

# **FIJI CHESS FEDERATION CONSTITUTION**

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**2024<sup>1</sup>**

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<sup>1</sup> The June 2015 FCF Constitution was amended in 2024 and adopted in February 2025 after consultations with members

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## Acronyms and Definitions

"the Act" shall mean the Fiji Companies Act 2015

"Adult member" any person over the age of 18 years confirmed by the Executive Board as a member who pays the subscription

"Articles of Association" shall mean the standard articles of association adopted

"Board" shall mean the Executive Board of the Fiji Chess Federation

"Federation" and "FCF" "Fiji Chess Federation" shall mean Chess Federation (Fiji)

"FIDE" shall mean World Chess Federation or International Chess Federation

"Financial year" shall mean a calendar year from 1 January to 31 December

"General meeting" this is a membership meeting of the Federation and can be either the 'annual general meeting' which is a regular scheduled annual meeting or a 'special general meeting' which is called when the need arises to vote on specific matters.

"Honorary member" any person/s invited by the Executive Board through unanimous vote, as they see fit, to become Honorary Members of the Federation for such period as they see fit.

"Junior member" any person under the age of 18 years confirmed by the Executive Board as a member who does not pay the subscription

When the term "member" or "members" is used throughout this Constitution without any qualification then the term shall be deemed to refer to adult and club members.

"Regulations" means a rule, directive, regulation, by-law or policy made by the Board and examples include competition standards, code of conduct, prevention of sexual harassment, exploitation and abuse and selection procedures.

Simple majority means fifty per cent.

"Special Committees" means any committee established for a limited duration of time for a specific purpose and once the task is completed, the committee is automatically dissolved. This committee will have a minimum of three and maximum of five members, with one third of the Special Committee members to be from the Executive Board.

"writing" and "written" shall include electronic mail, chat messages and extracts of minutes.

## **1.0 Status and Objects**

“FIJI CHESS FEDERATION” is registered as CHESS FEDERATION (FIJI) under the Companies Act (Fiji) 2015 (the Act) and hereinafter will be referred to as the Federation.

The Federation is registered as a public company limited by guarantee and operates as a non-profit organization whereby its members, the World Chess Federation (FIDE), and the Fiji Association of Sports and National Olympic Committee (FASANOC) recognizes the Fiji Chess Federation as the national federation in the domain of chess, the supreme body responsible for the sport of chess in Fiji.

The Objects of the Federation shall be:

- a. To encourage, promote, foster and regulate the sport of chess in Fiji.
- b. To arrange, regulate and control matches, tournaments, competitions and other chess events as it may deem desirable.
- c. To select those chess players who shall represent Fiji at international events.
- d. To co-operate with other organisations whose purposes and interests are in accord with those of the Federation.
- e. To do all such things as the Federation may deem appropriate to achieve the above purposes.

## **2.0 Officials and Organs**

The Officials of the Federation are:

- a. The President
- b. The Vice President
- c. The General Secretary
- d. The Treasurer

The Organs of the Federation are:

- a. The General Meeting
- b. The Executive Board
- c. Special Committees

## **2.1 Election and Term**

- 2.1.1 The Officials and the Board of the Federation are elected at the Annual General Meeting and hold office for a duration of two years which coincides with half year Olympic cycle; starting from 2025.
- 2.1.2 When an elected Federation office becomes vacant for any reason during the term, the Executive Board may make an appointment to fill the office until the next ordinary elections, except for the role of the President and Vice President, which shall be filled at a General Meeting.
- 2.1.3 Any elected or appointed official in the Federation can be removed from position for cause. Cause is defined as being contrary to the spirit and text of the Constitution and regulations of the Federation. This action requires a two third vote of the Executive Board or a majority vote at a General Meeting.

## **2.2 The President, Vice President and General Secretary**

- 2.2.1 The President represents the Federation officially and can solely sign for the Federation. All contracts signed by the President shall be subject to prior approval or subsequent ratification by the Executive Board or at the General Meeting.
- 2.2.2 The President presides over General Meetings and meetings of the Executive Board, and shall have an ordinary vote, and where the voting is equal, a casting vote.
- 2.2.3 The President's decisions may be appealed to the General Meeting or to the Executive Board.
- 2.2.4 The President is the Federation's delegate to FIDE and if unable to attend to this role may delegate this task to the Vice President. If the Vice President is also unable to attend to this role, then the President may delegate an Executive Board Member.
- 2.2.5 The President can also delegate specific tasks to other persons.
- 2.2.6 If the President is unable to act or if they duly authorises, the Vice President shall exercise the powers of the President.

