



Ons maak die regte skuiwe.

Constitution and Bylaws of Swartland Skaak Akademie

30 March 2026

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Contents

Preamble.....	4
Article I: Name and Purpose.....	4
Section 1: Name.....	4
Section 2: Purpose.....	4
Article II: Membership.....	4
Section 1: Membership Categories.....	5
Section 2: Eligibility.....	5
Section 3: Membership Dues.....	5
Section 4: Application Process.....	5
Section 5: Rights of Members.....	5
Section 6: Responsibilities of Members.....	5
Section 7: Termination of Membership.....	6
Article III: Governance.....	6
Section 1: Leadership Structure.....	6
Section 2: Duties of Officers.....	8
Section 3: Election of Officers.....	8
Section 4: Vacancies.....	8
Article IV: Meetings.....	8
Section 1: General Meetings.....	9
Section 2: Annual General Meeting (AGM).....	9
Section 3: Special Meetings.....	9
Section 4: Quorum.....	9
Section 5: Decision-Making.....	9
Section 6: Online Meetings.....	9
Article V: Committees.....	9
Section 1: Standing Committees.....	10
Section 2: Ad Hoc Committees.....	10
Section 3: Committee Membership.....	10
Section 4: Responsibilities.....	10
Article VI: Financial Management.....	10
Section 1: Fiscal Year.....	10
Section 2: Budget.....	10
Section 3: Dues.....	10
Section 4: Financial Reporting.....	11
Section 5: Financial Oversight.....	11
Section 6: Bank Account.....	11
Section 7: Fundraising and Donations.....	11
Section 8: Reimbursements.....	12
Article VII: Amendments to the Constitution and Bylaws.....	12
Section 1: Proposal of Amendments.....	12
Section 2: Notice of Proposed Amendments.....	12
Section 3: Approval of Amendments.....	12
Article VIII: Dissolution.....	12

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H

Section 1: Decision to Dissolve.....	12
Section 2: Distribution of Assets.....	12
Section 3: Record Keeping.....	12
Article IX: Affiliation.....	13
Section 1: Affiliation with Chess Organizations.....	13
Section 2: Responsibilities of Affiliation.....	13
Section 3: Benefits of Affiliation.....	13
Article X: Dispute Resolution.....	13
Section 1: Internal Disputes.....	13
Section 2: Mediation.....	13
Section 3: Appeal Process.....	13
Section 4: Final Resolution.....	13
Article XI: Ratification.....	14
Section 1: Adoption of the Constitution and Bylaws.....	14
Section 2: Signatures.....	14
Section 3: Effective Date.....	14

Preamble

We, the members of the Swartland Skaak Akademie, in order to foster a love for the game of chess, to promote intellectual growth and camaraderie among players of all ages and skill levels, and to provide a structured environment for learning, competition, and social engagement, do hereby establish this Constitution and Bylaws to govern the affairs of our club.

Article I: Name and Purpose

Section 1: Name

The name of this organization shall be the Swartland Skaak Akademie (hereinafter referred to as "the club"). If the setting is in English, the name Swartland Chess Academy can also be used.

Section 2: Purpose

The purpose of the club is to:

1. Promote the game of chess within the Swartland community and surrounding areas.
2. Provide a welcoming environment for players of all skill levels to enjoy and improve their chess abilities.
3. Organize regular chess events, including casual games, tournaments, and educational workshops.
4. Foster a sense of community among members through social activities and events.
5. Represent the club and its members in regional, national, and international chess events.

Article II: Membership

Section 1: Membership Categories

1. Junior Member: Members 7 years up to and including 17 years of age. A parent/legal guardian maintains full responsibility for the safety, conduct, and well-being of junior members. It is advised, but not required, that this parent/legal guardian be a regular, senior or honorary member and join the junior member at club events. Junior membership will be changed to regular membership automatically when the member turns 18 years old.
2. Regular Member: Open to all individuals who meet the eligibility requirements and pay the applicable membership dues.
3. Senior Member: Members aged 60 and above are entitled to membership at 50% the dues for regular members, enjoying all the rights and privileges of regular members.



4. Honorary Member: May be conferred upon individuals who have provided exceptional service to the club. Honorary members are exempt from dues and possess all the rights and privileges of regular members.

