

Constitution

THE CONSTITUTION SHALL BE CONSIDERED AS THE RULES OF THE CLUB.

CHORLEYWOOD CRICKET CLUB

1. Name

The Club shall be called Chorleywood Cricket Club and shall be affiliated to the England & Wales Cricket Board (ECB) and the appropriate County Association. Hereafter it will be called "The Club".

The Club shall also be affiliated to the Club Cricket Conference, and any leagues in which any of the teams participate.

2. Aims and objectives

The aims and objectives of the club will be:

- ◆ To offer coaching, foster and promote the pursuit of the game of cricket.
- ◆ To promote the Club and Cricket within the local community.
- ◆ To manage the Club to provide such facilities as are requisite to enable members of the Club to engage in cricket.
- ◆ To provide social activities for the members of the Club and in particular to provide food and drink (including intoxicating liquor) and such other refreshments as may be required from time to time and to arrange such functions and activities which are normally associated with the social life of a cricket club.
- ◆ To ensure a duty of care to all members of the Club.
- ◆ To provide all its services in a way that is fair to everyone.
- ◆ To ensure that all present and future members receive fair and equal treatment.
- ◆ To be child-friendly and to provide a safe and effective environment for young players. To this end the Club will adopt the current ECB Policies in relation to the welfare of young players, e.g. "Safe Hands - Welfare of Young People in Cricket".
- ◆ To ensure that all members, playing and non-playing, abide by the ECB Code of Conduct.
- ◆ To encourage and enable all members to participate fully in the activities of the Club.

3. Membership

All members will be subject to the rules/Constitution of the Club and by joining will be deemed to have accepted the regulations and codes of practice that the Club has adopted.

Application for membership, other than Honorary members and day members, shall be by completion of a membership application form and by payment of the relevant subscription as determined by the Annual General Meeting (AGM) of the Club. Approval of all applications shall be at the discretion of the Management Committee who shall not unreasonably withhold acceptance.

Members shall be in one of the following categories:

- ◆ Senior (playing) members.
- ◆ Social members.
- ◆ Junior (playing) members (U17 on 1 September of the previous year).
- ◆ Friends of the Club.
- ◆ Life members.
- ◆ President and Vice Presidents.
- ◆ Patrons.
- ◆ Day members.

Social members shall be entitled to play in occasional matches as specified in the annual fixture card. Parents of Junior members shall be entitled to enjoy the privileges of a Social member (but shall not have a vote at AGM/EGMs, see section 8, unless they have paid a subscription to become social members).

Friends of the Club shall be associate members wishing to stay in touch with the Club activities through mailing lists.

The Club recognises those who have made special contributions by appointing the following categories of honorary members:

Life member – in recognition of outstanding and dedicated long service to the Club over a substantial number of years.

President and Vice Presidents – in recognition of valuable service to the Club in an official capacity.

Patron – for contributions to the welfare of the Club through local connections and political support and/or sponsorship.

All visitors and guests participating in official Club events ('day members') shall be granted special "day" membership.

4. Membership fees

Membership fees (e.g. annual subscriptions and match fees) will be set annually. These shall be recommended by the Management Committee and agreed at the Annual General Meeting.

Subscriptions shall become payable on or before 1st May each year and a member shall not be entitled to any of the privileges of membership unless their subscription is paid by 31st May. The Management Committee may terminate the membership of any member whose annual subscription is due and remains unpaid on 1st August.

Any member who has failed to pay in full a previous subscription is required to pay any arrears, and the current year's subscription in full before the privileges of membership are restored.

The Management Committee shall have the power to make exceptions to this rule in special cases, as well as making reductions for any period less than a year.

A member who plays cricket for the Club shall pay a fee for each match played.

5. Officers of the club

The elected officers of the Club shall be:

- ◆ Chairperson (who shall carry a casting vote)
- ◆ Honorary Secretary
- ◆ Honorary Treasure

Officers shall be elected annually at the AGM. All officers shall retire each year but be eligible for re-election if willing to stand.

The Officers of the Club shall be responsible for ensuring that the Club operates within its rules and for the appointment of sub-committees or action groups, as necessary. The terms of reference of each sub-committee or action group will be set out by the Officers of the Club in a Management Plan.

The Management Committee shall have the power to make a temporary appointments if, for whatever reason, any position should become vacant during the year.

The Management Committee shall recommend to the AGM the appointment of President (who will be a member of the club) and Honorary Members.

6. Committee

The Club will be managed through the Management Committee consisting of:

- ◆ Chairperson (who shall carry a casting vote)
- ◆ Honorary Secretary
- ◆ Honorary Treasurer
- ◆ Cricket Manager
- ◆ Welfare Officer
- ◆ Chairman of Colts
- ◆ Publicity Officer
- ◆ Co-opted members, as deemed appropriate.

Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee meetings will be convened by the Honorary Secretary of the Club and held no less than eight times per year.

The quorum required for business to be agreed at Management Committee meetings will be four

The Management Committee will be responsible for adopting new policy, codes of practice and operational processes that are not covered by – or affected by – the rules of the Club.

The Management Committee will have powers to appoint advisers to the Management Committee as necessary to fulfil its business.

7. Finance

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

The Honorary Treasurer will be responsible for the finances of the Club.

A statement of annual accounts will be presented by the Honorary Treasurer at the AGM, which has been subject to a review by a suitable person who is not a member of the Management Committee of the Club

Any cheques drawn against Club funds should hold the signatures of the Treasurer together with the signature of any one of the other officers.

8. Annual General Meetings

AGMs of the Club will be held each calendar year.

All members are entitled to attend the AGM. The only members who are entitled to vote at an AGM are Senior, Social and Honorary members.

The Honorary Secretary shall arrange for notice of the AGM to be circulated to all members eligible to vote not less than 14 days before the date of the meeting.

The AGM will receive reports from appropriate officers of the Management Committee and a statement of the approved accounts.

Elections of the Officers are to take place at the AGM.

All Management Committee recommendations for the appointment of President and Honorary members shall be ratified at the AGM.

The quorum for AGMs will be 20 members or 25% of the voting membership, whichever is the smaller.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

In addition, an EGM can also be called at the request of the membership, provided written notice signed by at least 10 voting members is submitted to the Honorary Secretary, who shall then call an EGM within 28 days of receipt of the request.

9. Discipline and appeals

The Officers of the Club shall be responsible for disciplinary hearings of members who infringe the Constitution and/or the established codes of conduct adopted by the Club.

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people shall be recorded and responded to swiftly and appropriately in accordance with the Club's child protection policy and procedures. The Club's Welfare

Officer is the lead contact for all members in the event of any issues concerning children or vulnerable adults.

Complaints, not dealt with appropriately at the time, regarding the behaviour of members should be presented and submitted in writing to the Honorary Secretary.

The Officers of the Club shall meet to hear complaints within 14 days of a written complaint being lodged. The Officers have the power to take appropriate disciplinary action including suspension, and termination of membership, as appropriate. The Officers of the Club have sole discretion in determining when the disciplinary action should commence.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There shall be the right of appeal following disciplinary action being announced. Such appeals should be lodged with the Honorary Secretary within seven days of the issue of notification. The Management Committee shall consider the appeal within 14 days of the Honorary Secretary receiving the appeal.

10. Trusteeship

There shall be a minimum of four (4) trustees of the Club. The trustees shall be appointed by the Management Committee, ratified by a majority vote at an AGM or EGM and the property of the Club (other than cash which shall be under the control of the Treasurer) shall be vested in them to be dealt with by them as the Management Committee shall from time to time direct by resolution (of which an entry in the minutes shall be conclusive evidence).

The trustees shall be indemnified against risk and expense out of the Club property. The trustees shall hold office until death or resignation or until removed from office by a resolution of the Management Committee, taken to an AGM/EGM and ratified by an 80% majority vote, or such other percentage as may seem sufficient to a majority of the members of the Management Committee. Where, by reason of any such death, resignation or removal, it shall appear necessary to the Management Committee that a new trustee or trustees shall be appointed or if the Management Committee shall deem it expedient to appoint an additional trustee or trustees, the Management Committee shall, by resolution, nominate the person or persons to be appointed the new trustee or trustees. For the purpose of giving effect to such nomination, the Chairman is nominated as the person to appoint new trustees of the Club within the meaning of the Trustee Act 1925, Section 36, and he shall be deemed to appoint the person or persons so nominated by the Management Committee as the new trustee or trustees of the Club. The provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such deed of appointment shall, in favour of a person dealing bona fide and for value with the Club or Committee, be conclusive evidence of the fact so stated.

Any surpluses or assets may not be distributed and must be re-invested in the Club for the purpose of its cricketing aims.

11. Dissolution/Amalgamation

Resolution to dissolve the club must be voted for by 60% of the Management Committee. Notification must then be given to the full membership with a minimum of 28 days no-

tice. The resolution can only be passed at an AGM or EGM through a majority of votes cast.

Members unable to attend the AGM or EGM are eligible to apply for a proxy vote. Applications should be received by the Honorary Secretary 14 days before the date of the meeting.

Amalgamation with another cricket club shall not be seen as dissolution, but shall be subject to the same voting process as dissolution.

In the event of dissolution of the Club, any assets held directly or in trust that remain after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:

- A registered charitable organisation(s)
- Another club that is a registered CASC
- The sports national governing body for use by them for related community sports.

12. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

13. Declaration

Chorleywood Cricket Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name:

Position: Chairperson

Signed:

Date:

Name:

Position: Honorary Secretary
