



NAMIBIA CHESS FEDERATION (NCF)

CONSTITUTION



NAMIBIA **CHESS**
FEDERATION

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Explanation Memorandum

Chess stakeholders include any person or organization that takes part in any capacity whatsoever in chess activities. They are bound by the provisions of the NCF Constitution and shall abide by the decisions of the NCF. NCF stakeholders include but are not limited to the following:

Organizations

Namibia Sport Commission (NSC)
Namibia Schools Sports Union (NSSU)
African Chess Confederation (ACC)
Federation Internationale des Echecs (FIDE)
Chess clubs
Primary, Secondary and Tertiary Institutions
Sport Association of Namibia
Namibia National Olympic Committee (NNOC)
FIDE Zone 4.5

Persons:

Players
Coaches
Arbiters
Officials

Abbreviations

ACC: African Chess Confederation

AGM: Annual General Meeting

EXCO: Executive Committee

FIDE: Federation Internationale des Echecs/International Chess Federation

NCF: Namibia Chess Federation

NSC: Namibia Sports Commission

SGM: Special General Meeting

NNOC: Namibia National Olympic Committee

Definitions

“**AGM**” means the Annual General Meeting of the member for deliberations, reporting and holding elections.

“**Associate club**” means a member club with a maximum of 3 members. Such clubs shall have no voting rights and has limited benefits of the Federation

“**Active chess player**” means someone who has actively participated in a chess tournament sanctioned and/or organized by the Federation or any FIDE-member country over the past 6 months

“**Club**” shall mean a bona fide chess club or school each with at least four active chess players as members

“**Executive Committee**” means the committee elected in terms of Article 21 and composed according to the provisions of Article 31

“**Individual member**” means any paid-up individual of the Federation not belonging to a club

“**Member club**” means a club which is a member of the Federation and in good standing with Federation. Such clubs shall have voting rights and benefits of the Federation

“**LOC**” means the Local Organizing Committee

“**HOD**” means the Head of Delegation

“**Federation**” means the Namibia Chess Federation (NCF)

“**FIDE**” means Federation Internationale des Echecs, the International Chess Federation (World Chess Governing Body)

“**ACC**” means African Chess Confederation, the African Chess Governing body.

“**NCF**” means Namibia Chess Federation, the Namibian Chess Governing body

“**NSC**” means Namibia Sports Commission, the judicial body of the Namibia Chess Federation

“**NNOC**” means Namibia National Olympic Committee, is a non-profit organisation governed by the Olympic Charter of the IOC and also serves as the Commonwealth Games Association affiliated to the Commonwealth Games Federation (CGF).

“**NSSU**” means Namibia Schools Sports Union

“**NCC**” means Namibia Chess Council, the supreme constitutional and electoral body of the Namibia Chess Federation.

“**Member**” means a Club, Academy, Association, School, or Individual.

“Chess Zone” means a designated area by the Namibia Chess Council in cooperation with the NCF Executive Committee. The Namibian Chess Zones are defined as per below:

1. Zone 1 : Keetmanshoop, Karasburg and surrounding towns
2. Zone 2 : Mariental, Stampriet and surrounding towns
3. Zone 3 : Rehoboth, Windhoek, Okahandja, Gobabis
4. Zone 4 : Erongo Region
5. Zone 5 : Otjiwarongo, Tsumeb, Otavi Grootfontein
6. Zone 6 : Kunene (Kamanjab, Opuo and Khorixas, Outjo)
7. Zone 7 : Oshakati, Ondangwa, Ongwediva and surrounding towns
8. Zone 8 : Kavango East (Rundu and surrounding towns)
9. Zone 9 : Zambezi (Katima Mulilo, and surrounding towns)
10. Zone 10 : Lüderitz, Oranjemund and surrounding towns

“Zonal Chairperson” means a member as appointed by the Executive Committee.

i. General Provision/Founding Provision

Article 1 (Name, Legal form (registration requirements))

1. The name shall be Namibia Chess Federation (NCF).
2. NCF is a national legal sports body, registered under the Namibia Sports Commission.
3. NCF Headquarters shall be in the Capital City, WINDHOEK.
4. NCF is a Member of the FIDE and ACC, as well as any other organizations it may wish to affiliate itself with as so agreed upon by the NCC
5. The flag of NCF shall at all times incorporate the colours of the National Flag of the Republic of Namibia.
6. The emblem of NCF shall be symbolic of a chess piece (a Knight).