Section 2: Eligibility

1. Membership in the club is open to any individual with an interest in chess, regardless of gender, race, or skill level. Junior members need to have a parent/legal guardian taking responsibility for the junior member. The parent/legal guardian does not have to be a member, but they need to provide their details on the membership form.

Section 3: Membership Dues

1. Membership dues for regular members shall be determined by the club's leadership and approved by the general membership. Dues are payable annually and must be kept current for continued membership.

Section 4: Application Process

1. Prospective members must complete a membership application form and submit it to the secretary. Membership is granted upon approval by the club's leadership and, where applicable, payment of pro rata required dues.

Section 5: Rights of Members

1. Members in good standing are entitled to:
 - i. Participate in all club activities, events, and tournaments.
 - ii. Vote in club elections and on matters presented to the membership.
 - iii. Stand for election to any leadership position within the club.
 - iv. Receive all official club communications, including newsletters and event notices.

Section 6: Responsibilities of Members

1. Members are expected to:
 - i. Uphold the values and objectives of the club.
 - ii. Abide by the club's Constitution, Bylaws, and Code of Conduct.
 - iii. Pay membership dues in a timely manner, if applicable.
 - iv. Actively participate in club activities and events.
 - v. Respect the diverse age range of members, ensuring that interactions are inclusive and considerate of both younger and older members.

Section 7: Termination of Membership

1. Membership may be terminated for:
 - i. Failure to pay dues (where applicable).
 - ii. Violation of the club's Code of Conduct.
 - iii. Any other actions deemed detrimental to the club, as determined by the leadership team.

- iv. The procedures for termination and the right to appeal are outlined in the Disciplinary Actions section of the Code of Conduct.

Article III: Governance

Section 1: Leadership Structure

The leadership of the club shall consist of the following officers:

- President
- Vice President
- Secretary
- Treasurer
- Tournament Director
- Public Relations Officer
- Training Coordinator
- Membership Coordinator
- Equipment Manager
- Fundraising Chairperson

Excluding the offices of President, Secretary and Treasurer, a member can hold more than one office. Only regular, senior and honorary members can hold any leadership role.

Section 2: Duties of Officers

1. President:

- i. Presides over all meetings of the club and the leadership team.
- ii. Represents the club in all official capacities.
- iii. Oversees the implementation of the club's objectives and policies.

2. Vice President:

- i. Assists the President and assumes the duties of the President in their absence.
- ii. Manages specific projects as assigned by the President.

3. Secretary:

- i. Keeps accurate records of all meetings, including minutes.

- ii. Manages correspondence and maintains membership records.

4. Treasurer:

- i. Manages the club's finances, including the collection of dues, budgeting, and financial reporting.
- ii. Ensures that the club's funds are used in accordance with its mission.

5. Tournament Director:

- i. Organizes and oversees all club tournaments and competitions.
- ii. Ensures that events are conducted according to official chess rules.

6. Public Relations Officer:

- i. Manages the club's public image, including social media, website updates, and external communications.
- ii. Promotes the club and its events to the broader community.

7. Training Coordinator:

- i. Organizes training sessions, workshops, and other educational activities.
- ii. Works with members to improve their chess skills.

8. Membership Coordinator:

- i. Manages the recruitment and retention of members.
- ii. Processes membership applications and ensures members are engaged in club activities.

9. Equipment Manager

- i. Takes care of the club's chess equipment, including boards, pieces, and clocks.
- ii. Ensures that all equipment is in good condition and available for use during meetings and tournaments.
- iii. Tracks inventory and replaces or repairs equipment as needed.

- iv. Manages the setup and breakdown of equipment before and after events.

10. Fundraising Chairperson

- i. Organizes fundraising events to support the club's activities and growth.
- ii. Seeks sponsorships or donations from businesses, organizations, or individuals.
- iii. Manages relationships with donors and sponsors.
- iv. Ensures that fundraising efforts align with the club's financial needs and goals.

Section 3: Election of Officers

1. Officers shall be elected by a majority vote of the members present at the annual general meeting.
2. Officers shall serve for a term of one year, with the option to stand for re-election.
3. Nominations for officer positions shall be submitted to the secretary at least two weeks prior to the election.

Section 4: Vacancies

1. In the event of a vacancy in any leadership position, the President may appoint a member to fill the position until the next election.
2. If the President's position becomes vacant, the Vice President shall assume the role of President for the remainder of the term.

