

1. Name

The name of the Association shall be **The English Junior Coaches and Organisers Association**

2. Aims

The aims of the English Junior Coaches and Organisers Association will be:

- The main goal of the English Junior Coaches and Organisers Association is the promotion and advancement of chess for those under eighteen years of age.
- To promote collaboration between junior organisers and coaches
- To provide a forum for communication between coaches and organisers

3. Membership

Membership is open to anyone who:

- is aged over 21 years old; and
- Is a chess coach or junior organiser

There will be a £10 annual membership fee, the amount of which will be agreed at the Annual General Meeting (AGM).

A list of all members will be kept by the chairman.

Ceasing to be a member

Members may resign at any time in writing to the secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the Association if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

English Junior Coaches and Organisers Association will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

5. Officers and committee

The business of the Association will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of a minimum of 8, and a maximum of 15 members.

The officers' roles are as follows:

- Chairman, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Vice chairman, who shall chair both general and committee meetings in the chairman's absence
- Safeguarding Representative, who is responsible for all safeguarding matters in relation to coaching and organising
- Head Coaches, who will be advise on any coaching matters relating to coaches
- Women's Coaching Representative, responsible for improving the male to female ratio in coaching
- Social Media Representative, responsible for promoting the Association on key social media platforms
- Compliance and Risk Representative, responsible for ensuring the Association operates with all appropriate compliance and risk boundaries
- Regional Representatives, who shall be responsible for expressing the views within their regions
- Committee Representatives, responsible for specific issues in their committee remit

In the event of an officer standing down during the year, a temporary replacement will be appointed by the Management Committee until a new officer can be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of English Junior Coaches and Organisers Association wishing to attend. Such members may speak but not vote.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 4 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of English Junior Coaches and Organisers Association over the year.
- The Committee will present the accounts if relevant of the English Junior Coaches and Organisers Association for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals received by the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within 21 days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is 5 Committee members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

Currently there is no need at this stage for a bank account. If this changes the constitution will be adjusted.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be received by the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two-thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the Association it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Association.

If it is agreed to dissolve the Association, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

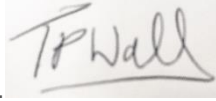
This constitution was agreed at the Inaugural General Meeting of the English Junior Coaches and Organisers Association on:-

Date ...9.../...3...../...21.....

Name and position in Association Rob Willmoth (Chairman)

Signed *RJ Willmoth*

Name and position in Association ... Tim Wall (Vice Chairman)

A rectangular box containing a handwritten signature in black ink that reads "Tim Wall".

Signed

End of sample constitution
Updated September 2023