

# London Chess Club Bylaws

Last revised: November 9<sup>th</sup>, 2023

## Article 1: Membership

1. Pay the annual membership fee (\$40 for the full year, \$20 for July-December)
2. Play according to FIDE and CFC rules
3. Exhibit fair play and sportsmanship
4. Treat fellow members and volunteers with respect
5. Abide by the club's bylaws
6. Refrain from using abusive or vulgar language and refrain from trash talking
7. Never damage or steal club property
8. Refrain from smoking on club premises
9. Never participate in club activities while under the influence of illegal drugs or other intoxicants
10. Enjoy yourself while participating in club activities and strive to create a positive and welcoming environment for all members

## Article 2: Violation of Bylaws

If a member violates the By-Laws, the Executive Committee will act using the following procedure:

1. Issue a verbal warning
2. Issue a written warning
3. Expel the member from the club

However, in cases of severe violations, *the Executive Committee may expel the member without issuing any prior warnings.*

Members may withdraw from membership by either submitting a written notice or email to the club's designated account at [LondonChessClubCanada@gmail.com](mailto:LondonChessClubCanada@gmail.com) or by simply stopping attendance. However, please note that membership and tournament registration fees are non-refundable.

## Article 3: Code of Conduct

1. The London Chess Club does not assume responsibility for the safety of individuals attending LCC chess tournaments at 78 Riverside Drive on Thursdays from 6-9pm or any other events.
2. Children aged 7 and under must always be accompanied by at least one parent or guardian during London Chess Club events.
3. It is strongly recommended that children aged 8-12 be accompanied by a parent or guardian, although this is not strictly required.
4. All LCC members and visitors are expected to behave in a socially acceptable manner that does not interfere with the enjoyment of others.
5. Interference and/or disruption of chess games by a third party is strictly prohibited. Any questions, complaints, or comments should be directed to the LCC President, Tournament Director, or other LCC executive.

## Article 4: Governance

The governance of the London Chess Club shall consist of two bodies - the Board of Directors and the Executive Committee.

The Board of Directors shall be composed of 5 members elected by a vote at the Annual General Meeting or a special meeting called for elections. Board members shall hold their position until they resign or until removed by a two-thirds majority vote of club members.

The Board of Directors shall be responsible for overseeing the club's strategic direction, finances, and facilities, and handling any major issues or problems. They will make large-scale decisions related to the club's objectives and long-term vision.

The Board of Directors shall elect one member to serve as President of the club for a 1-year term beginning January 1.

The Executive Committee shall consist of 3 positions - Vice President, Tournament Director, and Treasurer. These roles shall be appointed by the President on an annual basis.

The Executive Committee shall handle the day-to-day operations, logistics, and administration of the club. They shall execute the club's programs and activities.

The President shall serve as the link between the Board of Directors and the Executive Committee. The President is responsible for communicating all major board decisions to the Executive Committee for implementation.

Every director and executive committee member of the club in exercising their powers and discharging their duties shall act honestly and in good faith with a view to the best interests of the club, and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

## Article 5: Positions and Duties

The term of office for all positions will be 1 year, commencing January 1st and ending December 31st. There is no limit to the number of consecutive terms in the same position that one may hold.

### Board of Directors

The Board of Directors consists of 5 elected members who oversee the strategic direction and finances of the club.

- Setting the long-term vision and goals for the club
- Making decisions regarding club facilities and major capital expenditures
- Approving the annual budget and monitoring financial performance
- Handling grievances and disputes within the club
- Annually electing the President, and dismissing them if necessary

### President

- Supporting Executive Committee and ensuring that meetings are focused on the LCC mission
- Annually appointing members of the Executive Committee

- Upholding and revising the club's constitution and bylaws
- Liaising between the Board of Directors and Executive Committee weekly
- Submitting an annual report of finances, membership, and events to the Board of Directors
- Acting as a financial signing authority for the club bank account

#### Executive Committee

The Executive Committee consists of 3 appointed members handling day-to-day operations:

#### Vice President

- Assisting the President in administrative duties
- Creating, organizing, and overseeing club activities (lectures, simuls, away tournaments)
- Oversee Tournament Director (TD), Treasurer, and Volunteers
- Responding to member inquiries via the club email
- Finding a replacement in case of an executive vacancy or fulfilling that role themselves

#### Treasurer

- Keeping an accurate record of members, paid memberships, and tournament fees and profits
- Assisting the Vice President in planning and organizing club events and activities
- Assisting the TD with tournament registration and fee collection
- Submitting a standardized monthly report of finances, membership, and event costs and proceeds to the President on the last Sunday of each month
- Acting as a financial signing authority for the club bank account
- Maintaining accurate ratings for club members

#### Tournament Director

- Planning and running chess tournaments at the club using Chess Pairing Software “SwissSys”
- Managing registrations, pairings, timing and all event logistics
- Selecting, training, and overseeing an Assistant Tournament Director (ATD)
- Updating the website with club news and tournament results

### Article 6: Terms of Office

#### Board of Directors

Board member terms are not time-limited. Board members may serve indefinite terms until they resign or are removed by a vote of club members.

To remove a board member, reasonable evidence of unfitness must be presented at a special meeting called for this purpose. If two-thirds of the members present vote in favour, the board member shall be removed from their position. Then, a new board member must be appointed with a two-thirds majority within 4 weeks by a special meeting called by the President involving at least 20 club members. If the vote fails to elect a board member, another election must be attempted within 4 weeks.