Article IV: Meetings

Section 1: General Meetings

1. The club shall hold general meetings on a quarterly basis, with dates and times set by the leadership team.
2. All members are encouraged to attend general meetings to stay informed about the club's activities and to participate in decision-making.

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Section 2: Annual General Meeting (AGM)

1. The AGM shall be held once a year where officers will be elected, and the annual report will be presented.
2. The agenda for the AGM shall be distributed to all members at least two weeks in advance.

Section 3: Special Meetings

1. Special meetings may be called by the President, the leadership team, or by a petition signed by at least 25% of the members.
2. Notice of special meetings must be given at least one week in advance, stating the purpose of the meeting.

Section 4: Quorum

1. A quorum for general meetings shall consist of at least 25% of the active membership.
2. A quorum for leadership meetings shall consist of at least 50% of the officers.

Section 5: Decision-Making

1. Decisions at meetings shall be made by a simple majority vote of members present, except where otherwise specified in this Constitution.

Section 6: Online Meetings

1. General meetings, Annual General Meetings (AGM), and Special Meetings may be conducted via online meeting platforms when deemed necessary by the leadership team.
2. All members shall be given access to the online meeting details at least one week in advance for general and special meetings, and at least two weeks in advance for the AGM.
3. Voting procedures and quorum requirements for online meetings shall be the same as those for in-person meetings, ensuring that all members have the opportunity to participate fully.

Article V: Committees

Section 1: Standing Committees

1. The club shall have the following standing committees:
 - i. Tournament Committee: Responsible for organizing and managing all club tournaments and competitions.
 - ii. Social Committee: Organizes social events and activities to promote camaraderie among members.



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- iii. Fundraising Committee: Develops and implements fundraising initiatives to support the club's activities.

Section 2: Ad Hoc Committees

1. The President, with the approval of the leadership team, may establish ad hoc committees as needed to address specific issues or projects.
2. Ad hoc committees shall be dissolved once their task is completed.

Section 3: Committee Membership

1. Members may volunteer or be appointed by the President to serve on committees.
2. Each committee shall elect a chairperson to lead its activities and report to the leadership team.

Section 4: Responsibilities

1. Committees are responsible for planning and executing their assigned tasks in accordance with the club's mission and objectives.
2. Committees shall report their activities and progress to the leadership team at regular intervals.

Article VI: Financial Management

Section 1: Fiscal Year

1. The fiscal year of the club shall run from March to February.

Section 2: Budget

1. The Treasurer, in consultation with the leadership team, shall prepare an annual budget to be approved by the membership at the AGM.
2. The budget shall outline expected income and expenses for the upcoming fiscal year.

Section 3: Dues

1. Membership dues shall be collected annually by the Treasurer and are due by March.
2. The amount of dues shall be determined by the leadership team and approved by the membership.

Section 4: Financial Reporting

1. The Treasurer shall present a financial report at each general meeting, detailing income, expenses, and the current financial standing of the club.

2. An annual financial report shall be prepared by the Treasurer and presented at the Annual General Meeting (AGM). This report shall include a summary of the club's financial activities for the year, including any significant expenditures, fundraising efforts, and the overall financial health of the club.

Section 5: Financial Oversight

1. The club's financial records shall be open to inspection by any member upon reasonable notice to the Treasurer.
2. The club may appoint an independent auditor or a committee of members to review the financial records annually to ensure transparency and accountability.

Section 6: Bank Account

1. The funds will be held in a designated account in the name of the club. To ensure continuity, the President and Treasurer will have signatory rights on the account. However, the President cannot authorise transactions without the written approval from the Treasurer. The Treasurer shall maintain a continuous ledger of all income and expenses, available for member inspection upon request. All club funds must be deposited into this account, and expenses will only be paid or reimbursed with valid receipts.

Section 7: Fundraising and Donations

1. The Fundraising Committee shall organize activities to raise funds for the club's operations and events. These activities may include sponsorships, donation drives, and fundraising events.
2. The club may accept donations from members and external supporters. All donations shall be documented, and any donor conditions or restrictions shall be honored.
3. The club may refuse to accept donations. If this exceptional circumstance is to arise, a special meeting will be called as soon as reasonable, with the only point on the agenda to be the discussion of this donation. If the donation is refused, a clear and detailed response is to be sent to the proposed donor.