- 2.2.7 The Vice President shall assist the Federation in whatever tasks are assigned to them.
- 2.2.8 The General Secretary carries out general communication to FIDE and other related chess bodies including but not limited to Asian Chess Federation and Oceania Chess Confederation.
- 2.2.9 The General Secretary carries out general national level communication with national sporting bodies such as Fiji Association of Sports and National Olympic Committee, Ministry of Youth & Sports and Fiji National Sports Commission.
- 2.2.10 The General Secretary sends authorised communications to media outlets, locally, regionally and internationally.
- 2.2.11 The General Secretary aids the President and Vice President in the accomplishment of their obligations.

## **2.3 Treasurer**

- 2.3.1 The Treasurer is responsible for the financial management of the Federation, including implementing decisions made on finance.
- 2.3.2 The Treasurer provides annual reports on the status of the Federation's finances to the Executive Board and to the membership via the General Meeting.
- 2.3.3 After examination and approval of the documentation, the General Meeting will discharge the Treasurer of their obligations for the financial year in question.
- 2.3.4 The financial revenues of the Federation accrue from:
- i. membership subscriptions
  - ii. entry fees for participation in competitions or tournaments
  - iii. contributions for services rendered or rights granted to members or to third parties
  - iv. corporate sponsorship/s



v. other contributions.

2.3.5 The Treasurer liaises with the Auditors who will be engaged by the Federation to examine the Federation ledgers and financial management process. The Auditors are to prepare an audited financial statements account which will be presented at the General Meeting by the Treasurer or their nominee from the Executive Board. This will also be lodged with the Registrar of Companies.

2.3.6 The financial year of the Federation shall end each thirty-first day of December.

2.3.7 Receipts shall be issued for all membership fees received by the Federation and such monies shall be deposited regularly into an account at a bank selected by the Executive Board.

2.3.8 All expenses of the Federation shall be paid through the bank where there is a paper trail. A petty cash account may be operated which will be reconciled monthly with the Treasurer.

2.3.9 Financial transactions shall be endorsed by majority of the Executive Board Members; one of whom must be the Treasurer and one must be the President or Vice President.

## **2.4 The Executive Board**

The Executive Board shall have power by decision endorsed in the General Meeting or through the vote of seventy-five per cent of Executive Board members, to make regulations and policies, and to alter, amend or rescind them, as occasion may require; provided there is nothing in them which conflicts with this Constitution or the law, such regulations and policies shall have force and effect and be documented.

### **2.4.1 Composition**

The Executive Board shall be composed of the four Board Officials and three to six General Executive Board Members elected at an Annual General Meeting. The Federation should

undertake reasonable efforts to have minimum thirty per cent of women on the Executive Board.

#### **2.4.2 Quorum**

At meetings of the Federation Executive Board, the quorum shall be five or one half of all Executive Board members, whichever is less. The quorum should include the President or/and the Vice President who are the only two Officials who can chair the Executive Board meeting.

#### **2.4.3 The Presidential Ticket**

2.4.3.1 The Presidential ticket shall be minimum seven or maximum ten persons, all of whom shall be adult members in good standing, and the Presidential ticket should endeavour to have at least thirty per cent women and one young person aged 18-25 years.

2.4.3.2 Nominations on the Presidential ticket shall specify the proposed nominees for the offices of President, Vice President, General Secretary, Treasurer and minimum three and maximum six General Executive Board Members. Tickets must include confirmation of acceptance from each person on the ticket.

2.4.3.3 The Presidential ticket must be sent to the General Secretary at least seven days from the date of the General Meeting in which the two-year cycle comes to an end. The General Secretary will announce the Presidential ticket on the Federation website and thereafter send the same to the members via electronic mail.

2.4.3.4 In the event one member of a Presidential ticket becomes incapable to run for the election (death, illness or similar serious reasons), such member can be replaced on the Presidential ticket at the latest until three days before the election. All other conditions concerning the nominations are applicable.

2.4.3.5 All Presidential ticket must adhere to a minimum number of board members to be full and valid and must not exceed the maximum number.