Article 2 (Objectives)

The aims of the NCF are:

1. To develop, promote, control and organize local chess activities in Namibia.
2. To facilitate and organize continental and international competitions or events in Namibia.
3. To identify and develop gifted individuals in the sport of chess.
4. To establish and support chess zones and to effectively facilitate their operations and objectives.
5. To be an accountable organization that openly communicates with its stakeholders.

Article 3 (Neutrality and Non-Discrimination)

1. The NCF is neutral in matters of politics and religion.
2. Discrimination of any kind against a country, private person or group of people on account of race, skin colour, ethnic, national or social origin, gender, language, religion, political opinion or any other opinion, wealth, birth or any other status or any other reason is strictly prohibited and punishable by suspension or expulsion by the NCF.

Article 4 (Promoting friendly relations)

1. NCF shall promote friendly relations between its members, officials and players.
2. Every person and organization involved with the NCF is obliged to observe the relevant statutes, regulations and the principles of fairness, as well as the principles of loyalty, integrity and sportsmanship.
3. The NCF shall provide the necessary institutional means to resolve any chess related disputes that may arise between its members, officials, coaches and chess players. If no resolution has been reached, the matter/disputes shall be referred to the NCC.
4. The NCF shall be committed to endorsing fairness in sport and will therefore prohibit any attempts at unfair performance.
5. Any kind of corruption, bribery or undue influence, including receiving or accepting any kind of undue advantage or gifts shall be subject to sanctions.

Article 5 (Conduct of Bodies and officials)

1. The bodies and officials of the NCF shall observe the statutes, regulations, directives, decisions and the Code of Conduct and/or Code of Ethics of the NCF, NSC, NNOC, ACC, and FIDE.

Article 6 (Official language)

1. The official language of the NCF shall be English. Official documents and texts shall be written in the English language.

ii. Membership (admission, suspension, and expulsion)

Article 7 (Admission, Suspension and Expulsion)

1. The NCF EXCO shall decide whether to admit, suspend or expel a member.
2. Admission may be granted if the applicant fulfils the requirements, as set out in the NCF Constitution.
3. Membership is terminated by resignation or expulsion. Loss of membership relieves the member from all its financial obligations towards NCF, and will lead to cancellation of all rights in relation to the activities of the NCF.

Article 8 (Admission)

1. The Members of the NCF are:
 - a. Chess clubs and academies
 - b. Private individuals
 - c. Clubs representing Higher Educational Institutions
 - d. Clubs representing Schools
 - e. Associations representing coaches
 - f. Associations representing arbiters
 - g. Associations representing chess players
 - h. Associations representing people with a disability
 - i. Regional associations
 - j. Chess Foundations
2. Any entity wishing to become a Member of NCF shall apply in writing to the NCFs Secretary General and/or regional associations if applicable.
3. The application must be in writing (hand delivered/e-mailed) and accompanied by the following mandatory items:
 - a. a copy of its legally valid statutes;
 - b. a declaration that it will always comply with the statutes and decisions of NCF, the Sports Act, ACC, and FIDE and must ensure that these are also respected by its members, players and officials.

Article 9 (Request and Procedure of Application)

1. The procedure for admission shall be regulated by special regulations approved by the NCF Exco as set forth and agreed to by the NCC.
2. The NCF Exco may request the NCC either to admit or not to admit an applicant.
3. The applicant may state the reason for its application to the NCC.
4. The new members shall acquire membership rights and duties as soon as they have been admitted. Its delegates shall be eligible to vote and be elected henceforth.

Article 10 (Member Rights)

A. NCF members shall have the following rights:

1. To participate in the AGM
2. Submit motions regarding NCF statutes and regulations
3. Submit applications to host official NCF events
4. Nominate candidates standing for NCF positions in accordance with these statutes
5. To be elected to serve on the NCF Exco.
6. To cast their votes in NCF elections
7. Participate in competitions organized by the NCF
8. Represent NCF at official events in line with the NCF's request
9. Participate in the NCF's projects, courses and events
10. To exercise all other rights arising from this constitution
11. To receive the minutes of meetings held
12. To receive copies of the Annual Financial Report, the annual budget, income statements and running costs, asset list, rules and regulations, policies, and/or any other information relevant to the NCF.
13. To submit in writing, complaints or grievances with the NCF EXCO and/or NCC.

