



CONSTITUTION

Revised Version



1 General

- 1.1 Name of the club shall be: Kinsale Chess Mates
- 1.2 Colours of the club are: Blue, White and Black
- 1.3 The headquarters of the club shall be: 16 Ring Fort Drive, Kinsale, P17X446

2 Objectives

- 2.1 The objectives of the club are:
 - to create a fun and safe place where players can learn and improve chess and to build community;
 - to enter and organise competitions regularly;
 - to promote the members' development of mental, moral, and social qualities associated with the game of chess;
 - to be open to players of all ages and to be an inclusive club;
 - to measure and to improve the ELO of members wishing to engage in competitions;
 - to accept and enforce the rules and regulations set down by the Ireland Chess Union regarding chess in accordance with the affiliation status afforded to the club.
- 2.2 Success of the club shall be measured by attendance and consistency of attendance at club events.
- 2.3 The Kinsale Chess Mates is fully committed to safeguarding the wellbeing of its members. Every individual in the Kinsale Chess Mates should, at all times, show respect and understanding for the rights, safety and welfare of all members, and conduct themselves in a way that reflects the principles of the Kinsale Chess Mates and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

3 Affiliation

- 3.1 By virtue of the affiliation of Kinsale Chess Mates to The Irish Chess Union, its members acknowledge that they are subject to the laws, rules and constitutions of:
 - 3.1.1 The Munster Chess Union (MCU), the governing body for the Munster region
 - 3.1.2 The Irish Chess Union (ICU), the governing body for the whole of the island of Ireland
 - 3.1.3 The International Chess Federation (FIDE), the world governing body of chess

4 Club Management

- 4.1 The Management Committee consists of at least ten who must be full members of the Club in their own right. Membership of the Management Committee shall consist of the following persons (hereinafter called as "the Officers" and the singular "Officer" shall be construed accordingly): Chairperson, Secretary, Registrar, Treasurer, Club Children's Officer, Public Relations Officer and at least four other elected full members.
- 4.2 The Management Committee shall be responsible to the Club for the proper running of its affairs on behalf of its members and in accordance with the Club's objectives.
- 4.3 The Management Committee shall be empowered to introduce rules, as the need arises, for the general regulation of the club. No rule shall be inconsistent with anything contained

- in the ICU regulations, or this constitution. The Management Committee must ensure the club's rule book is in place, which is made available to all members.
- 4.4 The Management Committee shall meet as often as they deem fit to ensure the Club fulfils all its objectives and responsibilities. A quorum for Management Committee meetings shall be half plus 1 of the committee members present in person or online.
- 4.5 Subject as herein below, the Officers shall be elected at the Annual General Meeting each year and shall hold office until the election of another officer to said office.
- 4.6 No member shall hold more than one office unless an insufficient number of individual members are proposed for all offices.
- 4.7 The Management Committee shall have the power to co-opt any full member of the Club to assist or advise them if they feel that such member has relevant experience or ability which can be of benefit to the Club. These people have no voting right on these meetings by virtue of being so co-opted.
- 4.8 The Management Committee will appoint a Complaints and Disciplinary Committee (CDC) in accordance with the ICU's Code of Conduct and Code of Good Practice for Children's Sport.
- 4.9 The Management Committee shall have the power to form sub-committees to assist running affairs in specific areas.
- 4.10 Roles and Responsibilities of the Management Committee Members
- 4.10.1 Management Committee members must comply with the ICU and the FIDE rules and regulations, and this constitution.
- 4.10.2 Management Committee members must declare any personal or business interest, which may conflict with their duties as a member of the Management Committee. Such a declaration may be discussed with the other Management Committee members at a designated meeting, and the member may be required to absent themselves from content, discussions, and decisions.
- 4.11 The Management Committee shall have the right to determine or to alter the duties of the Officers. If otherwise not determined, then the following duties must be carried out by the nominated officers.
- 4.11.1 Duties of the Chairperson
- Chair regular Committee and General Meetings.
 - Set the agenda of meetings, and communicate the agenda of meetings in advance.
 - Make sure that agreed tasks are carried out.
 - Coordinate decision making between meetings, if necessary, in coordination with committee members.
 - Represent the club in an administrative capacity at events.
 - Sign accounts.
- 4.11.2 Duties of the Secretary
- Deal with all correspondence with Members
 - Organise, schedule, and attend meetings (including Annual General Meetings).
 - Take and distribute minutes.
 - Support the Chairperson in smooth functioning of the Management Committee.
 - Attend club affiliations.
 - Delegate tasks to club members.
 - Maintain up to date club records, reports, and reference files.
 - Arrange handover or succession planning for the position.
- 4.11.3 Duties of the Registrar
- Manage Membership applications and related records.
 - Coordinate and manage the registration process at ICU.