#### **2.4.4 The Electoral Process**

- 2.4.4.1 If more than one Presidential ticket is submitted, then to secure a fair and impartial electoral process, an external Scrutineer outside the Federation shall be appointed by the Executive Board for the elections.
- 2.4.4.2 Preceding the elections, there shall be a rollcall, in alphabetical order, to establish the number of votes possible.
- 2.4.4.3 Ballot papers shall be prepared for the elections, with the names of the candidates if there is more than one for a given office. The Scrutineer shall initial each ballot before distribution.
- 2.4.4.4 Each Presidential candidate is entitled to appoint one observer for the counting of the secret ballots.
- 2.4.4.5 For all elections a majority of the votes cast, not counting abstentions, shall be required. If there is a tie, the voting is repeated until the tie is broken.

#### **2.4.5 Vacancies**

- 2.4.5.1 If a vacancy occurs in the Executive Board excluding the President and the Vice President, the Executive Board may fill the vacancy by appointing someone interim in the post until the next General Meeting.
- 2.4.5.2 If a vacancy occurs of the President and Vice President the post will be filled at a General Meeting. Nominations proposed and seconded by members in good standing should reach the General Secretary at least seven days before the General Meeting and the persons nominated should be a Federation member of good standing and if more than one person nominated for this role then a secret ballot election is to be held.

#### **2.4.6 Penalty for Non-Attendance**

Any Executive Board member who does not attend three consecutive meetings of the

Executive Board without notifying the Executive Board, then at the discretion of the simple majority of the Board, their role will cease on the Executive Board.

#### **2.4.7 Nepotism**

No two or more individuals may serve on the Executive Board concurrently if they share one or more of the following relationships:

- a. One is the direct descendant of the other.
- b. They are spouses.
- c. They are siblings by birth, marriage, or adoption.
- d. They are adopted children and parent or stepparent and stepchild.

### **3.0 Membership**

The Federation shall be composed of the following class of members:

- a) Members
  - i. Adult Member
  - ii. Club Member
- b) Associate Members
  - i. Honorary Member
  - ii. Junior Member

#### **3.1 Members Voting**

A voting member of the club should be eighteen years and over whereas Associate Members does not have voting privileges.

#### **3.2 Membership subscriptions**

They are payable from the first day of January and shall be:

- a. Club Member: \$30 per year
- b. Adult Member: \$20 per year
- c. Junior Member: \$10 per year

3.2.1 Two or more children in a household living at the same address shall be entitled to pay one half of the annual subscription for that year, provided they have not attained the age of eighteen as at first of January of the current financial year.

3.2.2 Any member confirmed after the thirtieth day of June in any year shall be required to pay one half of the annual subscription for that year.

### **3.3 Eligibility**

3.3.1 Any person or group of persons upon application in writing and payment of subscription shall be considered for membership by the Executive Board.

3.3.2 Persons having attained the age of eighteen on the first of January of the current financial year shall be eligible as an Adult Member.

3.3.3 Persons not having attained the age of eighteen on the first of January of the current financial year shall be eligible as a Junior Member.

3.3.4 If siblings or a sibling of a member is applying for membership, and they all are under 18 years of age they are entitled to a discount in membership fees, given they have provided evidence of their relationship.

3.3.5 Only bodies, groups or associations of persons engaged in playing and/or promoting the game of chess shall be eligible as a Club Member.

3.3.6 The membership applicant should be of good standing, be committed to chess and/or chess development and not pose any potential or actual risk of harm to any members or to the reputation of the Federation.

### **3.6 Confirmation of Members**

- 3.6.1 The Executive Board shall decide by simple majority whether the applicant becomes a Member. The application will be assessed based on commitment to chess, chess development, good standing and that the applicant does not pose any potential or actual risk of harm to any members or to the reputation of the Federation.
- 3.6.2 When an applicant has been confirmed by the Executive Board, the General Secretary shall inform the candidate and shall send the person a copy of this Constitution and related policies which the Member is bound by.
- 3.6.3 In the event the membership application is withdrawn, or the applicant is not elected by the Executive Board the subscription paid shall be refunded and the applicant duly notified of the decision and reason.
- 3.6.4 The applicant has fourteen days to appeal the decision in writing to the Executive Board. The Executive Board will convene a Special Committee to assess and decide on the appeal. The process and decision of the Special Committee will be documented by the Special Committee and shared with the Executive Board who adopts the decision and communicates this to the appellant.
- 3.6.5 A member intending to resign from the Federation shall notify of their intention in writing to the General Secretary who shall inform the Executive Board.
- 3.6.6 Resignation shall not extinguish any liabilities which arose during the period of membership.