Section 8: Reimbursements

1. Members who incur expenses on behalf of the club must submit receipts and a reimbursement request to the Treasurer. Reimbursement requests must be approved by the Treasurer and one other officer before payment is issued.
2. Reimbursements shall be made in a timely manner, typically within 30 days of the request being approved.



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Article VII: Amendments to the Constitution and Bylaws

Section 1: Proposal of Amendments

1. Amendments to the Constitution and Bylaws may be proposed by any member in good standing. Proposed amendments must be submitted in writing to the Secretary and must include the specific changes being proposed.
2. The leadership team shall review the proposed amendment and may provide recommendations to the membership.

Section 2: Notice of Proposed Amendments

1. The Secretary shall distribute the proposed amendment to all members at least 14 days before the meeting at which it will be considered. This notice shall include the full text of the proposed amendment and any recommendations from the leadership team.

Section 3: Approval of Amendments

1. Amendments to the Constitution and Bylaws require a two-thirds majority vote of the members present at a general meeting or the Annual General Meeting (AGM).
2. Approved amendments shall take effect immediately unless otherwise specified in the amendment.

Article VIII: Dissolution

Section 1: Decision to Dissolve

1. The club may be dissolved by a two-thirds majority vote of the members present at a general meeting or AGM, provided that notice of the proposed dissolution has been given at least 30 days in advance.

Section 2: Distribution of Assets

1. Upon dissolution, any remaining assets of the club, after all debts and obligations have been satisfied, shall be distributed to a non-profit organization or charitable cause that supports the promotion of chess or a related educational objective. The specific recipient shall be determined by a majority vote of the members present at the meeting where the dissolution is approved.

Section 3: Record Keeping

1. The Secretary shall ensure that all records of the club, including financial records, meeting minutes, and membership lists, are archived appropriately for future reference, if necessary.

Handwritten signature and initials. The signature is a stylized 'JHE' inside a large loop. To the right are the initials 'JHE' and a hash symbol '#'.

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Article IX: Affiliation

Section 1: Affiliation with Chess Organizations

1. The club may choose to affiliate with regional, national, or international chess organizations to enhance its activities and provide members with additional opportunities for competition and growth. This affiliation may include membership in Chess South Africa (CHESSA).

Section 2: Responsibilities of Affiliation

1. As an affiliated club, the club shall adhere to the rules and regulations of the affiliated organizations. This may include reporting membership information, participating in official tournaments, and paying any required affiliation fees.

Section 3: Benefits of Affiliation

1. Affiliation may provide members with benefits such as access to official tournaments, rating systems, training resources, and representation in regional or national chess events.

Article X: Dispute Resolution

Section 1: Internal Disputes

1. In the event of a dispute between members, or between a member and the club's leadership, the parties involved are encouraged to resolve the issue amicably through open communication and discussion.

Section 2: Mediation

1. If a dispute cannot be resolved through discussion, the President or Vice President may act as a mediator to facilitate a resolution. If the dispute involves the President or Vice President, another officer or a neutral third party may serve as the mediator.

Section 3: Appeal Process

1. If a member is dissatisfied with the outcome of the mediation, they may submit a formal appeal to the leadership team. The leadership team will review the appeal and may consult with additional members or external advisors before making a final decision.

Section 4: Final Resolution

1. The decision of the leadership team on any appeal shall be final and binding on all parties involved.

Article XI: Ratification

Section 1: Adoption of the Constitution and Bylaws

1. This Constitution and Bylaws shall be adopted by a two-thirds majority vote of the members present at a general meeting called for this purpose.
2. Upon adoption, this document shall become the governing framework of the Swartland Chess club, superseding any previous constitutions, bylaws, or governing documents.

Section 2: Signatures

1. The President, Secretary, and at least one other officer shall sign this Constitution and Bylaws to certify its adoption.

Section 3: Effective Date

1. This Constitution and Bylaws shall take effect immediately upon its adoption by the membership.

Approved at Malmesbury on 8 April 2026

President: Johannes Hieronymus Erasmus Signature: JHE

Secretary: Elke Führi Signature: E Führi

Treasurer: Philippus Hendrik Spies Signature: HS