

Chess Federation of Sri Lanka



CONSTITUTION

October 2008

Clause 1 - NAME

The name shall be the **Chess Federation of Sri Lanka** hereinafter referred to as the Federation.

Clause 2 - SITUATION

The Headquarters of the Federation shall be situated in Colombo, Sri Lanka, or one of its close suburbs.

Clause 3 - OBJECTIVES

The objectives of the Federation are;

- a) To promote and stimulate interest in the game of chess in the Republic of Sri Lanka.
- b) To promote formation of chess clubs and regional and sectoral chess associations.
- c) To organise or coordinate the organisation of national and international chess tournaments in Sri Lanka.
- d) To facilitate the participation of Sri Lanka players in chess tournaments in Sri Lanka and abroad.
- e) To carry out all such administrative functions, and fund-raising and other activities as may be necessary in order to achieve the above.

Clause 4 - MEMBERSHIP

4.1 Membership of the Federation is limited to three categories of organisations:

- a) District chess associations. Such organisations are associations of affiliated chess playing clubs and schools, formed for the purpose of promoting chess in a particular district of Sri Lanka.
- b) Sectoral chess associations. Such organisations are associations of affiliated clubs representing institutions belonging to a particular sector, such as primary/secondary schools, the military, or mercantile companies, formed for the purpose of promoting chess within that sector.
- c) Chess playing clubs not representing a primary/secondary school, already affiliated with the Federation under the provisions of previous constitutions, with membership in good standing, as of the date of passage of this constitution. Such clubs may continue their direct affiliation with the Federation, while concurrently joining district or sectoral associations, as long as their membership remains in good standing.

4.2 The Federation shall admit to membership, and shall assist and collaborate with the organisation charged with supervising, organising, and/or coordinating inter-school chess activities (hereinafter referred to as the Schools Chess Association) in the conduct of such activities. Representatives of this organisation shall serve on the Executive Committee of the Federation, as provided for below.

Clause 5 - PATRON

The Federation shall have a Patron, elected at every Annual General Meeting.

Clause 6 - EXECUTIVE COMMITTEE

- 6.1 The policy making and executive powers of the Federation shall be vested in the Executive Committee, which shall consist of the following, who (with the exception of the Immediate Past President, who shall be appointed *ex-officio*, and the representatives of the Schools Chess Association, who shall be nominated by that body) shall be elected at each Annual General Meeting:
- a) President
 - b) Immediate Past President
 - c) Vice-President
 - d) Vice-President for Tournaments
 - e) Honorary Secretary
 - f) Honorary Assistant Secretary
 - g) Honorary Tournament Secretary
 - h) Honorary Treasurer
 - i) Honorary Assistant Treasurer
 - j) Six (06) committee members
 - k) Two (02) representatives of the Schools Chess Association
- 6.2 Nominees for positions in the Executive Committee must be members of **clubs** affiliated with the Federation and/or with member **associations**, and in good standing, *i.e.*, with dues and subscriptions paid up to date. They should also be citizens of Sri Lanka and at least 18 years of age at the time of nomination. With the exception of the Treasurer and the Assistant Treasurer, nominees for positions in the Executive Committee should have taken part in at least one chess tournament organised by or on behalf of the Federation, in the course of their chess career.
- 6.3 The Executive Committee shall meet regularly at least once every two months, and preferably at least once a month. It shall meet as often as necessary on an emergency basis. Any member who is absent for three consecutive regularly scheduled (*i.e.*, non-emergency) meetings, without justifications acceptable to the Executive Committee, shall be deemed to have vacated his/her position.
- 6.4 The quorum for Executive Committee meetings shall be five (05), one of whom must be the President OR one of the Vice-Presidents.
- 6.5 Any vacancy other than the posts of President or Treasurer, that occurs in the Executive Committee in the course of the year, either in terms of section 6.3 above, or resignation, or otherwise, shall be filled by the remaining members of the Executive Committee, from among suitable members of the affiliate clubs of the Federation or its member associations, subject to section 6.2. Vacancies existing after an Annual General Meeting due to lack of valid nominations shall be filled likewise. Vacancies in the posts of President or Treasurer should be filled by the general membership at an Extraordinary General Meeting, via the nomination process described in section 12.4.
- 6.6 The Executive Committee shall be responsible for advancing the objectives of the Federation, and for taking and implementing such decisions as may be necessary to achieve those objectives. It shall have the ultimate responsibility for all decisions regarding the collection and disbursement of money.
- 6.7 The Executive Committee shall be responsible for developing, adopting, modifying, and implementing By-laws, governing administrative and financial procedures, codes of conduct, disciplinary procedures, organisation and conduct of tournaments, etc.

