

Copford Cricket Club Constitution

1. The Club shall be called The Copford Cricket Club, hereafter to be referred to as “the club” and shall be affiliated to the England and Wales Cricket Board through the Essex Cricket Board.

AIMS & OBJECTIVES

2. The aims & objectives of the Club shall be to provide cricket and social facilities for its members, to further the development of the game of cricket in the community, and to support such charitable causes as the Executive Committee from time to time shall decide. In furtherance of its objects, but not otherwise, the Club, through its Executive Committee, and subject to the terms of any lease agreement to which the Club is party, shall:

2.1 Join and take part in such Leagues and Competitions as may from time to time befit the standard of play, both attained and aspired to, of which the Club is capable.

2.2 Provide training and coaching, at both Colt and Senior levels, in order to improve the capability of members, and to raise the standard of cricket played by the Club, and within the local community

2.3 Provide ground and accommodation facilities to a standard appropriate to those required by the Leagues/Competitions in which the Club takes part

2.4 To raise funds and invite and receive contributions from any persons whatsoever by way of donation, subscription, playing fee, grants, and otherwise.

2.5 To do all such other things as shall from time to time further the objects of the Club.

2.6 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.

2.7 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. (2008)

2.8 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.

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

MEMBERSHIP

3. 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.

There shall be the following categories of membership: -

3.1 President and Vice President

3.2 Full Member - Playing

3.3 Full Member - Non Playing

3.4 Intermediate Member - Must be 17 years or older on 1st September immediately preceding membership year and in receipt of Full Tute Education - OR of Colt age (see below) but playing in Senior matches for the club.

3.5 Colt Member - Must be 6 years and under 17 years on 1st September immediately preceding membership year.

3.6 Social Member - Wives, or where appropriate, partners, of Full Members, parents and/or carers of full colts and any fund raising or working groups or individuals duly authorized by the Executive Committee

3.7 Honorary Member: Presidents and Vice Presidents and those who are elected at an A.G.M to serve full term as a named officer on the committee and or those persons authorised to serve by the executive committee, i.e. Qualified Coaches (level 1 or above), Team Managers and the Youth Development Officer.

3.8 Life Member - This category of membership shall be available only to those Members nominated by the Executive Committee and endorsed by a properly convened General Meeting of the Club. In nominating s Member for Life Membership the Committee must take into consideration the Member's outstanding service given over a period of not less than 10 years

4. ENTITLEMENTS OF MEMBERS

	Full Member		President & VP	Intm. 17+	Colt 6-17	Honorary Member	Social Member	Life Member
	Playing	Non Playing						
May vote at AGM/SGM	Yes	Yes	Yes	Yes	No #	Yes	No	Yes
May be elected Trustee, Officer or to executive committee	Yes	Yes	Yes	Yes*	No	Yes	Yes	Yes
May be elected captain, vice captain of league teams	Yes	No	No	Yes*	No	No	No	Yes
May notify availability to play	Yes	No	No	Yes	Yes	No	No	Yes
May play by invitation of executive committee only	N/A	Yes	Yes	N/A	N/A	Yes	Yes	N/A
May use premises and take part in social functions	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Note: i) Entitlements marked * are subject to the age of 18 years having been attained at the A.G.M./S.G.M. when such voting/election takes place.

ii) Entitlement marked # are subject to the age of 16 years having been attained at the AGM/SGM when such voting/election takes place.

PRESIDENT AND VICE PRESIDENTS

5. The President and Vice-Presidents shall be appointed by invitation of the Executive Committee. The Vice Presidents shall nominate one of their number annually to serve as Senior Vice President and as such be a member of the Executive Committee.

APPLICATION FOR MEMBERSHIP

6. Candidates for membership (other than for President or Vice Presidents) must complete an application form, and submit this to a Membership Secretary, appointed by and from the Executive Committee. All such applications, other than those for Colt Membership, must be proposed and seconded by Members entitled to vote, and shall be posted on the Club notice board for at least seven days, before being, considered by the Executive Committee. The Membership Secretary will send written notice of the decision to the applicant.

7. 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.

Colt applications will be dealt with by a Colts Administrator and a subcommittee elected by the Executive Committee.

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.

FEES AND SUBSCRIPTIONS AND PERIOD OF MEMBERSHIP

8. Entrance Fees, Annual Subscription Rates, and Playing Fees shall be fixed at each Annual General Meeting, and Annual Subscriptions shall be due by the following April 1st. The Club cricket season shall run from April 1st - 31st. March the next year, and this shall be the period of membership covered by the Annual Subscription. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

9. No person shall be eligible to take part in the business of the club or eligible for selection of any club team unless the appropriate subscription has been paid by the specified date (1st April in any year), or membership has been agreed by the committee.

MANAGEMENT

10. The affairs of the Club shall be managed by an Executive Committee, which shall consist of the Senior Vice President and the following personnel, all of whom must be entitled to vote as indicated in Paragraph 4 above.

