

## CLUB CONSTITUTION

### Sarisbury Athletic Cricket Club

#### Constitution

##### 1. Name

The name of the Club is *Sarisbury Athletic Cricket Club*, hereafter to be referred to as "the club" and the club shall be affiliated to the England and Wales Cricket Board through the Hampshire Cricket Board.

##### 2. Aims and Objectives

To foster and promote the sport of cricket at all levels within the community and within the sport, providing opportunities for recreation, coaching and competition.

To manage the club:

To ensure that all members, playing and non-playing, abide by the ECB Code of Conduct which incorporates the Spirit of Cricket and by the Laws of Cricket.

To ensure a duty of care to all members of the club by adopting and implementing the ECB 'Safe Hands – Cricket's Policy for Safeguarding Children' and any future versions of the Policy.

To ensure a duty of care to all members of the club by adopting and implementing the ECB Cricket Equity Policy and any future versions of the Policy.

To encourage all members to participate fully in the activities of the club.

##### 3. Membership

- (a) Membership of the club shall be open to anyone interested in the sport of cricket on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.
- (b) The club may have different classes of membership and subscription on a non discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- (c) Application for membership of the club shall be by completion of a membership application form and by payment of the relevant subscription/joining fees as determined by the Annual General Meeting of the club or with the agreement of the Committee
- (d) No person shall be eligible to take part in the business of the club or eligible for selection for any club team unless the appropriate subscription has been paid by the specified date or they are a guest player, a case of genuine hardship or they arrive at the very end of the season.
- (e) The club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or cricket into disrepute. Appeal against refusal or removal may be made to the Committee who shall appoint an Appeals Committee to hear the appeal.
- (f) All members will be subject to the regulations of the Constitution and by joining the club will be deemed to accept these regulations and any Codes of Conduct that the club has adopted. The Constitution shall identify those members eligible to vote at any General Meetings.

Membership fees are due on 1<sup>st</sup> April prior to the season in question.

##### 4. Classes of Membership

There shall be five (5) classes of membership available. These are:

- Adult Member for those over 15 on the 31<sup>st</sup> August prior to the season in question and working.
- Intermediate Member is for those players that were over 15 on the 31<sup>st</sup> August prior to the season in question and either in full time education/ apprenticeship/unemployed
- Social Member
- Junior Member is for those under 15 on the 31<sup>st</sup> August prior to the season in question and grants Social Membership to the parents / guardians of that Junior
- Honorary/ Life Member

A list of members in each category shall be maintained by the Membership Secretary.

## 5. Officers

The Officers of the club shall be as follows:

### Management Committee

Executive Officers

- Chair
- Vice Chair
- Secretary
- Treasurer

Other Elected officers

- Players Rep
- Chairman of Selectors – does not sit on the management committee.
- Social Rep
- Membership Secretary
- Fixture Secretary
- Colts Representative

Appointed Officers

- Club Welfare Officer
- Clubroom Manager who will then ask for volunteers to form a bar committee.
- Colts Co-ordinator
- Ground & Facilities Rep
- Communications Officer

Honorary Officers

- Patron (No voting rights)
- President
- Vice-President(s) (No voting rights)

The appointment of all captains is for the current season only. The selection procedure will be repeated on an annual basis. Club captains and vice-captains will achieve this status in the following way:

1. Any playing member wishing to be considered for the role of captain will firstly gain the support of three playing members. These players will ideally have extensive recent experience of playing in the same side as that which the nominee wishes to captain. Players may only support the application of one prospective captain.
2. Applications for the role of captain must be put in writing to the selection committee by 31<sup>st</sup> December. The selection committee will comprise: the Club Chairperson; the Chair of Selectors; the Colts Coordinator, the Players' Representative and the 1<sup>st</sup> team Captain, once he has been appointed.
3. The chosen Captains and any unsuccessful applicants will be informed of this decision by the 31<sup>st</sup> January

The selection committee will then meet with the new Captains to discuss and agree the appointment of Vice-Captains for each side.

Appointments will be made in line with the clubs stated aims and published 5 year plan for each team. All appointments will be subject to an enhanced CRB disclosure as per ECB guidelines.

Colts managers, coaches and captains will be appointed by the Colts Co-ordinator in line with the clubs stated aims and published 5 year plan. All appointments will be subject to an enhanced CRB disclosure as per ECB guidelines.

