

THE HULL & DISTRICT CHESS ASSOCIATION

(the Charity)

Bye-Laws

Adopted by a resolution of the members of the charity passed on 1st October 2013

Extraordinary General Meetings

1. An extraordinary general meeting of the charity may be called:
 - (1) as directed by an Annual General meeting of the charity;
 - (2) as directed by an extraordinary general meeting;
 - (3) as directed by the trustees; and
 - (4) upon the receipt of a letter received from 20 members as described in clause 10(5) of the constitution of the charity.
2. An extraordinary general meeting called pursuant to clause 10 of the constitution or rules 1(1) to 1(3) (inclusive) of these bye-laws does not require a written statement to the General Secretary (**Written Statement**) The minutes of the relevant meeting will be deemed to be the authority for the calling of an extraordinary general meeting;
3. An extraordinary general meeting called pursuant to clause 10(5) of the constitution or rule 1(4) of these bye-laws does require a written statement addressed to the General Secretary in accordance with the provisions set out in rules 5 to 9 (inclusive) of these bye-laws.
4. An extraordinary general meeting may only be called by way of a Written Statement in exceptional circumstances, such as in the event of alleged financial misconduct by a trustee, a vote of no confidence in the trustees, the resignation of a key trustee or the winding up of the charity.
5. The Written Statement must be delivered direct to the General Secretary. Third parties should decline to accept the responsibility to forward any correspondence on the matter.
6. The Written Statement must be limited to a single side of a sheet of A4 (or equivalent) paper.
7. The Written Statement should be comprised of three columns recording respectively:
 - (1) the names of the requisitioning members in block letters;
 - (2) the normal signatures of the above members; and
 - (3) the name of each such member's club.

8. The Written Statement should specify clearly the agenda items appear on the agenda of the extraordinary general meeting to be called.
9. A Written Statement to discuss items previously discussed at an extraordinary general meeting under rule 1(4) of these bye-laws or clause 10(5) of the constitution of the charity requires to be signed by in excess of 50 members of the charity.
10. If the Executive Committee fail to call an extraordinary general meeting when requested to do so by means of a validly prepared Written Statement, within 28 clear days of receipt of the same the members may proceed to call an extraordinary general meeting but in doing so they must comply with the provisions of the constitution of the charity.

Team Entry

11. All new teams entering the charity's league shall be placed in the lowest division, unless decided by the Trustees

Appeals Procedure

12. Appeals against decisions made by an officer (an **Appeal**) shall be made in writing to the General Secretary in the first instance, stating the nature of the grievance and naming all other parties directly involved in the dispute from which the appeal has arisen.
13. On receipt of an appeal the General Secretary will inform the president who will appoint a sub committee of Trustees, consisting on no less than 3 and no more than 5 Trustees who are demonstrably independent of the matter of the appeal. The President should also appoint a Trustee to chair the appeal panel.
14. The General Secretary shall set a date for the hearing to determine the Appeal (Appeal Hearing) and inform all interested parties accordingly.
15. All parties have the right to attend or be represented at an Appeal Hearing in which they are involved.
16. All parties to an Appeal Hearing shall inform the General Secretary of their nominated representatives.
17. An officer whose decision is subject to an Appeal may attend but not vote at the Appeal Hearing.
18. The General Secretary shall inform all parties to the Appeal of the outcome and the grounds on which the decision has been made. However, the decision of the sub-committee is final
19. All parties to the Appeal may accept a verbal report or request one in writing.