#### Executive Committee

The President and other Executive Committee members shall serve 1-year terms beginning January 1st and ending December 31st. If an executive committee member resigns before completing their term, a written resignation must be submitted to the President. If the President resigns, he/she must submit a written resignation to both the Board of Directors and the Executive Committee.

Upon appointment of new Executive Committee members, there will be a 30-day transition period. During this time, login credentials for club accounts and assets will be transferred to new members. It is the responsibility of the departing executive to orient the newly appointed executive to their job.

#### Grievance Procedures

Any member may file a grievance against the President, an executive member or another member if there is reasonable evidence of discrimination, safety violations or other unfitness.

Grievances against regular members will be handled by the Executive Committee. If the President is unable to make a decision, they may raise the issue to the Board of Directors. Grievances concerning the President or executive members will be immediately escalated to the Board of Directors.

In all cases, an investigation will be conducted through interviews with all involved parties. The President or Board of Directors will then decide on appropriate corrective action.

#### **Article 7: Club Records**

To uphold transparency and accountability, the club's financial records will be open to review by members. All members are entitled to inspect the club's books and records at the Annual General Meeting. If a member desires a more detailed review, they may submit a written request to attend the portion of an executive meeting that covers financial accounts. During this time, they can inspect the accounts presented. Additionally, executive members will have full access to the club's books and records at all reasonable times. This enables the executive team to conduct proper oversight and ensure the accuracy of the club's finances.

The banking business of the club shall be transacted with a bank or credit union as the directors may designate by resolution, and all such banking business or any part thereof shall be transacted on the club's behalf by one or more executives as the directors may designate. This designation will allow all normal banking functions to be done on the club's behalf.

#### **Article 8: Meetings, Elections, and Amendments**

The LCC shall hold an Annual General Meeting (AGM) once per year in December. The meeting will provide an annual report to the general members. Any member or executive may propose constitutional amendments to be voted on at the AGM. Amendments with a two-thirds majority vote will be added to the constitution or by-laws. Member and executive votes are valued equally.

Adult members who have actively participated in the club for at least one month and remain in good standing are eligible to vote at the Annual General Meeting. Voting must be done in person, not by proxy. Any member wishing to be appointed for an executive role must inform the current president in advance.

Any changes in governance for the upcoming year will be voted upon and announced.

The Executive Committee shall meet at least twice annually. Additional special meetings may be requested by committee members as needed. A quorum of at least 3 Executive Committee members including the President is required for official votes and decisions.

At all meetings of the directors, every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the Chairman of the meeting shall be entitled to a second or casting vote in addition to his original vote.

A resolution in writing, signed by all the directors entitled to vote on that resolution at a meeting of directors, is as valid as if it had been passed at a meeting of directors.

The directors may from time to time appoint a chairman who shall be a director. If appointed, the chairman shall, when present, preside at all meetings of the directors, and shall set the agenda and handle the meeting in a business-like fashion. The directors may appoint any executive committee member(s) on behalf of the club to sign documents in writing.

#### **Article 9: Complaint Procedure**

The club welcomes input from members in the form of comments, suggestions or complaints. To ensure all feedback is properly tracked and addressed, members are requested to submit their remarks through the contact page on the club's website at [www.londonchessclub.ca](http://www.londonchessclub.ca). The "Contact Us" link can be found at the top right corner of the home page. Submissions will be reviewed by the appropriate executive member(s) who will determine any necessary follow-up actions. Channelling feedback through the website contact form creates a clear record and ensures members' perspectives are heard and incorporated into future club improvements. The club values all member contributions as we work collectively to enhance the club experience.

#### **Article 10: Remuneration**

Club leadership roles are voluntary positions. Executive members and general members will not receive payment for their services, with one exception. Annual membership fees are waived for the Directors, President, Vice President, Treasurer, and Tournament Director. While volunteer-based, the club values members' time and commitment. If a member incurs authorized expenses while carrying out work on behalf of the club, they may submit a written statement to the executive for reimbursement. For all club tournaments, the organizer must provide a Profit and Loss statement in the approved format for financial transparency. Through volunteer leadership and minimal reimbursements, the club aims to sustainably grow its programs and membership.

#### **Article 11: Bylaws**

The club's by-laws may be amended through a special resolution process. A special resolution to rescind, alter or add by-laws must be approved by at least a two-thirds majority vote of members eligible to vote who are present in person at a general or special meeting. Seven days advance notice must be provided for any meeting where a special resolution will take place. This special resolution process and supermajority requirement ensure that any bylaw changes have the support of a substantial portion of engaged club members.

#### **Article 12: Website**

The club's Executive Committee is responsible for the editorial control, content, and overall appearance of the club website. The domain "londonchessclub.ca" shall be a club asset. This gives the elected Executive Committee oversight to ensure the website accurately represents the club and serves members' needs. While the Executive Committee governs the website, member feedback is welcomed. Any suggestions on improving the website can be submitted through the Contact page for consideration by the Executive Committee.

#### **Article 13: Dissolution**

To dissolve the London Chess Club, a binding resolution must be submitted to and approved by a two-thirds majority of the Executive Committee including the President. All outstanding financial matters must be settled before dissolution. A special meeting must then be called and held to approve the dissolution. The time and place of this meeting must be announced via website post and verbal announcement at the club at least seven days in advance. If dissolution is approved at the special meeting, any remaining assets after debts are paid shall be distributed to local non-profit organizations as selected by the Board of Directors. This process ensures adequate notice is given to members and a collective decision is made regarding the dissolution and dispersion of assets. By requiring a substantial majority vote of the Executive Committee and Club members, the club aims to uphold transparency and thoughtfulness even in circumstances necessitating its termination.