B. Members shall lose their status if they:

- (a) at any time when the club he/she represents forfeits its membership by failing to register on an annual basis, with the Federation the minimum number of four active chess players.
- (b) If he/she is removed from office by the Exco in cooperation with the NCC, on the ground that the Exco and NCC, after proper investigation (including the hearing of both sides) is of the opinion that it is not to the benefit of the NCF that he/she remains a member of the Federation.

Article 11 (Member Obligations)

NCF members shall have the following obligations, to:

1. Comply fully with the NCF constitution, regulations, directives and decisions made at any time, as well as the decisions of the national's appeals committee as per the Sport Act.
2. Take part in competitions organized by NCF.
3. Pay their membership and subscription fees in a timely manner.
4. Inform their own members (in case of organizations) to comply with the NCF Constitution, its regulations, directives and decisions.
5. Convene its supreme and legislative body at regular intervals.
6. Respect the rules and laws of the chess game.
7. Manage their affairs independently and ensure that their own affairs are not influenced by any third parties.

8. Promote chess in good faith.
9. Comply fully with the principles of good governance.
10. Respect NCF members, its officials, and members of the chess community.
11. Refrain from imposing political and religious views upon any member of the NCF
12. Refrain from intimidating or provoking any member of the NCF.
13. Refrain from using abusive or insulting verbal or non-verbal language, including written and social media.
14. Refrain from promoting or engaging in racist/discriminatory behaviour.

Article 12 (Indemnity)

Each member of the Federation is indemnified out of and from the funds and property of the Federation, against all losses, charges, costs, damages and other liability, which that member may suffer or incur as a result of executing his/her duties as a member of the Federation, save to the extent that such member acted negligently or fraudulently.

Article 13 (Suspension)

1. The NCC may suspend a member solely at the request of the Exco. The Exco may, however, suspend an Exco member that violates its obligations with immediate effect. The suspension shall last until the next AGM, unless the Exco has stipulated the time period of the suspension.
2. Suspension of a member by the NCC requires a 50% (1/2) majority of the members present and eligible to vote.
3. A suspended member may not exercise any of their membership rights. Other members may not entertain sporting contact with a suspended member. The Disciplinary Committee may impose further sanctions.
4. Members who do not participate in the sporting activities of NCF for a period of eighteen consecutive months shall be suspended from voting at the AGM until they have fulfilled their obligations in this respect.

Article 14 (Expulsion)

1. The NCC may expel a member (or a delegate of a member) at the request of the Exco if:
 - a) it fails to fulfil its financial obligations towards NCF; or
 - b) it repeatedly violates the constitution, regulations or decisions of NCF, NSC, NNOC, ACC, and FIDE; or
 - c) does anything which seriously brings the game of chess into disrepute or prejudices the contractual obligations of NCF.
2. The presence of an absolute majority (more than 50%) of the members eligible to vote at the NCC meeting/AGM is necessary for an expulsion of a member to be valid, and

the motion for expulsion must be adopted by a three-quarter (3/4) majority of the valid votes cast.

Article 15 (Resignation of members)

1. A member may resign from NCF with effect from the end of a calendar year. Notice of resignation must reach the Secretary General no later than one month before the end of the calendar year.
2. The resignation is not valid until the member wishing to resign has fulfilled their financial obligations towards NCF and other members of NCF.

iii. Honorary president and honorary members

Article 16 (Honorary president and honorary members)

1. The NCC may bestow the title of honorary member or life member upon any person(s) for their meritorious service to the game of chess.
2. The Exco shall make these nominations.
3. The honorary president/member or life member may take part in NCC meetings. They may join the deliberation but are not entitled to vote.

iv. Organization Structure

Article 17 (Bodies of NCF)