- Manage garda vetting, safeguarding records of coaches and club volunteers.
 - Coordinate and overview of recording attendance on training sessions, club events, and tournaments.
- 4.11.4 Duties of the Treasurer
- Keep up to date financial records.
 - Manage the club's income and expenditure in accordance with club rules.
 - Deposit cash and cheques that the club receives, sign and manage bank accounts.
 - Produce an end of year financial report.
 - Actively engage in the sponsorship and fundraising accounting activities.
 - Manage the legal side of taxes.
 - Be a point of contact for financial auditing.
 - Acquire and manage relevant insurance in coordination with the committee members.
 - Arrange handover or succession planning for the position.
- 4.11.5 Duties of the Public Relations Officer
- Build the brand of the Club.
 - Create and maintain a positive image of the Club.
 - Coordinate the advertisement of all functions of the Club through all means possible including but not limited to, social media.
 - Be a primary contact to schools.
 - Manage and coordinate organisation of sponsorship, and fundraising events.
 - Coordinate with other Clubs and Affiliations.
 - Delegate tasks to other club members.
- 4.11.6 Duties of the Club Children's Officer
- Be approachable in relation to child protection and welfare related issues, ensure young people have an opportunity to express opinions and views.
 - Coordination of Garda Vetting and Safeguarding procedures.
 - Update and overview regularly the club's risk assessment documents in relation to child safety and welfare.
 - Ensure adequate supervision for all activities where applicable.
 - Ensure completion of required training and awareness of the role within the club.
 - Ensure safeguarding policies and procedures are implemented and effective in all areas of the club.
 - Communicate with parents in discretion where it is necessary.
 - Act as advisor for and report concerns of abuse to the appropriate authorities.
- 4.12 No member of the Management Committee shall be dismissed or removed from office unless
- 4.12.1 Written notice of a resolution to seek such a dismissal or removal, signed by at least 10% of the members of the Club is received 4 working days prior to a General Meeting or and Extraordinary General Meeting (specifically called for the purpose of addressing said dismissal or removal) at which such a resolution shall be debated.
- 4.12.2 Two thirds of the Management Committee may also call a meeting to debate the dismissal of another Management Committee member.
- 4.13 The Management Committee member wishing to resign must submit a letter in writing to the Secretary declaring their intention to resign, and the Secretary shall immediately inform all members of the Management Committee. The responsibilities of the Management Committee member who resigns shall be delegated by the Management Committee to other Management Committee members(s) until a by-election can be held to re-elect a new officer to the position.

- 4.14 If any Officer shall, for whatever reason, fail to properly carry out his or her duties, the Committee shall appoint another member of the Club to assume that particular office until the next Annual General Meeting.

5 Membership

- 5.1 Membership of the Kinsale Chess Mates shall be open to all persons
- a) agree to be bound by the provisions of this constitution, and rules and regulations of the MCU, the ICU, and the FIDE, and
 - b) comply with the bye laws and with all Policies and Procedures adopted by the Club from time to time. An individual may be prohibited from being a member where they have been subject to a Club, an MCU, an ICU, or a FIDE sanction prohibiting them from such membership.
- 5.2 Membership of the Club shall be targeted at/restricted to persons residing, attending to school or work, or otherwise associated with or having an interest in, the geographical area of Kinsale and surrounding localities. Applicants from outside this area shall be considered on an individual basis by the Management Committee; the Management Committee's decision in this regard shall be final.
- 5.3 Any person wishing to become a member of the Club shall apply for membership by completing and forwarding to the Registrar such form as may be prescribed from time to time by the Management Committee. Parent, guardian, or legal representative of a person who wishes to apply for a membership must sign the application form on behalf of the applicant where the applicant member is under the age of eighteen years.
- 5.4 All Chess players and those wishing to learn to play who are over the age of eighteen years shall be entitled to apply for full membership of the Club. Full membership status is only valid where a subscription has been paid in full or in a manner agreed by the Management Committee.
- 5.5 Players under the age of eighteen years shall be entitled to apply for Youth membership.
- 5.6 One of the parents, guardians, or legal representatives of a Youth Member shall receive Representative Membership of the Club if none of them is a Full Member in their own right and the decision of the Management Committee as to which of the parents, guardians, or legal representatives shall be the Representative Member shall be final and binding.
- 5.7 Full and Representative members of the Club shall be
- 5.7.1 Entitled to attend and speak at all general meetings of the Club;
 - 5.7.2 Eligible for election to the Club governing body and Management Committee;
 - 5.7.3 Entitled to vote at all General and Extraordinary General Meetings of the Club.
- 5.8 Youth members of the Club
- 5.8.1 Youth members shall not be entitled to attend at General Meetings or at Extraordinary General Meetings of the Club.
 - 5.8.2 Youth members shall not be entitled to vote at general meetings of the Club
 - 5.8.3 Youth members shall be ineligible for election to the Club's Management Committee.
 - 5.8.4 Other rights of youth members shall be determined by Club's Management Committee.
- 5.9 A member wishing to resign as a member of the club must inform the Registrar in writing. No refund of subscription monies will be paid upon resignation from the club. Any person having resigned from the club and wishes to re-join, must re-apply for the membership in the usual manner.

