bringing the club into disrepute or violating the constitution may risk expulsion from the club. A complaint must be made to either the President or Vice President, who shall call a meeting of the committee to measure the seriousness of the issue. In an extreme case, the club members may be called to a general meeting to decide whether the member should be expelled from the club.

4. **The Governing Body of the club:** Club business shall be conducted by a committee made up of the club's officers. The governing body of the club comprises:
 - Senior Member
 - President
 - Vice-President
 - Treasurer
 - Secretary

No member(s) may hold more than one of the posts of President, Vice-President, Treasurer, Secretary and Senior Member. The duties of these committee members are as follows:

- **President** The President's duty is to ensure the efficient organisation and running of the club. This is to include:
 1. Ensuring the organisation of the Varsity Match.
 2. The organisation of team squads for competition in the Oxfordshire League.
 3. Liaison with the Oxfordshire Chess Association.
- **Vice President** The Vice President's duty is to aid the president with the organisation of the club. This is to include:
 1. Ensuring the organisation of the Freshers and Seconds Varsity Matches.
 2. Organisation of any other university chess team matches.
 3. Planning of social events for the club.
- **Secretary** The Secretary's duties are the following:
 1. Re-registration of the club with the Proctors each term.
 2. Keeping track of current membership.
 3. Organisation of a cuppers tournament between colleges in Hilary Term.
 4. Registration for freshers fair.
- **Treasurer** The Treasurer is responsible for:

1. Keeping a transparent, comprehensible, and up-to-date copy of club finances
2. Banking – online or through the physical possession of club money
3. Writing of cheques for club activities and purchases.
4. The position of first signatory on the club bank account
5. The possession and responsible use of a club bank card

5. **Other Committee Members:** Other (non-governing body) members of the committee are:
 0. Team Captains (first to third)
 1. Club Captain
 2. Varsity Captain

No member(s) may hold more than one of the team captain posts.

6. Election Of Officers:

The Club's officers shall be elected by ballot annually at the club's Annual General Meeting, to be held during Hilary Term of each year. The ballot is open to every current member of the club. The posts run from minus 1st week of the following Trinity term. The outgoing President shall chair the meeting and will not vote on matters arising unless there is a tie, in which case the President shall have the casting vote.

7. Meetings:

Committee meetings will be held when required to arrange necessary publicity, expenditure, events and other business for the following term; they shall be called by the President, Vice President, Secretary, Treasurer or two other members of the committee. General meetings may be called by the committee at any time.

8. Financial Matters:

Cheques are to be signed by the Treasurer and one of the other signatories of the Treasurers account (the President, the Vice President and the Secretary). Banking is also to be carried out by the treasurer and should be up-to-date and publicly available as feasible. The subscription rates shall be fixed at the AGM, or if this has not been done, the next General Meeting of the club. The clubs accounts shall be prepared and formally published by the treasurer by the beginning of each term. All members with delegate responsibility over finances should carry them out in a responsible manner to maximise the interests of the club, including but not limited to: the management of an 'online banking' account and the use of a club debit card.

9. Amendments to the club constitution:

Can only be made at a general meeting of the club members. An agenda must be submitted to all members at least a week before the general meeting. They are to be voted on by club members, and must be passed by a 75% majority, with at least 20 members voting.

10. Administration of the Club:

The club shall at all times be administered in accordance with the regulations for University clubs as published in the current edition of Essential Information for Students (Proctors' and Assessor's Memorandum).