- Chairman,
- Vice Chairman,
- Treasurer,
- Secretary,
- Membership & Assistant Secretary
- Junior Cricket Manager
- Club Welfare Officer
- Club Captain
- Fixture Secretary
- Bar Manager
- Social Secretary

The Executive Committee shall meet as frequently as circumstances require and shall have the power to co-opt any member, of whatever category, whose assistance is required- All Executive Committee meetings shall require a quorum of seven to vote.

EXECUTIVE COMMITTEE'S POWERS

11. The Executive Committee shall have the power to decide any question arising from, or not covered by these Rules, except matters specifically stated herein as being dealt with by the Club in General Meeting. It shall from time to time make, maintain and publish such policies, regulations, and procedures relating to the functioning of the Club, and to the security and safety of the Club property and its members, as it shall consider necessary or are required by government legislation.

12. The Executive Committee shall have power to appoint Sub-Committees under such conditions as it shall decide to serve during its term of office.

OFFICERS

13. The Officers of the club shall consist of Chairman, Vice Chairman, Honorary Treasurer, Honorary Secretary, Assistant Secretary, Fixture Secretary and Three Trustees.

RETIREMENT OF EXECUTIVE COMMITTEE MEMBERS

14. All officers and Executive committee members, except for the Senior Vice President and the three trustees, shall retire annually and shall be eligible for re-election at the Annual General Meeting

TRUSTEES

15. All the property of the Club (other than cash) shall be vested in the Trustees. No Member shall be elected as a Trustee unless he or she has been a voting Member of the Club for a least five years and consents to the election. Any Trustee may be removed from office by means of a resolution passed at a properly convened General Meeting. Unless so removed every Trustee shall hold office until he or she resigns or ceases to be a Member of the Club. Every vacancy among the Trustees shall from time to time be filled by election at the General Meeting at which the vacancy arises, or at the General Meeting next after the occurrence of such vacancy.

16. The Trustees shall deal with the property of the Club as directed from time to time by resolution passed by the Executive Committee unless the rules specify otherwise or the Trustees direct that the matter in question shall be resolved by a properly convened General meeting. Further to a resolution being passed to dissolve the Club in accordance with paragraph 22 below, the Trustees will in co-operation with the executive committee be responsible for the disposal of the assets.

17. If at any time the Club in General Meeting shall pass a resolution authorizing the Trustees to borrow money the Trustees shall thereupon be empowered to borrow for the purposes of the Club such amount of money either at one time or from time to time and at such a rate of interest and in such form and manner and upon such security as shall be specified in such resolution, and thereupon the Trustees shall make all such dispositions of the club property or any part thereof and enter into such agreement in relation thereto as may be necessary for giving

FINANCE

18. The funds of the Club shall be applied solely to the stated aims & objectives of the Club.

The Financial Year shall commence on 1st November and end on 31st October of the following year.

The Treasurer will be responsible for the finances of the club, and shall keep detailed records of all sums received and paid on behalf of the Club. He shall collect all subscriptions and other monies due, and in conjunction with the Chairman or Honorary Secretary draw cheques for payment sanctioned by the Committee. The treasurer shall prepare and submit accounts for audit.

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

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 the Treasurer plus up to two other officers.

PROPERTY AND FUNDS

19. The club shall be conducted as a non-profit making concern. 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.

20. The club may also in connection with the sports purposes of the club:

- (a) sell and supply food, drink and related sports clothing and equipment
- (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).

DISCIPLINE AND APPEALS

21. 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 21 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 within 14 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 21 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.

22. 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 two-thirds 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 with the exception of the lease to Copford Parish Council to be used for related community sports.

BAR SUB-COMMITTEE

23. A Bar Sub-Committee shall act on behalf of, and regularly seek approval far its from, the Executive Committee in respect of activities concerned with the Club bar. The Bar Sub-committee shall Purchase and control all excisable and non-excisable goods.

(b) Recommend, for the approval of the Executive Committee, the hours during which intoxicating liquor may be sold or supplied to Club members or visitors such hours being within those permitted by the local Licensing panel.

(c) Ensure compliance with all licence and lease conditions e.g. business hours, age limits, visitors etc.

(d) Produce, annually, a financial plan, covering all bar transactions, including both excisable and non-excisable goods, and control its progress.

(e) Report to the Executive Committee as follows:

March - Plan for the current year.

July - Progress report.

November - Final report for the year.

and at such other times as may be necessary.

24. The Bar Sub-Committee shall be appointed by the Executive Committee, and shall consist of four Members, at least three of whom must each hold one of the following positions in the Club - Trustee, Elected Officer, Elected Executive Committee member.
One member of the Bar sub Committee shall be appointed as the Licensee and shall take the chair. Holding the office of Bar Steward, one other member shall be appointed as bar treasurer. The bar steward need not hold one of the positions listed in the paragraph above.