6 Meetings

- 6.1 There shall be held each year an Annual General Meeting (hereinafter referred to as "the AGM") attendance at which shall be open to all individual members in good standing with the Club.
- 6.2 The AGM shall be held not later than the last Sunday of June each year.
- 6.3 No business shall be transacted at a general meeting unless a quorum is present.
- 6.4 A quorum of the AGM shall be 3 Management Committee members, and 10% of the ordinary membership.
- 6.4.1 If a quorum is not present at the AGM within half an hour from the time appointed for the commencement of the meeting, the meeting shall stand adjourned to another date and time, which date and time shall be fixed by the Management Committee at the next meeting of the Management Committee which Management Committee meeting shall not occur later than 4 weeks from the date of the adjourned AGM.
- 6.4.2 If at the adjourned meeting the quorum is not present within half an hour from the time appointed for the meeting, then the members present shall be the quorum.
- 6.5 Members shall be informed of the date, time, place, and order of business of the AGM at least 10 working days prior to the meeting. This information shall be emailed to club members as well as posted on the club website.
- 6.6 The Management Committee shall distribute to members its Annual Report (AR) and other relevant documents not less than 5 working days prior to the AGM. The AR shall contain at least the following elements:
- Chairperson's Report
 - Secretary's Report
 - Treasurer's Report
 - Head Coach's Report
- 6.7 Nominations shall be passed at AGMs by simple resolution of half (50%) plus one person.
- 6.7.1 Any full member of the club may nominate themselves or another full member to run for a position as an officer in the club. They must state which position they are running for. If a member is nominated by another member, they must also accept the nomination, although they have the right to decide not to accept the nomination or position if successfully elected.
- 6.7.2 The members nominated will be allowed to speak to the club briefly about why they believe they should be elected. After these brief speeches, each full member shall be allowed to vote for one candidate for each position.
- 6.7.3 Voting shall be conducted via a show of hands, which will be counted by the Secretary. The Management Committee may, however, decide that a vote should be held by way of a secret ballot format which the Management Committee decides that the circumstances so require.
- 6.7.4 No voting proxy is allowed.
- 6.7.5 The Chairperson will have a casting vote if there is an equality of votes
- 6.8 An Extraordinary General Meeting (EGM) shall be convened if:
- 6.8.1 10% of the ordinary membership of the Club request such a meeting in writing
- 6.8.2 A quorum of the Management Committee requests such a meeting in writing.
- 6.8.3 A vacancy on the current Management Committee occurs and there is a need to elect a replacement.
- 6.8.4 Only the specific matter(s) set out in the Agenda for the proposed EGM and as specified in the notice given for the EGM may be dealt with at the EGM.

7 Finance

- 7.1 The fees and subscriptions to be paid for membership shall be determined by the Management Committee annually in advance of the Annual General Meeting and shall be reported to that meeting in the Treasurer's Report.
- 7.1.1 Membership fees shall be due on 30 September each year and should be paid within one calendar month of said date. Any variation from this must be agreed by the Management Committee.
- 7.1.2 The membership year shall run from the 1st of September to the 31st of August each year.
- 7.1.3 Membership of the national Federation is included within the Club's membership subscription.
- 7.2 The financial affairs of the club shall be the responsibility of the Management Committee in general, and in particular, the Treasurer. Correct and proper accounts and bookkeeping shall be prepared by the Treasurer or under his/her supervision.
- 7.3 The Management Committee shall be empowered to open bank accounts in the name of the Club, Kinsale Chess Mates and all transactions in these accounts shall be authorized by the Management Committee. All cheques, drafts and so forth shall be signed by the Treasurer and either the Chairperson or Secretary.
- 7.4 The Treasurer will receive all money paid to the Kinsale Chess Mates and ensure all such sums are lodged to Kinsale Chess Mates bank account as soon as possible.
- 7.5 Any assets invested in by the Management Committee will be used for Club purposes only. The Management Committee will delegate the use of these assets under advisement from coaches, club children's officers and others within the Kinsale Chess Mates.
- 7.6 The Management Committee shall have the power to negotiate sponsorships on (club) behalf and engage from time-to-time in fundraising activities. Any financial returns from these activities will be used for (club) development purposes only.
- 7.7 At the discretion of the Management Committee the Membership fees may be waived for members who cannot afford it where such waiver does not endanger the Club's objectives (financial inclusivity).