1. The NCC is the supreme legislative body of the NCF.
2. The NCF Executive Committee is the strategic and oversight body of the NCF.
3. Standing and ad-hoc committees shall advise and assist the Exco in fulfilling its duties. Their duties, composition and functions are defined in the constitution and/or special regulations drawn up by the Exco.
4. Standing and Ad-Hoc committees will be categorized as per below:
 - 4.1 Arbiters
 - 4.2 Coaches
 - 4.3 Junior Chess
 - 4.4 Chess player living with disabilities
 - 4.5 Sponsorship
 - 4.6 Training and Development
 - 4.7 Public Relations and Advertising
 - 4.8 Technical
 - 4.9 Administration, Processes and Disciplinary
 - 4.10 Presidential Advisory Council

5. The Secretary General is the operation and administration officer of the NCF.
6. The judicial bodies are the disciplinary committee, the selection committee and Arbitration Tribunal.
7. The members of NCF bodies shall be either elected at AGMs (in case of Exco and NCC members) or appointed by the NCF Exco and NCC (in case of standing and ad-hoc committees) without any external influence and in accordance with the procedures described in these statutes.
8. The independent auditors will perform all audits of NCF's accounts and financial statements as required by Namibian law.

A. AGM

Article 18 (AGM and SGM)

Annual General Meeting – AGM / Special Annual General Meeting – AGM

1. AGM may be an Ordinary or a Special AGM. An AGM shall be held in person, virtual, hybrid or by any other means of communication under special circumstances such as natural disasters or national pandemics.
2. The AGM shall be held every year. The Executive Committee shall set the place and date. The NCF members shall be notified in writing at least one month in advance of the place and date of such an Ordinary AGM. This AGM shall have an agenda, the President's report, the financial statements, including the consolidated financial statements, and the auditors' report.
3. The Executive Committee may convene a Special AGM at any time necessary.
4. The Executive Committee shall convene a Special AGM if three-fifth (3/5) of their members make such a request in writing. The request shall specify the items for the agenda. A Special AGM shall be held within twenty days of receipt of the request.
5. NCF members shall be notified of the place, date and agenda at least fourteen days before the date of a Special AGM. The agenda of a Special AGM may not be altered.
6. NCF Members must inform the Secretary General in writing, the full name, contact details and address of their delegate 7 days before the AGM or Special AGM. An identity document and/or NCF membership card of the delegate must be presented during verification phase.
7. Only Namibian citizens shall be eligible to serve as council members and shall attend AGMs.
8. The President shall chair the AGMs in compliance with the Standing Orders of the AGM.
9. At AGM's at least 50% + 1 of the NCF members with voting rights, must be present in order for a quorum to be met.

Article 19 (Delegates and Votes)

The AGM is composed of the following delegates:

1. All NCF current Executives with zero (0) votes (at elective AGM).
2. Regional associations, 2 delegates with 1 vote each
3. Member clubs, academies, school and academic institutions' clubs, 1 delegate with 1 vote
4. Association representing Arbiters, 1 delegate with 1 vote
5. Association representing Coaches, 1 delegate with 1 vote
6. Association representing Junior Players, 1 delegate with 1 vote
7. Association representing people living with disabilities, 1 delegate with 1 vote
8. AGM is held by teleconference, videoconference or by another means of communication, voting by correspondence and/or online is permitted.
9. Delegates must belong to the member that they represent and be appointed by the Executive body of that member.
10. Affiliate chairpersons and vice-chairpersons shall automatically be delegates to AGMs and to elective AGMs, unless in situations where such persons are unable to attend; such a person shall write to the Secretary General to inform him/her of an official affiliates special executive meeting to elect a representative.
11. During their term/s of office, members of the NCF Executive Committee may not be appointed as delegates for their or any association/s.
12. Elections shall be conducted by secret ballots.