VISITORS TO THE CLUB

25. Visitors to the Club for the purpose of playing cricket matches or attending other Club Functions may be permitted to enter the Club premises and the Club may sell intoxicating liquor for consumption on the premises to such visitors.

OPENING AND CLOSING OF THE CLUB PREMISES

26. The club shall be opened and closed daily at the discretion of the Executive Committee. The bar will be opened in accordance with a) the terms and conditions set out in the Club Premises Certificate issued by Colchester borough Council and b) the conditions set out in the lease agreement with the land owner.

CAPTAINS

27. Captains and Vice-Captains shall be elected at each Annual General Meeting for each of the League Teams to be fielded in the following year. The Captain, so elected, of the most senior of these League teams shall hold the position of Club Captain, and serve as a member of the Executive Committee as of right whilst holding that position. Captains and Vice Captains shall retire annually, and shall be eligible for re-election.

SELECTION

28. Selection of teams shall be the responsibility of a Selection Sub-Committee, the members and operation of which shall be determined, from time to time by the Executive Committee, All Playing Members shall be given adequate opportunity of playing, insofar as this does not conflict with the need to preserve the Club's standard of play and match record.

29. Notwithstanding the foregoing, payment of the Playing Member's Annual subscription (Rules 8 & 9) carries no implied guarantee of selection to play.
Such selection shall depend on ability being demonstrated at nets, in such practice games as may be arranged, and in match performance.

ANNUAL GENERAL MEETING

30. The Annual General meeting shall be held as soon as possible after the end of the Club financial year, and in any case at least two weeks before the print deadlines of the earliest of Club, Leagues and Association documentation required the following season. The business to be transacted shall be:

30.1 To receive the Report of the Executive Committee and adopt the audited Financial Report

30.2 To elect Officers, Executive Committee Members, Disciplinary and Appeals sub Committee, Captains Vice-Captains and Auditor for the ensuing year.

30.3 To fix subscriptions and fees for the following year.

30.4 To address other business notified to Members in advance of the meeting as an agenda item. Such items may be introduced by the Executive Committee, or on the receipt of a formal proposal signed by the proposer and seconded by one other club member. Proposals for discussion and subsequent voting must be in the hands of the Secretary 14 days before the date of the meeting.

Following the close of the Annual General Meeting, a period shall be allowed for an Open Forum, during which any member present may raise any subject pertaining to the Club, and discussion may follow. No voting shall be allowed and no decisions may be taken, but a note shall be taken of issues raised, and included on the Agenda of the first Executive Committee meeting for consideration and subsequent resolution.

Where more than, one nomination for a position is received a ballot of voting members present at the Meeting shall be taken. No proxy votes shall be allowed.

In the event that nominations do not provide for all Officers, Committee, Captain and Vice-Captain, positions proposals will be accepted at the Meeting. If nominated from the floor, the nominee must be present and agree to stand, or have provided written proof, available to the meeting, of willingness to stand.

If all the elective positions are not filled at the meeting, or any vacancy shall arise during the ensuing year, these shall be filled by the Executive Committee.

31. SPECIAL GENERAL MEETING

A Special General Meeting may be called:

- a) When deemed necessary, and on a date determined by, the Executive Committee.
 - b) On receipt by the Honorary Secretary of a request signed by 20% of members entitled to vote, or 10 such members, whichever is the lower, and stating precisely the business to be transacted. The Honorary Secretary shall call such a meeting within 21 days of this request being received
- A notice of every Special General Meeting, which shall state the object of the meeting, shall be sent to each member entitled to vote at least 10 days before the date of the meeting

No other business shall be transacted other than that for which the meeting is called.

RESOLUTIONS AT GENERAL AND EXECUTIVE COMMITTEE MEETINGS

32. Unless otherwise provided by these rules, all resolutions voted upon and ballots conducted at General meetings, whether Annual or Special, or at Executive Committee meetings shall be decided by a simple majority of the votes cast by those present and entitled to vote. In the event of equal votes, the Chair of the meeting shall be entitled to an additional casting vote.

QUORUM AT GENERAL MEETING

33. No business, other than the formal adjournment of the meeting, shall be transacted at any General meeting, unless a quorum is present, and this quorum shall consist of not less than 15 members present and entitled to vote.

CONSTITUTION

34. No alteration may be made to this constitution except at an Annual General Meeting or at a Special General Meeting. Any resolution embodying such proposed alteration must be carried by a majority of at least **two thirds** of the votes cast **by those present and entitled to vote.**

The nature and purpose of a proposed alteration or addition shall be stated in the notice convening the meeting at which it is to be considered. Except when the alteration or addition is proposed by the Executive Committee notice thereof shall be given in writing to the Secretary, signed by at least 10 members of the Club entitled to vote 21 days prior to the Annual General Meeting at which the proposal is to be considered.

. A copy of the constitution shall be available to each member on request from the club secretary.

Copford 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

Final Draft by Andrea Turner: Child Welfare Officer 24th November 2008