

HAYES (KENT) CRICKET CLUB



CONSTITUTION

1. CLUB TITLE

The title of the Club shall be Hayes (Kent) Cricket Club (hereinafter referred to as “the Club”. The colours shall be Royal Blue and Gold).

The Club shall be a member of the Warman Sports Trust (hereinafter referred to as “the Trust”). Nominations for the Club’s representatives to sit on the Trust Committee shall be put forward at the Annual General Meeting of the Trust, having been agreed at the Club’s Annual General Meeting.

2. PURPOSE AND OBJECT

The main purposes of the club are to provide facilities for and to promote participation in recreational amateur cricket (Male, Female and Colts) in the Hayes (Kent) area.

3. CLUB MEMBERSHIP/EQUITY POLICY

The Club has adopted the ECB’s Equity Policy, and will ensure that membership is open to all, regardless of age, gender, disability, race, ethnic origin, creed, nationality, colour, parental or marital status, social background, sexual preference, pregnancy or political belief.

The Club Committee may only refuse to admit a new member if a resolution is passed at a meeting where the person in question has been notified in writing, in advance, and been given 14 days to submit written representations for the Club Committee to consider at the meeting. Appeal against a refusal of membership shall be to the Appeal Committee as detailed below.

A member may resign by written notice to the Club but the return of any subscription paid is at the discretion of the Club Committee.

3.1 Removal of Membership, Discipline and Appeals

Any complaints regarding the behaviour of members, guests or volunteers should be lodged in writing with the Secretary.

Any person that is the subject of a written complaint or appeal shall be notified of the procedures to be followed by the relevant committee in reasonable time to prepare for any hearing.

The Committee shall appoint a **Disciplinary Sub-Committee** (as/when required) who will meet to hear complaints within 21 days of a complaint being lodged. Any person requested to attend a Disciplinary Sub-Committee shall be entitled to be accompanied by a friend or other representative and to call witnesses. The Disciplinary Sub-Committee has the power to take appropriate disciplinary action on behalf of the Committee, including the termination of membership or exclusion from Club premises.

The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the person against whom the complaint was made within 14 days following the hearing.

There shall be a right of appeal within 14 days of receipt of the disciplinary decision or decision to refuse membership:

- against the Disciplinary Sub-Committee's findings or the sanction imposed or both
- against the Committee's refusal to admit a new member

In either case, the Committee shall appoint an **Appeals Committee** (as/when required). The Appeals Committee shall have a maximum of three members 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 who submitted 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.

4. MANAGEMENT STRUCTURE

The administrative and financial affairs of the Club shall be managed by a Management Committee under the overall responsibility of the Club Chairman.

The Management Committee shall comprise the following officers, Chairman, Deputy Chairman, President, Treasurer, Secretary, Cricket Chairman, Colts Chairman, Ladies Representative, Membership Secretary, Fixture Secretary and Welfare Officer. All officers of the Club shall be elected annually at the Annual General Meeting.

The Management Committee shall, so far as possible, meet monthly, but in any case not less than ten times in any one year. At least 2 Committee members must be present for the meeting to be valid and Committee meetings may be held either in person or by telephone, televisual or other electronic or virtual means agreed by the Committee in which all participants may communicate simultaneously with all other participants.

The prime duties of the Management Committee shall be:-

- To ensure the Club meets its objectives and complies with the rules set out in the Constitution.
- To act in the best interest of the Club and its beneficiaries.
- To ensure proper control is exercised over the Club's finances and to provide accounts of the Club's activities to its members.
- To ensure that the necessary insurance policies for the Club's activities are in place, and that any other legal requirements are met.

The Management Committee shall be empowered to appoint any sub-Committee it thinks fit, and may delegate some of its powers. It may also co-opt members to join the relevant Committees.

Each member of the Management Committee shall have a vote. In the event of an equality of votes, the Chairman shall have the casting vote. Co-opted members may not vote.

5. ANNUAL GENERAL MEETING

There shall be sent to each member, with the Notice Convening the Meeting, a list of officers with the Committee's nominations for the ensuing year. Such notice to be sent at least fourteen days before the said meeting. The quorum for an Annual General Meeting is twenty members.

Any member shall have the right to make further nominations, duly seconded, such nominations to be addressed to the Secretary within seven days of the convening notice.

The election of Captains and Vice-Captains shall only be effected by the vote of Playing Members.

6. EXTRA-ORDINARY GENERAL MEETING

The Secretary shall convene an Extra-ordinary General Meeting at any time on receiving a requisition to that effect, signed by not less than seven members (excluding junior members). Such requisition shall state the purpose for which the Meeting is to be called.

The General Committee shall be empowered to call an Extra-ordinary Meeting at any time, of which fourteen days notice shall be given.

The quorum for an Extra-ordinary General Meeting shall be thirty-five members.

7. MEMBERSHIP CATEGORIES

- Playing (aged over 21)
- Playing (aged 18 – 21 in employment)
- Junior Playing (aged 18 – 21 but still at College/University or unemployed)
- Social/Honorary
- Colt (aged 17 and under)

8. SUBSCRIPTIONS

The annual subscriptions and any relevant match fees shall be agreed at the Annual General Meeting for the year commencing 1st May.

All members' subscriptions are payable on or before 31st May. A member whose subscription is not paid by the due date shall be liable to exclusion from membership of the Club.

9. NON-PROFIT MAKING

All surplus income or profits are to be re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

10. CRICKET SELECTION COMMITTEE

The selection Committee shall comprise the Chairman of Cricket, Captains and Vice-Captains, with the power to co-opt.

11. CONDUCT

Members are expected at all times to act in a manner befitting the Club. At no time should the behaviour of any member bring the good name of the Club into disrepute.

The Management Committee shall have the power to take such action as deemed appropriate in the event of misconduct or breaches of the Constitution (see section 3.1 for procedures).

12. WELFARE OFFICER

The Club has adopted and implemented the ECB's Safe Hands Policy (Safeguarding of Children and Child Protection).

The Club shall appoint each year at the Annual General Meeting a Welfare Officer, who will be a member of the General Management Committee.

The Club's Welfare Policy, which will be reviewed regularly, sets out the Club's procedures and commitment for ensuring that all young people who play cricket do so in a safe and controlled environment.

13. CONSTITUTIONAL CHANGES

No alterations shall be made to the Constitution unless agreed by a minimum of two thirds of the members present at an Annual General Meeting or Extra-ordinary General Meeting.

14. DISSOLUTION

A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

15. DECLARATION

Hayes (Kent) Cricket Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

M. COULDREY

CHAIRMAN

A. MATTHEWS

SECRETARY