Article 20 (Areas of Authority)

The AGM has the following authority:

1. Adopting or amending the constitution, regulations, standing orders of the AGM and the Electoral Code
2. Appointing 3 (three) members to check and approve the minutes of the last meeting
3. Electing members of the Executive Committee.
4. Appointing three scrutinizers
5. Approving the financial statements
6. Approving or dismissing the budget and all reports
7. Has the power to revise Council decisions.
8. Revoking the mandate of members or body of NCF
9. Define the standards, policies and procedures regarding all other business or finance related matters of NCF

Article 21 (Elections)

1. At the AGM voting members will elect the members of the EXCO.
2. Each member club shall be entitled to submit nominations for the election of Exco office bearers. Such nominations must be made in writing—to maintain secrecy—7 days before an AGM and must also contain proof that the parties nominated are willing to serve.
3. The elected office bearers shall hold their positions for the duration of four (4) years.
4. An individual may only be elected into the same office twice.
5. For purposes of electing office bearers at AGMs, each member club shall only have one vote.
6. Election of office bearers shall be done via a secret ballot
7. In the event of there being more than two nominees up for election into an office, the nominee receiving an overwhelming majority (50%+1) of votes shall be declared elected.
8. If no candidate receives an absolute majority of votes, then the candidate who receives the smallest number of votes shall be eliminated until one candidate receives an absolute majority of votes, in which case he/she shall be declared elected.
9. The election of an incoming president shall be presided over by the outgoing president. He/she shall be assisted in the counting of the ballots by two scrutinizers appointed in the meeting.
10. In the event of an equality of votes for two candidates, there shall be a further ballot. Should there still be an equality of votes, the issue shall be decided as follows:
 - a. If one of the candidates has previously served in an office of the Exco the office in question shall be allocated to the candidate who has not yet served in that position;
 - b. If both candidates have previously served in the office, office shall be allocated to the more senior of the two in terms of years of service on the EXCO, provided the candidate has not exceeded the maximum terms of service for that specific office.
 - c. If both candidates have previously served in a given position for an equal period of time, or if neither of the two candidates have previously served in that position, then the matter shall be decided by the drawing of lots.
11. The incoming president shall preside over the elections for any other posts.

Article 22 (Quorum of the AGM)

1. The quorum shall be 50% of the total delegates with voting rights
2. To dismiss a member of the Executive or Standing committee there shall be a vote of 70% of the total delegates with voting rights.
3. To suspend or dismiss a member, there shall be a vote of 60% of the total delegates with voting rights.
4. A person with the highest votes shall be declared a winner for the positions of the Executive (except the President should receive 50%+1) and Standing committees.
5. For a person to be elected as President, a majority (more than 60%) of the valid votes cast is necessary in the first ballot. If there are more than two candidates for the office of President and if no candidate reached the majority (50%+1), then whoever obtains the lowest number of votes is eliminated as from the second ballot until only two candidates

are left.

6. For all other issues, a total majority of 50%+1 of the total votes shall apply

Article 23 (Decisions of the AGM)

1. Decisions that require a vote shall be reached by a show of hands. If a show of hands does not result in a clear majority in favour of a motion, votes shall be taken by secret ballot.
2. Decisions made by the AGM shall come into effect for the member/s one month after the close of the AGM, unless the council sets a specific date for a decision to take effect.

Article 24 (AGENDA of the Annual General Meeting)

1. The Secretary General shall draw up the agenda based on proposals from the Executive Committee and the NCF members. Any proposal that a member wishes to submit shall be sent to the Secretary General in writing, with a brief explanation, at least 7 days before the date of the AGM.
2. The AGM agenda shall include the following mandatory items:
 - a) A declaration that the AGM has been convened and composed in compliance with the Statutes;
 - b) Approval of the agenda;
 - c) An address by the President;
 - d) Appointment of three members to check the minutes;
 - e) Appointment of scrutinizers;
 - f) Suspension or expulsion of a member (if applicable);
 - g) Approval of the minutes of the preceding AGM;
 - h) Activity report (containing the activities since the last AGM)
 - i) Report from the Audit and Disciplinary Committee;
 - j) Presentation of the annual audited financial statements, including the consolidated financial statements and the annual report as well as the auditors' reports; approval of the annual audited financial statements, including the consolidated financial statements and the annual report;
 - k) Presentation and approval of the budget;
 - l) Admission for membership (if applicable);
 - m) Votes on proposals for adopting and amending the Statutes, the Regulations Governing the Application of the Statutes and the Standing Orders of the AGM (if applicable);
 - n) Discussion of proposals duly submitted by the members (if applicable);
 - o) Appointment of auditors (if applicable);
 - p) Election or dismissal of the Executive and Standing committee members in accordance with these Statutes (if applicable);
 - q) Adjourn

3. The agenda of an Ordinary AGM may be altered, provided three-quarters (3/4) of the members present at the AGM and eligible to vote agree to such a motion.
4. The agenda of a Special AGM may not be altered.