8 Revenue clauses

- 8.1 The income and property of the Club shall be applied solely towards the promotion of the object(s) as set forth in this Constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Club. No officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club. However, nothing shall prevent any payment in good faith by the Club of:
- a) reasonable and proper remuneration to any member or servant of the Club (not being an officer) for any services rendered to the Club;
 - b) interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an officer or other members of the Club to the Club;
 - c) reasonable and proper rent for premises demised and let by any member of the Club (including any officer) to the Club;
 - d) reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Club;
 - e) fees, remuneration or other benefit in money or money's worth to any Company of which an officer may be a member holding not more than one hundredth part of the issued capital of such Company;

- 8.2 If upon the winding up or dissolution of the Club there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Club under or by virtue of the clauses herein. Members of the Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.
- 8.3 Annual accounts shall be kept and made available to Revenue on request. Where the gross annual income exceeds €250,000 the accounts will be audited.

9 Complaints and Disciplinary Procedure

- 9.1 The Club hereby adopts the ICU Code of Conduct, the ICU "Rules for discipline of members" as amended by the affiliated party from time to time.
- 9.2 All members of (club) must abide by the ICU's complaints and disciplinary procedures.
- 9.3 All complaints will be dealt with in accordance with the relevant complaints and disciplinary procedures. The Management Committee will appoint a Complaints and Disciplinary Committee (CDC).
- 9.4 Any matter involving members under 18 must also be brought to the attention of the Club Children's Officer.
- 9.5 In the event that a member directly violates the objectives of the Club, or consistently expresses dishonesty through cheating and the club officers conclude after a meeting with the alleged wrongdoer (in case of a Youth Member only with parent or guardian present) and/or representatives of the alleged wrongdoer that the objectives of the Club have been violated, the alleged wrongdoer will fall into a disciplinary action up to and including dismissal.

10 Dissolution

- 10.1 The Kinsale Chess Mates may be dissolved By a Special Resolution passed by a number of not less than two thirds (66%) of the members present at an EGM and eligible to vote specifically called for the purposes of determining that it shall be dissolved, and thereupon it shall be dissolved forthwith, or at the time then agreed upon, and all necessary steps shall be taken by the Management Committee for the disposal and settlement of the property of the Club, its claims and liabilities according to the rules of the Club applicable thereto, if any, and if not, then as the Management Committee shall find expedient.

11 Values

- 11.1 In accordance with the Employment Equality Acts and Equal Status Acts, the Kinsale Chess Mates will not discriminate against any persons or visitors within the Kinsale Chess Mates. No discrimination of any kind against employed and voluntary staff, membership applications, members and individuals within the general public, will be tolerated.

12 Data Protection

- 12.1 Kinsale Chess Mates undertakes in all its activities to comply with the legal and/or regulatory obligations that applies to it. The legal bases on which it controls, and processes personal data are that this is necessary for:
- a) our legitimate interests in the operation of the Club in ensuring the proper management, operation and functioning of the Club. The Club shall not process personal data for these purposes if to do so would constitute an unwarranted interference with the interests, rights and freedoms of a member to whom the data relates;
 - b) compliance with a legal or regulatory obligation that applies to the Club.

13 Amendments

- 13.1 Amendments to this Constitution shall be passed at an Annual General Meeting or an Extraordinary General Meeting of the Club by way of Special Resolution.
- 13.2 Motions for a change to this Constitution must be passed by a Special Resolution of two third (66%) of people entitled to vote present at the meeting.
- 13.3 No addition, alteration or amendment shall be made to Revenue clauses or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

14 Voting

- 14.1 Questions arising at any meeting of the Management Committee shall be decided by a majority of votes.
- 14.2 Where there is an equality of votes, the chairperson of the meeting shall have a second or casting vote.
- 14.3 A Special Resolution can only be passed where a number of two thirds (66%) of the Members eligible to vote and are present at the meeting where the Special Resolution is brought vote in favour of the Special Resolution.
- 14.4 A General or Simple Resolution can be passed where one half (50%) plus one (1) of the Members eligible to vote and are present at the meeting where the General or Simple Resolution is brought to vote in favour of said Resolution.

15 Notice

- 15.1 Any notice to be given, served, or delivered pursuant to these provisions shall be in writing.
- 15.2 An Annual General Meeting and an Extraordinary General Meeting called for the passing of a Special Resolution shall be called by at least fifteen clear working days' notice.
- 15.3 The notice period required for holding of all other extraordinary general meetings and general meetings shall be called by at least ten clear working days' notice.
- 15.4 The notice shall specify the time and place of the meeting and the general nature of the business to be transacted.
- 15.5 The notice shall be given to all Members of the Club.