

Oxfordshire Chess Association Constitution

(As amended by the AGM on 18 September 2008. League and FWS rules are no longer part of the Constitution.)

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 rules detailed in this constitution.
- 2.2 Changes to the constitution can be made 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 the Association rules must be included on the Agenda and shall be received by the Secretary by the end of July. 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 proposals for the next season.
- 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 listed under 4.2 to 4.15 below.

The Committee is responsible for maintaining, clarifying, and amending as necessary, the Rules for the OCA League and the Rules for the Frank Wood Shield. In order to continue in force, any change to the Rules that is made during the season must be confirmed by a majority of clubs at the next AGM (or EGM, if one is called).

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 to the ECF (including Game Fee) 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.

To notify the Treasurer of County Championship commitments in respect of the Game Fee in advance by 1st November each season.

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 promote opportunities for junior players by circulating information on ECF-organised tournaments and on congresses and other initiatives.

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 The game fee is as prescribed by the ECF.

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