Article 25 (Amendment of Statutes)

1. The AGM is responsible for amending the constitution and, if applicable, the Regulations governing the Application process or the Statutes and the standing orders of the AGM.
2. The Constitution may only be altered, added to, rescinded or otherwise amended in any way by an absolute 2/3 majority of the voting members at any AGM.
3. Any proposals for an amendment to the Constitution must be submitted in writing with a brief explanation to the Secretary General by a member. A proposal submitted by a member shall be valid, provided it has been supported in writing by at least two other members.

Article 26 (Minutes)

1. The Secretary General shall be responsible for recording the minutes at all the AGM
2. The minutes shall be circulated within 30 days after the AGM and checked by Scrutinizers and finally approved at the next AGM

B. Namibia Chess Council

Article 27 (Composition of NCC)

1. The NCC shall consist of a combination of delegates from Members, Member Clubs, Coaches, Chess players and the broader chess community appointed via an election at the AGM.
2. A person may be a member of the NCFs NCC whilst being part of another national sports body or national umbrella sports body's Council.

Article 28 (Powers of NCC)

The Namibia Chess Council has the following authority:

- a) adopting or amending the Statutes, standing orders of the Council and
- b) determine the conditions and fees for membership of the Federation
- c) receive and resolve any matters and/or disputes brought to its attention
- d) delegate special tasks to any member of the NCF Exco or any other member of the NCF

Article 29 (Duties and roles appointed by NCF EXCO)

- a) **Zonal Chairpersons** shall develop chess including organizing chess tournaments within selected Zones in cooperation with the NCF Exco.
- b) **National Coach/es** shall train the National chess team before and during continental and international chess tournaments as and when required
- c) **Head of Delegation** shall represent and attend to all official business before and during continental and international tournaments.
- d) **Local Organizing Committees** shall assist the NCF and Zonal Chairperson in organizing and hosting various chess tournaments as and when required in specific zone

Article 30 (Meetings of NCC)

1. The National Chess Council shall hold a minimum of two ordinary meetings each year.
2. The venues and dates for council meetings shall be determined by the NCF EXCO provided that the delegates shall be given at fourteen days' notice of such a meeting.
3. NCF President will chair the meeting of the NCC.

C. Executive Committee

Article 31 (Composition)

1. A person may not hold office as a member of the Executive Committee if:
 - a) the person have serve period exceeding 12 years in aggregate;
 - b) is not a Namibian citizen;
 - c) is a member of the National Assembly, a minister, a regional council or a local authority council; or
 - d) is a rehabilitated insolvent
 - e) have been found guilty and convicted of criminal offence by the court of law and punished for a year excluding traffic tickets, Covid fines and any other light fines as can be determine by the Council.
2. A person may not hold office as a member of the NCFs Exco whilst being part of another national sports body or national umbrella sports body's Executive.
3. The Executive Committee shall consist of 5 (five) members, appointed via an election at the AGM
 - I. President
 - II. Vice President
 - III. Treasurer
 - IV. Two additional members
5. The members of the Executive committee must not have been previously found guilty of a criminal offence incompatible with the position and must reside within the territory of Namibia.
6. The term of office shall be 4 years and eligible for re-elections but not exceeding 12 years in aggregate.

Article 32 (Powers of NCF Exco)

The Executive Committee:

- a) shall pass decisions on all cases that do not come within the sphere of responsibility of the Namibia Chess Council or are not reserved for other bodies by law or under these statutes or the regulations made thereunder;
- b) shall prepare and convene the ordinary and special AGM;
- c) shall appoint the chairperson, deputy chairperson and extra members of the standing committees;
- d) shall propose to the NCC the members of the judicial bodies;
- e) may decide to set up ad-hoc committees, if necessary, at any time;

