

# **Stevenage Cricket Club - Constitution**

(Last amended 21<sup>st</sup> February 2021)

## **1 Name**

The Club shall be called Stevenage Cricket Club and will be affiliated to the Hertfordshire County Cricket Association and the England and Wales Cricket Board.

## **2 Aims and objects**

The aims and objectives of the Club will be:

- To adopt & implement ECB welfare of youths in cricket policy called 'Safe Hands'.
- To foster the playing of cricket in Stevenage and its neighbourhood.
- To promote an open & inclusive membership.
- To offer coaching and competitive opportunities in cricket.
- To promote the Club within the local community and cricket.
- To manage the Stevenage Cricket Ground and Pavilion.
- 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 adopt a Code of Conduct for Cricket Club Members and Guests.
- To adopt and implement the ECB "welfare of young people in cricket" policy.
- To adopt the ECB Cricket Equity Policy.

## **3 Membership**

- Membership consists of officers and members of the Club.
- Membership duration is from 1st May to 1st May, renewable annually.
- All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these policies, regulations, and codes of conduct that the Club has adopted.
- There must be lodged with the Secretary a written nomination of every person who wishes to become a member stating the name, address and e-mail address of such person and signed by the prospective member.
- The Club Safeguarding Officer should hold the necessary DBS and coaching qualifications and other information required for Clubmark of every member who holds a relevant position.
- Every person nominated for membership shall become a Full Member immediately he or she becomes 18 years old and is approved as such by the Committee.
- The Secretary shall keep a register of members names, addresses and email addresses.
- A SCC member automatically becomes a member of SCHSC.
- SCC will only use membership information to administer the members cricketing activities at the Club and in any activities in which he/she participates through the Club and to care for and supervise activities in which he/she is involved.

### **A Member shall cease to become a Member**

- If he or she gives to the Secretary written notice of resignation of his/her membership.
- If he or she fails to pay any subscription within three months after the date of payment.
- If he or she fails to complete a Membership Renewal Form by 1st May or within 12 weeks of receiving a reminder, whichever is the later, for any given year.
- If he or she fails to complete, the necessary, DBS check by 1st May or within 12 weeks of receiving a reminder, whichever is the later, for any given year.
- If the member having committed some act or been guilty of behaviour inconsistent with membership of the Club, the Committee resolves by three quarters to remove him/her from membership.

### **Members shall be enrolled in one of the following categories.**

Full Membership (voting)

- Playing Member – (including subsidised member)

- Non-Playing Member
- Family Member – one vote per Family
- Honorary Vice-President
- Vice-President
- Life member
- President
- Honorary Life-President

### **Membership (non-voting)**

Shall be enrolled in one of the following categories.

- Associate Member
- Junior Member
- Corporate Member

### **4 Membership fees**

- The annual subscriptions of the Club shall be fixed each year at the Annual General Meeting of the Club by ordinary resolution and shall be payable in advance on 1<sup>st</sup> May each year for the next 12 months.
- A person, who is elected to be a Playing Member after 31<sup>st</sup> July in any year, shall pay half the subscription for that year.
- Match fees will be set annually and agreed by the Committee.

### **5 Officers of the Club**

The Committee shall be formed by the Honorary Officers of the Club who shall be:

- President
- Chair
- Secretary
- Treasurer
- Club Safeguarding Officer
- Club Captain
- Junior co-ordinator.
- 1<sup>st</sup> X1 Captain

### **Honorary Officers**

- Will be elected annually at the Annual General Meeting.
- Nominees shall be approved for election, by the Committee at least seven days prior to an AGM.
- Shall be responsible for the Club's 'duty of care' requirements as liability sits solely and squarely with the Club and those that manage it.
- Will retire each year but will be eligible for re-election
- May retire by giving one week's prior notice to the Secretary.
- May fill any casual vacancy arising between Annual General Meetings.
- Any Committee member who fails to attend three consecutive Committee meetings, without giving good reason, shall cease automatically to be a member of the Committee.

### **6 Club Management**

The Club shall be managed through

- A Committee consisting of the Honorary Officers of the Club
- The Committee will consider and vote on Reports and Recommendations submitted by the Club's Sub-Committees and other such matters as they deem fit for the good management of the club.
- All Committee members have the right of a single vote per resolution at all meetings attended
- The Chair or acting Chair at that meeting will have a second casting vote in the event of equality in voting.

## **The Committee**

- Will be convened by the Secretary of the Club and hold no less than eight meetings per calendar year.
- Members will receive not less than three days written or oral notice by the Secretary for every meeting.
- Members can in an emergency, at the discretion of the Chair and Secretary or their nominee, have additional meetings with not less than 24 hours' notice.
- The quorum required for business at Committee meetings shall be five members present.
- Shall manage and be responsible for the overall management of all the affairs of the Club.
- Shall have power to do everything necessary for the purpose of the affairs of the Club
- Shall be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club.
- Shall have powers to appoint sub-committees, as necessary, and appoint adviser(s) to the Committee, as necessary, to fulfil its business.
- Will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution.
- Will be responsible for taking any action of suspension or discipline following such hearings.
- Shall have power for any matter not provided for in these rules

## **Sub-Committee Members**

- The Honorary Officers or their nominee shall chair sub-committees which report to the Committee.
- Sub-committee members shall be appointed by the Officers at a Committee meeting following the AGM or as a deemed appropriate.
- Shall meet as deemed appropriate.