Winter Indoor League Captains shall be appointed by the Selection Committee for the senior sides.

The Colts Co-ordinator shall appoint Managers/Captains for the Junior Competitions. The appointed persons will be responsible for the selection and the administration of the sides.

The Selection Committee shall consist of the Chairman of Selectors, the captains of the League Teams, the captains of the Sunday Teams and the captain of the Evening League team.

## **6. Election of Officers**

All Officers shall be elected at the Annual General Meeting of the club from, and by, the members of the club.

All Officers shall be elected for a period of one year, but shall be eligible for re-election to the same office or to another office the following year.

## **7. Management Committee**

The affairs of the club shall be conducted by a Management Committee comprising the Executive Officers of the club, the Appointed Officers of the club and 5 other members elected from, and by, the voting Members of the club. Only these members of the Committee shall be entitled to vote at Committee meetings.

The Committee will be convened by the Secretary and shall meet at agreed intervals and not less than four times per year.

The quorum required for business to be agreed at Committee meetings shall be 6 out of the total number of officers.

The duties of the Committee shall be:

- a) To control the affairs of the club on behalf of the members.
- b) To keep accurate accounts of the finances of the club through the Treasurer. These should be available for reasonable inspection by members and should be audited before every Annual General Meeting. To formulate, plan, implement and publish the five year plan for the club in line with the Clubmark accreditation process.
- c) To co-opt additional members of the Committee as the Committee feel is necessary. Co-opted members shall not be entitled to a vote on the Committee and shall serve until the end of the next Annual General Meeting.
- d) To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chair shall be entitled to an additional casting vote.
- e) To set budgets allowances for the following areas of the club – Clubroom, Ground and Facilities, Colts section and Adult sections. These budgets will be assigned to an individual who will be empowered to spend this allowance as they see fit during their term in office in line with the stated aims and 5 year club development plan

The Committee shall have powers to appoint sub-committees as necessary and to co-opt advisers who may be non club members invited to advise on specialist subjects.

An elected Committee member ceases to be such if he or she ceases to be a member of the club, resigns by written notice, or is removed by the Committee for good cause after the member concerned has been given the chance of putting their case to the Committee. Appeal against removal may be made to the Appeals Committee. The Committee shall fairly decide time limits and formalities for these steps.

The Committee has the power to:

- (a) acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, transport, medical and related facilities
- (b) provide coaching, training, medical treatment, and related social and other facilities
- (c) take out any insurance for club, employees, contractors, players, guests and third parties
- (d) raise funds by appeals, subscriptions, loans and charges
- (e) borrow money and give security for the same, and open bank accounts
- (f) buy, lease or licence property and sell, let or otherwise dispose of the same
- (g) make grants and loans and give guarantees and provide other benefits
- (h) set aside funds for special purposes or as reserves
- (i) invest funds in any lawful manner
- (j) employ and engage staff and others and provide services
- (k) co-operate with or affiliate firstly to any bodies regulating or organising the sport of cricket and secondly any club or body involved with cricket and thirdly with government and related agencies
- (l) do all other things reasonably necessary to advance the aims and objectives of the club.

NONE of the above powers may be used other than to advance the aims and objectives in a manner consistent with the Rules and the general law.

## **8. General Meetings**

The Annual General Meeting of the club shall be held not later than the end of November each year. 21 clear days written notice of the Annual General Meeting and Agenda shall be given to all members by circulating a copy of the notice to every member at their home address and posting it on the club notice board. Members must advise the Secretary in writing of any other business to be moved at the Annual General Meeting at least 14 days before a meeting. This will then be publicised on the club website at least 7 days before the meeting.

The business of the Annual General Meeting shall be to:

- a) Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting
- b) Receive the audited accounts for the year from the Treasurer
- c) Receive the annual report of the Committee from the Chairman
- d) Elect an auditor
- e) Elect the Officers of the Club (i.e. President; Vice Presidents, Chair etc.)
- f) Review club subscription rates and agree them for the forthcoming year
- g) Transact such other business received in writing by the Secretary from members 14 days prior to the meeting and publicised on the club website at least 7 days before the meeting.

Nominations of candidates for election of Officers shall be made in writing to the Secretary at least 21 days in advance of the Annual General Meeting date. Nominations can only be made by voting Members and must be seconded by another voting Member.