- f) shall compile the regulations for the organization of standing committees and ad-hoc committees;
- g) shall appoint or dismiss the Secretary General. The Secretary General shall attend the meetings of Exco but shall have no voting;
- h) shall propose the independent auditors to the NCC;
- i) shall approve regulations stipulating how the NCF shall be organized internally;
- j) shall conduct the current affairs of the Federation
- k) shall deal with matters referred to it by the NCC
- l) shall arrange for the maintenance of a National Rating System and work on publishing these ratings at least three times each year
- m) shall organize National Chess Championships, as well as any other tournaments, for both Juniors and Seniors on an annual basis
- n) shall receive and handle all monies made by the NCF. These funds shall:
 - i. be invested in the name of the NCF.
 - ii. not be withdrawn except on an order signed by any two members of the Executive Committee one of whom shall be the President or the Vice-President. Invoices and/or receipts should be provided for payments at all times.
- o) not be withdrawn except on an order signed by any two members of the Executive Committee one of whom shall be the President or the Vice- President. Invoices and/or receipts should be provided for payments at all times.

Article 33 (President)

The President shall:

1. represent the NCF publicly.
2. aim to foster a positive image of NCF and to ensure that NCF's mission, strategic direction, policies and values are protected and advanced.
3. implement the decisions passed by the Namibia Chess Council and the Executive Committee through the Secretary General.
4. ensure the effective functioning of the bodies of NCF in order that they achieve the objectives described in these statutes.
5. shall seek to maintain and develop good relations between and among NCF, the stakeholders, members, NGOs and international organizations.
6. chair the meetings of the Exco.
7. shall have no right to vote at the AGM
8. he/she shall have one ordinary vote and a decisive vote in case of a tie on the Exco.
9. if the position of the President becomes vacant, the Vice-president shall deputize until the next AGM that shall elect a new president for the remaining term of the mandate.
10. prepare the annual report of the NCF.

Article 34 (Vice-President)

The Vice-President shall:

1. understudy the President in all his/her duties;
2. take over as President if the President resigns or is otherwise unable to carry out his/her duties until the next AGM/SGM (refer to article 40).
3. shall have no right to vote at the AGM

Article 35 (Treasurer)

The Treasurer shall:

1. receive and deposit all funds to the credit of the Federation's banking account;
2. keep a record of the Federation's receipts and expenditure and have the accounts audited;
3. report on the Federation's financial position at the AGM, Financial year end, and when called upon to do so by the Exco and NCC;
4. prepare a budget for the Federation annually and submit a financial report to the Namibia Sports Commission as stipulated in the Namibia Sports Act No.12 of 2003.
5. shall have no right to vote at the AGM

Article 36 (Secretary General)

The Secretary General:

1. may not be an AGM delegate or a member of NCF affiliates.
2. is the Chief Executive Officer (CEO) of NCF
3. is appointed and may be dismissed by the Executive Committee

The Secretary General shall be responsible for:

1. implementing decisions passed by the Namibia Chess Council and Executive Committee
2. attending the AGM and meetings of the Executive Committee, standing committee and ad-hoc committee meetings
3. organizing the AGM and meetings of the Executive Committee and other bodies
4. compiling the minutes for the meetings of the NCC, Executive Committee and standing committees
5. managing and keeping the accounts of the NCF properties
6. the correspondence of the NCF
7. relations with the members, committees, FIDE, ACC, and all other

- stakeholders
8. organizing the general secretariat or staff
 9. proposing managerial staff to the president

 10. co-signing with the president, documents of the NCF
 11. perform the clerical work of the National Chess Council and the Executive Committee and carry out the directions given at meetings of those bodies;
 12. keep in custody all the Federation's available records;
 13. keep minutes of NCC and NCF Exco and AGM meetings and to send copies of such minutes to the all-relevant parties;
 14. open and maintain the register of member clubs and their registered members
 15. the appointment and dismissal of staff working in the general secretariat, subject to the approval of the Executive committee

Article 37 (Duties of Staff appointed by EXCO with SG Recommendation)

Duties of the Public Relations Officer

The Public Relations Officer shall but not limited to:

1. prepare newsletters containing National Chess Council and Executive Committee decisions and circulate these amongst all the NCFs members;
2. disseminate important current chess news to all stakeholders through social media, emails, website and other mediums available;
3. liaise with the media.

