

# **Rickmansworth Cricket Club**

## **Constitution**

### **1. Name**

The name of the Club is Rickmansworth 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 Hertfordshire 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 will be accompanied by payment of the relevant subscription/joining fees as determined by the Finance 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 and match fees has been paid by the specified date or membership has been agreed by the Committee.

(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.

(g) The club will ensure that there is open access for all those who wish to participate in the activities of the club in whatever capacity and that they are treated fairly.

- (h) The club recognises its legal obligations not to discriminate and will regard discrimination by any employee, participant or volunteer as grounds for disciplinary action under the relevant club rules.

## **4. Classes of Membership**

There shall be three classes of membership available. These are:

- Full Member
- Junior Member (Under 18 years of age at the beginning of the current year)
- Honorary/ Life Member

A list of members in each category shall be maintained by the Finance committee

## **5. Officers**

The Officers of the club shall be as follows:

Executive Officers

- Chair
- Secretary

Honorary Officers

- President
- Vice-President(s)
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## **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 and one member selected from each of the sub committees. 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 five.

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 Finance committee. These should be available for reasonable inspection by members and should be audited before every Annual General Meeting. The club shall maintain a bank account and the following Officers shall be authorized to sign club cheques: any two from the Chair, Treasurer and Secretary.
- 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.

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. Sub Committees**

The day to day running of the club will be carried out by the following sub committees.

### (a) Ground committee

This committee is charged with the preparation and repair of the cricket ground (s).

This committee will maintain grounds equipment

### (b) Finance Committee

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

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

This committee shall ensure that the club maintains adequate and appropriate insurance to cover the activities of the club.

The financial year will end on 31<sup>st</sup> October

This committee will present an audited statement of annual accounts at the Annual General Meeting.

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

### (c) Team Committee

This committee will select captains for all teams representing the club

This committee will select teams representing the club

This committee will deal with minor discipline issues, and refer those it deems necessary of further action to the main committee.

(d) Youth Committee

This committee will organize all facets of running youth sides in the name of the club. This will include (but not exclusively) matches, practice & collection of subscriptions.

(e) Fund Raising Committee

This committee will develop methods of raising monies to help the club maintain its goals. This will include (but not exclusively) grants, loans & social events.

All sub committees shall;

Consist of at least three elected members

Send a representative to the management committee meetings who will present a report on its committee's recommendations and findings.

Hold meetings when ever and in whatever method is decided by that committee.

## **9. Annual General Meeting**

The Annual General Meeting of the club shall be held before the commencement of the cricket season. 21 clear days written notice of the Annual General Meeting shall be given to members by circulating a copy of the notice to every member at their home address and posting the notice 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. The Secretary shall circulate or give notice of the agenda for the meeting to members not less than 14 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 Finance committee
- c) Receive the annual report of the Full Committee from the Secretary
- d) Elect the Officers of the Club and members of the sub committees
- e) Transact such other business received in writing by the Secretary from members (14/21) days prior to the meeting and included on the agenda.

Nominations can only be made by Full Members and must be seconded by another Full 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 three Full 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 Full Members attending the meeting. Decisions made at a General Meeting shall be by a simple majority vote from those Full 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 10 Full Members including at least 1 from the Chair and Secretary

Each Full Member of the Club shall be entitled to one vote at General Meetings.

## **10. 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 Full Member of the club and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Voting Members present at the meeting, assuming that a quorum has been achieved.

## **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 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)

## **12. Discipline and Appeals**

All complaints regarding the behavior of members should be lodged in writing with the Secretary. The Team committee will meet to hear complaints within 7 days of a complaint being lodged. Any member requested to attend team sub-committee shall be entitled to be accompanied by a friend or other representative and to call witnesses. Only the Management 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 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 14 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.

## **12. Welfare Statement**

The club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the club. The club will aim to provide good quality sports activities in a safe environment by adopting the procedures and working practices of the England and



## **13. 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 (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 realize 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:
  - e) to another club with similar sports purposes which is a registered charity and/or
  - f) to another club with similar sports purposes which is a registered Community Amateur Sports Club and/or
  - g) To the club's governing body for use by them for related community sports.

## **14. Declaration**

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

**SIGNED (CLUB CHAIRMAN)**

**NAME**

**DATE**

**SIGNED (CLUB SECRETARY)**

**NAME**

**DATE**