Special General Meetings may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than 40 Voting Members of the club. At least 21 days notice of the meeting shall be given.

At all General Meetings, the Chair will be taken by the Chair or, in their absence, by a deputy appointed by voting Members attending the meeting. Decisions made at a General Meeting shall be by a simple majority vote from those voting Members attending the meeting. In the event of equal votes, the Chair of the meeting shall be entitled to an additional casting vote.

A quorum for a General Meeting shall be 30 voting members and at least 2 Officers of the Club from the Chair, Secretary and Treasurer.

All fully paid up (including all outstanding match fees) Members of the Club shall be entitled to one vote at General Meetings. All junior members playing in adult cricket have a right to vote. All non-playing members over the age of 16 have the right to vote.

Voting members consist of colts playing in adult cricket, Adult, Intermediate, Social and Life members.

## **9. Alterations to the Constitution**

Any proposed alterations to the club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a voting Member of the club and seconded by another voting Member. Such alterations shall be passed if supported by not less than three quarters of those voting Members present at the meeting, assuming that a quorum has been achieved.

## **10. Finance**

All club monies shall be banked in an account in the name of the club.

The Treasurer shall be responsible for the finances of the club and for providing a report on the financial position as required by the Committee.

The Treasurer shall ensure that the club maintains adequate and appropriate insurance to cover the activities of the club.

The financial year will end on 30<sup>th</sup> September each year.

The Treasurer will present an audited statement of annual accounts at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of any two of three Treasurer, Chairman or Secretary.

## 11. Property and Funds

- (i) The property and funds of the club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits shall be reinvested in the club.
- (ii) The club may also in connection with the sports purposes of the club:
  - (a) sell and supply food, drink (in accordance with relevant licensing legislation), related sports clothing and equipment and also goods and services.
  - (b) employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present
  - (c) pay for reasonable hospitality for visiting teams and guests
  - (d) indemnify the Committee and members acting properly in the course of the running of the club against any liability incurred in the proper running of the club (but only to the extent of its assets).
  - (e) collect rent or fees for the hire of the ground at the Hollow and/or its changing rooms and/or the clubhouse and/or equipment.

**12.a** Members of any visiting teams, their officials and supporters may use the bar facilities subject to the approval of the club committee.

**b** Members may invite up to 2 guests to use the bar amenity. Guests should be signed into the visitor's book by the club member concerned and must abide by the club rules.

**c** No alcohol will be served to anyone under the age of 18.

## 13. Discipline and Appeals

All complaints regarding the behaviour of members should be lodged in writing with the Secretary.

The Committee shall appoint a Disciplinary sub-committee who will meet to hear complaints within 14 days of a complaint being lodged. Any member requested to attend a Disciplinary sub-committee shall be entitled to be accompanied by a friend or other representative and to call witnesses. The Committee (or its sub-committee) has the power to take appropriate disciplinary action, including the termination of membership.

The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the member against whom the complaint was made 7 days following the hearing.

There shall be a right of appeal to the Committee against either the finding or the sanction imposed or both following disciplinary action being taken. The Committee shall appoint an Appeals Committee (a maximum of three) which shall not include members involved with the initial disciplinary hearing but may include non members of the club. The Appeals Committee shall consider the appeal within 28 days of the Secretary receiving the appeal. The individual submitting the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses. The decision of the Appeals Committee shall be final and binding on all parties.

## 14. Dissolution

- a) If at any General Meeting of the club, a resolution be passed calling for the dissolution of the club, the Secretary shall immediately convene a Special General Meeting of the club to be held not less than one month thereafter to discuss and vote on the resolution.
- b) If at that Special Meeting, the resolution is carried by at least three quarters of the Full Voting Membership present at the meeting, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the club and discharge all debts and liabilities of the club.
- c) The Committee will then be responsible for the orderly winding up of the club's affairs.
- d) After settling all liabilities of the club, the Committee shall dispose of the net assets remaining to one or more of the following:
  - 1. to another club with similar sports purposes which is a registered charity and/or
  - 2. to another club with similar sports purposes which is a registered Community Amateur Sports Club and/or
  - 3. to the club's governing body for use by them for related community sports.

## 15. Declaration

Sarisbury Athletic Cricket Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of all members.

**SIGNED (CLUB CHAIRMAN)**

**SIGNED (CLUB SECRETARY)**

**NAME**

**NAME**

**DATE**

**DATE**