Duties of the Development Officer

The Development Officer shall but not limited to:

1. initiate and implement programs aimed at developing chess at grassroots, junior and senior levels;
2. promote the game of chess across the country;
3. liaise with the NSSU;
4. promote chess at schools;
5. advise the national coach on the composition of various national teams;
6. liaise with the Ministry of Education to promote chess as an educational tool.

Duties of the Technical Director

The Technical Director shall but not limited to:

1. prepare NCF tournament regulations for NCF sanctioned and/or organized tournaments;
2. appoint a team of arbiters in consultation with the Local Organizing Committee;
3. appoint a Tournament Director in consultation with the Local Organizing Committee;
4. ensure that all equipment is available and in order inside the tournament hall;
5. ensure the tournament meets the minimum NCF tournament standards.

Article 38 (Meetings of NCF Exco)

1. Meetings of the Executive Committee shall be held, at the President's discretion, at least six times a year.
2. The Executive Committee shall be remunerated for 3 important meetings per annum being the Annual General Meeting, strategic planning session & Special General Meeting at most N\$ 500.00 per attending member, provided sufficient funds are available. At such meetings, 50% of members shall form a quorum.

Article 39 (Vacation of Office/s)

A member of the Exco shall vacate his/her office:

1. upon the expiration of his/her term of office;
2. if he/she resigns;
3. if he/she is absent from two (2) consecutive meetings of the Exco and NCC without leave of such absence or having given reasonable notice prior to the start of such meetings.
4. if he/she is removed from office by the NCC on the grounds that the NCC after proper investigation (including the hearing of both sides) is of the opinion that it is not to the benefit of the NCF that he/she remains in office.

Article 40 (Filling of Office/s)

A vacant position on the Exco shall be filled by the Exco co-opting of a competent person for the unexpired portion of the term of office of the person who has vacated his/her office.

If the unexpired portion is however longer than six months then a SGM will be convened to elect a new person into the vacant position.

Article 41 (Quorum of NCF Bodies)

1. Meetings of the NCC shall be held as agreed by 50% of members present.
2. Meetings of the NCF Exco shall be held as agreed upon by the elected members and at such meetings 50% of members present shall form a quorum;

Article 42 (Effective Dates of NCF Bodies)

Decisions passed by the Council shall come into immediate effect for the entire members of NCF after the close of the AGM and/or NCC and Exco meetings, unless a specific date was set for the decision to take effect.

Article 43 (Competitions and rights in events)

All members of the NCF have the right to participate in competitions and events organized by the NCF, unless stated otherwise, like in the case of CLOSED events or invitation only tournaments.

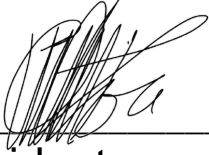
Article 44 (Disputes and Appeals)

1. All transgressions shall be addressed in writing and recorded; any decision be it a *punishment, suspension, and expulsion* shall be ratified by Council at the AGM by the members on majority rule.
2. All disputes between members of NCF shall be handled by the Executive Committee
3. All disputes between members of Executive Committee shall be handled by the National Chess Council
4. All disputes between members of Executive Committee and NCC or between its members shall be handled by the domestic dispute committee. If not solved, NSC shall mediate; should the issue remain unsolved and seriously bring the game into disrepute; NSC shall deregister the NCF.
5. Appeals may be filed in writing to the NCFs Secretary General, first with the relevant committee in charge in copy, followed by the NCFs domestic tribunal, Namibia Sport Commission/Ministry of Sport Youth and National Services and finally at the Court of Arbitration of Sport (CAS) depending on the matter and specific governing rules.

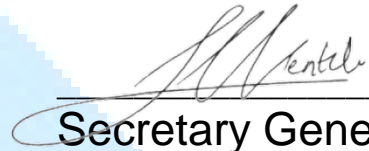
Article 45 (Dissolution)

1. Upon dissolution of the NCF, the assets which remain after payment of all charges and expenses which are properly incurred in winding up, shall be assigned and handed to NSC.
2. its funds shall be applied to the promotion of chess in Namibia in such a way as it may deem fit.

This Constitution was adopted by the Membership present at the National Chess Council AND Annual General Meeting held at Windhoek on the 28th day of January 2023.



President



Secretary General

Adopted: 28 January 2023