- 6.8 In addition to the Tournament Sub-committee described below, the Executive Committee may appoint subcommittees to carry out specific tasks, or to advance certain objectives. Such subcommittees must be presided over by a member of the Executive Committee, who shall report to that body at regular intervals. The President, Secretary, and Treasurer will be ex-officio members of all sub-committees, with the right to attend meetings of the same.

Clause 7 - TOURNAMENT SUB-COMMITTEE

- 7.1 There shall be a Tournament Sub-committee, to supervise and coordinate the organisation and conduct of chess tournaments under the auspices of the Federation, and to make recommendations to the Executive Committee regarding the same.
- 7.2 The Tournament Sub-committee shall consist of the following.
- a) Vice-President for Tournaments (Chair)
 - b) Tournament Secretary
 - c) Assistant Treasurer
 - d) Six (06) sub-committee members appointed by the Executive Committee, of whom at least two (02) shall also be members of the Executive Committee. These members should be members of affiliated clubs in good standing (as described in section 6.2), representatives of the Schools Chess Association, or teachers in charge of Chess at affiliated schools.
 - e) Additional members who may be co-opted by the Sub-committee, who, however, shall have no voting rights.
- 7.3 The quorum for meetings of the Tournament Sub-committee shall be four (04) voting (non-co-opted) members, one of whom must be the Vice-President (Tournaments) OR the Tournament Secretary.
- 7.4 The Tournament Sub-committee shall report to the Executive Committee and make recommendations regarding the Annual Tournament Calendar, By-Laws governing the conduct of tournaments and relevant matters, and financial matters pertinent to tournaments. It shall have the power to take and implement routine administrative decisions regarding the conduct of tournaments, including short notice changes to dates and venues due to unavoidable reasons, without the express prior ratification of the Executive Committee.

Clause 8 - OFFICE BEARERS

- 8.1 The President shall preside over general meetings and Executive Committee meetings, and shall also have the ultimate responsibility for ensuring that decisions taken by the Executive Committee are implemented.
- 8.2 Either Vice-President may perform the duties of the President in his/her absence. In addition, the Vice-President for Tournaments shall preside over meetings of the Tournament Sub-Committee, and shall be responsible for the organisation and conduct of Federation tournaments.
- 8.3 The Chair of any meeting at which a vote may be taken has a casting vote in addition to his/her own vote, in the event of an even division of votes.
- 8.4 The Secretary shall maintain records, deal with general correspondence, including correspondence with international organisations promoting chess, and arrange for regular meetings to be held at reasonable intervals.

- 8.5 The Assistant Secretary shall assist the Secretary in the performance of his/her duties, and shall perform them in the Secretary's absence..
- 8.6 The Tournament Secretary shall maintain records of tournaments, including results, ratings, etc., and shall deal with all correspondence pertaining to the organisation and conduct of Federation tournaments.
- 8.7 The Treasurer shall collect and disburse funds as authorised by the Executive Committee, maintain a record of all financial activities of the Federation, have overall responsibility for any bank accounts, movable property, and investments, and shall present a duly audited financial statement each year at the Annual General Meeting. The financial year of the Federation shall be the calendar year. Bank accounts shall be operated and cheques signed by the Treasurer *and* either the President or the Secretary.
- 8.8 The Assistant Treasurer shall assist the Treasurer in the performance of his/her duties.

Clause 9 - DISTRICT AND SECTORAL ASSOCIATIONS

- 9.1 The Federation shall encourage and promote the formation of District Chess Associations, which would be associations of affiliated chess playing clubs, including clubs representing primary / secondary schools, in a particular district of Sri Lanka. Such Associations would have the right to affiliate themselves with the Chess Federation of Sri Lanka, and organise events in their districts on behalf of the Federation.
- 9.2 The Federation shall likewise encourage and promote the formation of Sectoral Chess Associations, in addition to the Schools Chess Association. Sectoral Associations would be associations of chess playing clubs representing or associated with institutions within a particular "Sector." The decision of the Executive Committee on what constitutes a "Sector" shall be final.
- 9.3 A District or Sectoral Association must have a minimum of three (03) member clubs in order to be eligible for membership of the Federation.
- 9.4 In order to become affiliated with an Association, or remain directly affiliated with the Federation in terms of section 4.1 (c), a club must have at least ten (10) chess-playing members registered with the Federation. At the time of application for membership, the club should provide a list of the names and addresses of such members to the Association. An Association may, at its discretion, require its member clubs to update its information from time to time.
- 9.5 Subject to the provision that primary / secondary schools, which are represented by the Schools Chess Association, may affiliate themselves with District Chess Associations, and further subject to the provisions in section 4.1 (c), no club may affiliate itself with more than one Association.
- 9.6 The Federation shall not admit to membership more than one Association representing a given District or Sector.