### **3.7 Register of Members**

- 3.7.1 The Executive Board shall cause the General Secretary to keep a register of members containing full details of each member's election, class of membership, the date and amount of subscriptions paid, and such other information as the Executive Board may from time to time determine.
- 3.7.2 Entries, changes or deletions to the register, other than for moneys paid, shall only be

made from the minutes of meetings of the Executive Board duly confirmed by the Chair of the meeting.

3.7.3 A list of members and associate members shall be displayed on the Federation website.

3.7.4 It shall be the duty of a member to notify the General Secretary in writing of any change of address and contact details, and any other change in circumstances.

3.7.5 Any member or associate member may at any time apply for a change in class of membership by writing to the General Secretary, and such application shall be submitted to the Executive Board for approval.

### **3.8 Honorary Members**

The Executive Board may, by unanimous vote, invite such persons as they see fit to become Honorary Members of the Federation for such period as they suggest. The Executive Board has to endorse if payment of subscription will be waived.

### **3.9 Associate Members**

Every class of associate member shall be entitled to enjoy all the privileges of membership with the following exceptions:

- a. They shall not hold any office in the Federation.
- b. They may be present at the General Meeting of the Federation with a consultative voice but shall not be entitled to vote.

### **4.0 Suspension and Expulsion**

4.1 If any member shall willfully infringe any of the clauses of the Federation Constitution or regulations and policies made under its authority, or in the opinion of the Executive Board shall be guilty of conduct unbecoming a member of the Federation, or of conduct prejudicial to the interest and standing of the Federation, then a disciplinary committee will be convened who will assess the infringement or conduct and make recommendations to the Executive Board for suspension for a specified period or be

expelled completely from the Federation.

- 4.2 When there is an allegation or breach of regulations and policies pertaining to safeguarding, child protection and sexual harassment, exploitation, and abuse then an investigation committee will be convened. Good practices such as a survivor-centered approach and 'do no harm' principle will be applied and used to guide the process. Disciplinary procedures under the relevant Federation policies will be used and the Executive Board to decide on sanction or confirm recommendation (if applicable) based on the investigation report. If the member is found to have breached policies or committed an action that is criminalised in Fiji, they will be expelled from the Federation.
- 4.3 All investigations are administrative in nature to assess whether there has been a violation of the Constitution or any Federation policies or regulations. The standard of proof for administrative action is on the balance of probability or on clear and convincing evidence. Procedural fairness will be maintained for any disciplinary or investigative process.
- 4.4 If a member fails to pay the annual subscription due within two weeks of the General Meeting, the Executive Board shall cause the name of such member to be deleted from the Register of Members. The Executive Board may, at its discretion, restore the person to membership upon payment of all monies owing.
- 4.5 The expulsion of a member does not extinguish any liabilities which were incurred during the period of membership.

## 5.0 Appeal

A member that has been suspended has the right to appeal their suspension or expulsion as follows:

- 5.1 The member must appeal within fourteen days of the receipt of notice of suspension from the Federation. An appeals committee will be convened who will assess the appeal and provide their decision to the Executive Board to action accordingly.
- 5.2 In the case of an expulsion, should the accused member fail to resign or to appeal to the General Meeting within fourteen days of the receipt of such notice of expulsion, the



member shall forthwith cease to be a member of the Federation, and this will be noted accordingly.

5.3 Should a member within fourteen days of the receipt of a notice of expulsion, exercise the right to appeal, then a General Meeting shall be convened to deal with the charge and due notice given to the member concerned. If at least two thirds of the votes cast at the General Meeting resolve that the accused member has merited expulsion, the member shall thereupon cease to be a member of the Federation. If the member concerned elects to appeal to the General Meeting, the Executive Board may suspend the member from membership until the decision of the General Meeting is known.

5.4 An appeal in a matter pertaining to children or on sexual harassment, exploitation and abuse will be heard by an Appeal Committee and a member will have fourteen days upon receipt of the notification of suspension or expulsion to appeal.

