

# **Constitution**

## **ORPINGTON CRICKET CLUB**

### **1 Name and Affiliations**

The name of the Club is Orpington 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 Kent Cricket Board.

The club will also be affiliated to the Club Cricket Conference.

The club will comprise of 'the senior club', 'the colts section' and 'the ladies section – The Orpington Nomads'.

The club is an Associate Club of Westcombe Park and Orpington Sports Club and, as such, is bound by the rules of that club in so far as they affect Associate Clubs.

The club colours will be black and burnt amber.

### **2 Aims and Objectives**

The Club's main purpose is to provide facilities for and promote participation of the whole community in the sport of cricket.

In addition, the aims of the club are:

- 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 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 ensure that all present and future members are encouraged to participate fully in all activities of the Club.

### **3 Membership**

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. Proposers and seconders are not required for individuals to become a member of the club.

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

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.

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 membership has been agreed by the Committee.

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.

Members will be enrolled in one of the following categories:

Playing

- Full (male and female)
- Junior (in full time education and not eligible for Colts)
- Colts

Non Playing

- Social
- Life

All Playing Members, with the exception of Colts, and Life Members have voting rights at any Annual or Extraordinary General Meetings. Parents/Carers/Guardians of Colts Members and Social Members can attend any Annual or Extraordinary General Meeting but have no voting rights.

A list of members in each category shall be maintained by the Treasurer or other Officer of the club.

## **4 Membership fees**

Membership fees will be set annually and agreed at the Annual General Meeting.

Fees will be paid annually by 1<sup>st</sup> June.

## **5 Officers of the club**

The officers of the club will be:

- President
- Chairman
- Honorary Secretary
- Treasurer
- Chairman of Playing
- Chairman of Facilities and Equipment
- Club Welfare Officer
- Development Officer
- Chairman of Colts
- Chairman of Social
- Chairman of Fundraising and Marketing

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.

## **6 Management Committee**

The club will be managed through the Management Committee consisting of the Officers, excluding the President.

The Management Committee will be convened by the Secretary of the club and held monthly.

The quorum required for business to be agreed at Management Committee meetings will be 5 officers.

The duties of the Committee shall be:

- To control and run the club on behalf of the members to ensure compliance with the Aims and Objectives.
- 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.
- 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.
- To communicate by way of email to the membership and through the Club's website a Monthly Newsletter which summarises the key points of the most recent monthly management meeting, such communication to be made by the date of the following month's management meeting.
- To set out the Club's expectations in relation to its playing membership via a Players' Charter, the latest version of which will be made available via the Club's website.

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:

- acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, transport, medical and related facilities
- provide coaching, training, medical treatment, and related social and other facilities
- take out any insurance for club, employees, contractors, players, guests and third parties
- raise funds by appeals, subscriptions, loans and charges
- borrow money and give security for the same, and open bank accounts
- buy, lease or licence property and sell, let or otherwise dispose of the same
- make grants and loans and give guarantees and provide other benefits
- set aside funds for special purposes or as reserves
- invest funds in any lawful manner
- employ and engage staff and others and provide services

- 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
- 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.

## **7 Finance**

The Club Treasurer will be responsible for the finances of the club:

- The club shall maintain a Bank Account held in the name of the club.
- The Bank Mandate will be two signatures on all cheques drawn against the club and the authorised signatories will be the Chairman, Secretary and Treasurer.
- All cheques drawn will be signed by two Officers from the Chairman, Treasurer and Secretary
- The financial year of the club will end on 30 September
- An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting

## **8 General Meetings**

The Annual General Meeting of the club shall be held not later than three months from the end of the club's Financial Year. 14 clear days written notice of the Annual General Meeting shall be given to members on the Club's website and by email to the Club's membership. Members must advise the Secretary in writing of any other business to be moved at the Annual General Meeting at least 7 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to members not less than 7 days before the meeting on the website.

The business of the Annual General Meeting shall be to:

- Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting
- Receive the audited accounts for the year from the Treasurer
- Receive the annual report of the Committee from the Chairman
- Elect the auditors
- Elect the Officers of the Club
- Review club subscription rates and agree them for the forthcoming year
- Transact such other business received in writing by the Secretary from members 7 days prior to the meeting and included on the agenda.

Nominations of candidates for election of Offices shall be made in writing to the Secretary at least 7 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.

Extraordinary General Meetings may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than 7 Voting Members of the club. At least 21 days notice of the meeting shall be given on the website.

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 15 Voting Members.

## **9 Discipline and appeals**

It is the duty of every club member to ensure their behaviour, whilst representing Orpington Cricket Club, is considered appropriate and acceptable and complies with the Voluntary Code of Conduct.

The club will adopt a Disciplinary Process which will be available via the Club's website.

## **10 Selection policy**

The club will adopt a Selection Policy which will be available via the Club's website

## **11 Dissolution**

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.

If at that Special Meeting, the resolution is carried by at least two-thirds of the 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.

The Committee will then be responsible for the orderly winding up of the club's affairs.

- After settling all liabilities of the club, the Committee shall dispose of the net assets remaining to one or more of the following:
- to another club with similar sports purposes which is a registered charity and/or
- to another club with similar sports purposes which is a registered Community Amateur Sports Club and/or
- to the sport's governing body for use by them for related community sports.

## **12 Amendments 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 two-thirds of those Voting Members present at the meeting, assuming that a quorum has been achieved.

## **13 Property and Funds**

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.

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

- sell and supply food, drink and related sports clothing and equipment
- employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present
- pay for reasonable hospitality for visiting teams and guests

- 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).

## **14 Declaration**

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

Signed by: David Robinson      Date: 8 November 2013

Club Chairman

Signed: Peter Shaw      Date: 8 November 2013

Club Secretary