Clause 10 - ADMISSION TO MEMBERSHIP

- 10.1 District and Sectoral Associations will be admitted to membership of the Federation, upon approval of a duly completed application by the Executive Committee and payment of application and membership fees. Membership will be effective from the date of approval. Clubs not currently affiliated will no longer be admitted directly to membership from the date of passage of this constitution.
- 10.2 Applications for membership must be made upon the prescribed form, should be signed by the President or Secretary of the Association, and should provide the following information:
- a) Name and mailing address of Association.
 - b) Names and contact information of current President and Secretary.
 - c) Names and mailing addresses of member clubs.
 - d) Name and contact information of teacher in charge of chess, in the case of primary / secondary schools affiliated with District Associations.
 - e) Name and contact information of current President or Secretary of each non-school club.
 - f) Names of at least 10 chess-playing members of each non-school club, registered with the Federation in terms of Clause 9.4 above.
 - g) Name of the District, or designation and description of the Sector, which the Association represents.
 - h) In the case of Sectoral Associations, a brief statement justifying the recognition of that Sector by the Federation should be included.
- 10.3 All member associations other than the Schools Chess Association will be responsible for payment of an annual membership fee, which will be due on or before 28th of February each year. The amount of this fee, together with the amount of the fee for application for membership, will be decided upon by the Executive Committee from time to time.
- 10.4 All member clubs, affiliated with the Federation under the provisions of section 4.1 (c), will be responsible for payment of an annual membership fee, which will be due on or before 28th of February each year. The amount of this fee will be decided upon by the Executive Committee from time to time.
- 10.5 Representatives of affiliated associations will not be entitled to vote, or to propose or second nominations or motions, at a General Meeting, until a period of 12 months has passed from the date of admission to membership.

Clause 11 - RIGHTS OF MEMBERS

- 11.1 By the 28th of February every year, all affiliated associations should submit to the Federation an updated list of names and addresses of its member clubs. All clubs directly affiliated with the Federation should, by the same date, submit to the Federation a list of at least ten (10) chess playing members registered with the Federation, who are not simultaneously considered as members for this purpose by any other club, together with a list of office bearers. Any club or association which fails to comply with this requirement will lose the right to propose or second motions or nominations for the following Annual General Meeting.
- 11.2 Subject to the provisions of section 11.1 above, all affiliated clubs and associations whose dues are not in arrears will be entitled propose or second motions or nominations, to send representatives with full voting rights to all General Meetings of the Federation, as stipulated below, and to exercise other rights of full membership.

- a) Clubs and sectoral associations: two (02) representatives
 - b) The Schools Chess Association: two (02) representatives
 - c) District associations: the number of representatives will vary according to the number of affiliated clubs and schools, as follows:
 - 3 - 6 affiliated clubs and / or schools : two (02) representatives
 - 7 - 10 affiliated clubs and / or schools : three (03) representatives
 - 11 - 14 affiliated clubs and / or schools : four (04) representatives
 - 15 or more affiliated clubs and / or schools : five (05) representatives.
- 11.3 Motions and nominations may not be both proposed and seconded by representatives of the same club or association.
- 11.4 Representatives of clubs and associations attending General Meetings should bring with them, or arrange to be delivered to the Secretary of the Federation beforehand, a letter of authorisation signed by the President or Secretary of the club. Such letters of authorisation should give the names and identification information (*e.g.*, N.I.C. numbers, passport numbers, etc.) of the representatives.
- 11.5 A club or association may change its representatives at any time with proper authorisation. Duly authorised representatives will be understood to continue in that capacity for a period up to but not including the next Annual General Meeting, unless changed.
- 11.6 Affiliated clubs and associations whose dues are less than three years in arrears will be entitled to send representatives as observers only, and will temporarily lose their rights to propose or second motions or nominations, or to vote. Those clubs and associations whose dues are in arrears for three years or more shall be deemed to have given up their membership of the Federation. Associations, but not clubs, which have given up their membership in this manner, shall have the right to re-apply for membership at any time thereafter.