Matters pertaining to children or cases involving any form of sexual violence or harm may contain sensitive or confidential information which can have serious ramifications for the victim/survivor hence the appeal cannot be decided by a General Meeting.

## **6.0 The General Meeting**

The General Meetings is the highest authority of the Federation and supervises the activities of the Executive Board and Officials.

### **6.1 Composition**

The General Meeting is composed of members and associate members of the Federation. Club members shall be represented by any two nominated delegates.

### **6.2 Quorum**

At meetings of the General Meeting of the Federation, the Quorum shall be ten or one fifth of all members, whichever is less.

### **6.3 Notice of Meeting**

Notice of all General Meetings specifying the date, hour, location and business to be transacted shall be posted on the Federation social media page and/or website at least twenty-one clear days before the date fixed for the meeting, and the General Secretary shall at the same time send notice thereof to the members via email.

### **6.4 Annual General Meeting**

There shall be an Annual General Meeting held on a date to be fixed by the Executive Board not later than the thirtieth day of April of each year. The meeting should be chaired by the President or the Vice President.

### **6.5 Special General Meeting**

The Executive Board may at any time call a Special General Meeting and shall convene such a meeting following a twenty-one days' notice. A Special General Meeting may also be convened on the written requisition of ten members who shall specify the purpose for which it is to be held and the Executive Board will have twenty one (21) days to issue notice and convene this meeting.

### **6.6 Resolutions**

Every resolution passed at the General Meeting of which due notice was given, shall be binding on all members whether present at such meeting or not and cannot be amended or revoked by the Executive Board. Any further amendments to resolution must be done at a General Meeting.

## **7.0 Amendments**

Changes to this Constitution can only be made by the General Meeting and only upon proposal by any member. Two thirds of the votes of members present are required to approve and adopt the amendments. The amendments are to be shared at least twenty one (21) day in advance to the members in readiness of adoption the General Meeting.

## **8.0 Interpretation**

- 8.1 The Executive Board has the power to interpret the Constitution and the Regulations in a way which may be deemed fair and reasonable, and in compliance with the Act.
- 8.2 The decision of the Executive Board on any wording or clause in this Constitution shall be conclusive and binding on all members of the Federation, unless and until it is contrary to the Act or inconsistent with the Act.

## **9.0 Dissolution**

- 9.1 The Federation will dissolve as soon as the number of members has been reduced to two.
- 9.2 In case of dissolution, the real property of the Federation shall be donated to such charitable organisation as the General Meeting shall determine.

## **10.0 Legislation and Policies**

The Federation acknowledge the existence of policies and Acts that may have an impact on the operations of the Federation, and this may include but not limited to the following:

- Companies Act 2015
- Fiji Institute Chartered Accountant Standards

Where possible, the above policies will be consulted should there be an oversight and the Act will take precedence given its national law.

## **11.0 Repeal and Savings**

- 11.1 The Constitution passed on the 27<sup>th</sup> June 2015 and ratified on 29 June 2015 (referred to in the ensuing text as the 2015 Constitution) and any amendments passed by any General Meeting up to the date that this Constitution is adopted are hereby repealed.
- 11.2 Every official of the Federation elected under the 2015 Constitution shall remain in office as if elected under this Constitution and shall vacate office in accordance with

this Constitution.

- 11.3 All known financial members of the Federation up to the date that this Constitution is adopted, shall be considered as an Adult Member, unless not having attained the age of eighteen as at first of January of the current year, shall be considered as a Junior Member.

THIS CONSTITUTION WAS CONSULTED WITH THE MEMBERS PRESENT AT THE ANNUAL GENERAL MEETING ON 13 APRIL 2024 AND THEREAFTER THE AMENDED CONSTITUTION WAS SHARED WITH THE MEMBERS VIA EMAIL ON THE 25 JUNE 2024 FOR THEIR REVIEW AND FEEDBACK.

THIS CONSTITUTION IS APPROVED AND RATIFIED AT THE ANNUAL GENERAL MEETING HELD ON THE 1 MARCH 2025 AT THE FIJI OLYMPIC HOUSE IN SUVA.

Certified True and Correct:

**CHAIR**

**WITNESS**

Mr. Ryan V. Bale  
Deputy President



Mr. W.R.R. Bennion  
Vice President