



# TILLSIDE CRICKET CLUB CONSTITUTION

## Title

The Club shall be called Tillside Cricket Club, hereafter to be referred to as “the Club” and shall be affiliated to the Northumberland Cricket Board.

## 1. Objects

1. To foster and promote the sport of cricket at all levels, providing opportunities for recreation and competition.
2. To ensure a duty of care to all members of the club this Tillside Cricket Club adopts and seeks to implement the following :-
  - i. the ECB Safe Hands Welfare of young children in cricket policy for all new volunteers who are appointed *by the club*, whether paid or unpaid, to work with children or young people
  - ii. the ECB Coaches Code of Conduct for all its coaches paid or volunteer in their work with children or young people
  - iii. 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. This is adopted within the club’s own codes of conduct
  - iv. the ECB Equity Policy and any future versions of the policy
  - v. All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties

## 2. Membership

1. Membership of the Club shall be open to any person regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs and completing a membership application form and paying the relevant subscription/joining fee as determined by the Annual General Meeting of the Club Members.
2. There shall be 3 classes of membership available. These are:

1. Full Member (to include coaches);
2. Concessionary Member (unwaged, student, and over 60's)
3. Junior Member (Under 16 years of age);

Parents of junior members and all Under 18 members are to be given automatic non-voting membership of the club. If they wish to raise a matter formally at an AGM or call and EGM they may do so by asking any full member to propose their matter.

All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties

### 3. Officers

3.1 The Executive Officers of the club shall be as follows :

Chairperson}  
 Secretary}  
 Treasurer}  
 Club Welfare Officer  
 Junior Cricket Co-ordinator

3.2 Non Executive members may include}

Fixture secretary  
 Club Captain  
 Girls Cricket co-ordinator  
 Fundraising co-ordinator  
 Volunteer co-ordinator  
 Head Groundsman  
 Press Officer

3.3 The executive committee shall have full power of appointment for the four trustees named in the lease document for leasing the club's ground from the landlord.

#### **4.Election of Officers**

1. All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members of the Club.
2. All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

#### **5.General Committee**

A General Committee comprising the Executive Officers of the Club and 2 other Members elected from, and by, the Full Members of the Club shall control the affairs of the Club. The General Committee shall meet at agreed intervals and not less than four times per year.

The duties of the General Committee shall be:

1. To control the affairs of the Club on behalf of the Members.
2. To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be audited before every Annual General Meeting. The Club shall maintain a bank current account and the following Officers shall be authorised to sign Club cheques: two from the Chairperson, Treasurer, Secretary.
3. To co-opt additional members of the Committee as the Committee feels this is necessary. Co-opted members shall not be entitled to a vote on the Committee.
4. To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.
5. To hear the reports from the Club's Welfare Officer

#### **6.General Meetings**

1. The Annual General Meeting of the Club shall be held not later than the end of November each year. 21 clear days written notice shall be given to Members of the Annual General Meeting 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 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 7 days before the meeting.
2. The business of the Annual General Meeting shall be to:

- i. Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
- ii. Receive the audited accounts for the year from the Treasurer.
- iii. Receive the annual report of the Committee from the Secretary.
- iv. Elect and auditor.
- v. Elect the Officers of the Club (i.e. Chairperson; Secretary; Treasurer and other General Committee Members).
- vi. Review Club subscription rates and agree them for the forthcoming year.
- vii. Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.
- viii. To hear the reports from the Club's Welfare Officer

***NOTE:** The agenda could provide for "Any Other Business", but Members should be encouraged to refer other items to the General Committee and give the required notice for important Annual General Meeting business.*

3. Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 5 Full Members of the Club. At least 21 days notice of the meeting shall be given.
4. Nomination of candidates for election of Officers may be made in writing to the Secretary at in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.
5. At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Club or by Full Members attending the meeting.
6. Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional costing vote.
7. A quorum for a General Meeting shall be 5 Full Members and Officers of the Club including 1 from the Chairperson; Secretary and Treasurer.
8. Each Full Member of the Club shall be entitled to one vote at General Meetings.

## 7. Discipline and Appeals

Tillside Cricket Club has codes of conduct for players, juniors, their parents and spectators. Failure to adhere to these codes of conduct will render the offender liable to the disciplinary process below.

- i. All complaints regarding the behaviour of members should be lodged in writing with the Secretary.  
The Committee shall appoint a Disciplinary sub-committee (made up of three members) who will meet to hear complaints within 21 (twenty one) days of a complaint being lodged.
- ii. 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.
- iii. The Committee (or its sub-committee) has the power to take appropriate disciplinary action, including the termination of membership.
- iv. 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 (fourteen) days following the hearing.
- v. 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 28 (twenty eight) days of the Secretary receiving the appeal.
- vi. 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.

## 10. Alterations to the Constitution

Any proposed alterations to the Club Constitution may only be considered at an Annual or Special 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 Members present at the meeting, assuming that a quorum has been achieved.

## **11. Dissolution**

1. 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.
2. If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General 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.
3. After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Club.

December 1<sup>st</sup> 2014

**Members Signatures**