Clause 12 - ANNUAL GENERAL MEETING

- 12.1 The Annual General Meeting (AGM) of the Federation shall be held every year on or before the 31st of March.
- 12.2 Notice of the AGM shall be circulated to reach the affiliated clubs and associations at least thirty (30) days before the date of the AGM. Such notice should indicate the date, time, and venue of the meeting, should include the agenda, the Minutes of the previous AGM, and any motions for consideration at the AGM, and should give the affiliated clubs and associations a period of fifteen (15) days in which to submit nominations for office-bearers and other executive committee members. Every attempt should be made to include the Annual Report and the Financial Report with the notice.
- 12.3 Members wishing to submit motions, duly proposed and seconded according to the provisions of section 12.4 below, for consideration at the AGM, should do so on or before the 14th of February each year. Motions may also be submitted by the Executive Committee.
- 12.4 All nominations and motions should be proposed and seconded by two different affiliated clubs or associations in good standing, the signatories being the President or Secretary of the organisation. Nominations should reach the Secretary of the Federation no later than fifteen (15) days before the AGM.

- 12.5 A second notice shall be circulated to reach the affiliated clubs, schools, and associations at least seven (07) days before the date of the AGM, containing a list of valid nominations for office-bearers, and the Annual Report and Financial Report if not already circulated,.
- 12.6 The quorum for an AGM shall be fifteen (15) voting representatives. If, 30 minutes after the stipulated time, a quorum is not present, the meeting shall be re-convened with 15 days' notice, and all those present at the re-convened meeting shall be deemed to constitute a quorum.
- 12.7 The agenda for the AGM shall include the following:
- a) Confirmation of Minutes of the previous AGM
 - b) Presentation of Annual Report by the Hony. Secretary
 - c) Presentation of Annual Financial Statement, duly audited, by the Hony. Treasurer.
 - d) Election of Patron, office-bearers and executive committee members for the following year.
 - e) Any other business of which due notice has been given, including motions.
- 12.8 The AGM shall be Chaired by the President of the Federation, or in his/her absence, one of the following in order of priority:
- Vice-President
 - Vice-President for Tournaments
 - Hony. Secretary
 - Hony. Assistant Secretary
 - Hony. Tournament Secretary
 - Any representative of an affiliated club or school with voting rights, elected as Chairman *pro tem*.
- 12.9 Only representatives of clubs and associations with full voting rights may propose or second motions, or cast votes, at the AGM. Members of the Executive Committee and the Tournament Sub-committee, or nominees for such posts, who are not representatives, as well as representatives of clubs and associations temporarily without voting rights under Sections 10.6 or 11.7, may attend the AGM but not vote. However, the Chair of the meeting always has a casting vote in addition to any vote he/she may exercise as a representative.

Clause 13 - EXTRAORDINARY GENERAL MEETINGS

- 13.1 The Executive Committee of the Federation may decide to hold an Extraordinary General Meeting (EGM) whenever it is deemed necessary to do so.
- 13.2 Notice of an EGM shall be circulated to reach the affiliated bodies at least thirty (30) days before the date of the EGM. Such notice should indicate the date, time, and venue of the meeting, and should include the agenda, including any motions for consideration, duly proposed and seconded under the provisions of section 12.3.
- 13.3 Fifteen (15) voting representatives can request an EGM by submitting a signed petition listing the purpose and agenda for the meeting, including any motions. Such a petition should be submitted to reach the Secretary at least forty-five (45) days before the requested date of the EGM. Upon receipt of such a petition, the Secretary shall circulate a notice of the EGM as indicated in section 13.2.
- 13.4 The provisions regarding the quorum for, conduct of, and voting rights at the AGM, as described in Sections 12.6, 12.8, and 12.9, shall also hold for an EGM.

Clause 14 - MEMBERSHIP OF INTERNATIONAL BODIES

- 14.1 The Federation shall be a member of the International Chess Federation (FIDE) and other international or regional chess federations or associations as the Executive Committee may see fit.
- 14.2 Every year, the Executive Committee shall appoint a suitable person, preferably one of its members, as "FIDE Representative." The FIDE Representative shall represent the Federation at FIDE meetings when possible, liaise with FIDE and regional bodies, assist the Hony. Secretary and other office bearers who may need to deal with FIDE, and keep the Executive Committee informed of international events.

Clause 15 - AMENDMENTS TO THE CONSTITUTION

The constitution may be amended with due notice, at an Annual General Meeting or an Extraordinary General Meeting, by a two thirds majority of those present and voting.

Clause No. 16 - GOVERNMENT CONTROL

The Federation shall be bound by all the provisions under the Sports Law No.25 of 1973 and by subsequent regulations framed under that Law, by the Ministry of the Government of Sri Lanka responsible for Sports activities. These regulations shall form part of this Constitution.

Clause 17 - OTHER MATTERS

All matters not covered by this constitution shall be decided upon by the Executive Committee, or by the voting representatives at a General Meeting, as appropriate.