## **7 Finance**

The financial year of the Club will end on 30<sup>th</sup> September in any year.

The Treasurer

- Will be responsible for the finances of the Club
- Will bank all Club monies in an account held in the name of Stevenage Cricket Club, at Bankers appointed by the Committee.
- Will be responsible for all financial transactions, except all transactions made to the bankers shall be counter-signed by two of the nominated officers.
- Will take no action involving expenditure in the name of the Club, and shall make no undertakings which would commit the Club to expenditure or other liability, without the prior authority of a resolution of the Committee, save for the payment of day to day running expenses of the Club.
- Will present an audited statement of annual accounts at the Annual General Meeting that has been audited by the honorary auditor not less than 28 days prior to the Annual General Meeting.

## **8 Annual General Meetings**

The Annual General Meeting shall be held in November each year or at a date agreed by the Officers which is prior to the next Membership year.

- The Secretary shall give notice, in writing, of at least 14 days of Annual General Meetings to all members.

The business of the Annual General Meeting shall be

- To receive the Chair's report of the activities of the Club during the preceding year.
- To receive the report of the Club Captain and all other Team Captains of their activities during the preceding year.
- To receive the report of the Junior Co-ordinator of all activities during the preceding year.
- To receive and consider a statement of the audited Club accounts for the preceding year and the Treasurer's report on the financial position of the Club.
- To elect Club Officers.
- To elect Team Captains as appropriate.
- To remove and elect the auditors and the trustees or to confirm they remain in office.
- To fix the subscription for the following year.
- To confirm the Vice Presidents for the following year.
- To consider nominations for Honorary Vice-Presidents or Life Members of the Club that have been delivered to the Secretary and passed by the Committee at a meeting prior to the AGM.

- Nominations for Officers of the Committee will be received, in writing, by the Secretary seven days prior to the AGM

### **Voting**

- All Full members have a right to vote at the Annual General Meeting.
- All Full members present have one vote only on each resolution.
- All elections are by simple majority of the members present.
- In the event of equality of voting on each of two occasions of the same resolution, then the Chair (or acting Chair at the meeting) has a second casting vote.
- The quorum for the AGM shall be a minimum of 20 members or 20% of membership, whichever is the fewer.

### **9 Extraordinary General Meetings**

- An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than the lesser of 30 Members or one-fifth of the members and signed by them.
- Such EGM shall be held on not less than 14 nor more than 21 days' notice at a place decided upon by the Committee or in default by the Chair.
- If the Committee fails to call a meeting within 14 days of receiving a valid request from the members then the requisitionists may themselves call a meeting, the costs of which will be reimbursed by the Club.

The business, which may be conducted at an Extraordinary General Meeting, may be one or more of the following

- Removing all or any of the Officers, co-opted members and filling the vacancies of such removal.
- Altering the rules to the Constitution
- Dissolving the Club

### **Voting**

- All Full members present have one vote only on each resolution.
- Resolutions shall be passed by simple majority of the members present at the meeting.
- There shall be no second casting vote by the Chair or acting Chair to the meeting
- Quorum for EGMs shall be minimum of 20 members or 20% of membership whichever is the fewer.

### **10 Discipline and Appeals**

- All Club Discipline and Complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- The Club shall have a Complaints & Disciplinary Procedure and Appeals Procedure that shall be updated from time to time and reviewed annually by the Committee.
- The Procedure will be made available on request from the Secretary.
- There shall be a Right of Appeal, within ten days of the first hearing, following disciplinary action being announced.
- The Appeals Committee should consider the appeal within seven days of the Secretary receiving the appeal.
- The decision of the Appeals Committee shall be final and binding.

### **11 Indemnity**

The Trustees and members of the Committee shall not be liable (otherwise than as Members) for any loss suffered by the Club as a result of the discharge of their respective duties on its behalf, except such loss as arises from their respective wilful default, and they shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities incurred by them in the discharge of their respective duties.

### **12 Trustees**

The number of Trustees shall not be fewer than two or more than four.

The Trustees shall be Full Members of the Club.

And shall hold office until

- Death
- Resignation
- Removal from office by a resolution of the Members

There shall be vested in the Trustees all the property of the Club other than the cash which will be under control of the Treasurer.

The Trustees may deal with the property so vested in them by way of sale, as mortgage, charge, lease or otherwise so directed by the Club. Such direction shall be given by a majority of the Members present at a duly convened

Meeting of the Club and when so passed shall in favour of a purchaser, mortgagee, chargee, leasee or grantee be binding upon the Members of the Club.

A certificate purporting to be signed by the Secretary for the time being of the Club shall in favour of those persons be conclusive evidence that a direction implying in all respects with the above provision of this rule was duly given to the Trustees.

Whereby, reason of such death, resignation, or removal, it appears necessary to the Committee for a new Trustee or Trustees to be appointed, the Committee shall by resolution nominate the person or persons to be appointed and the Chair for the time being shall appoint the nominee(s) by deed as a new Trustee(s).

### **13 Dissolution**

The Club may be dissolved

- If a resolution is passed at any General Meeting of the Club calling for the dissolution of the Club, the Secretary shall immediately convene an Extraordinary General Meeting (EGM) of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
- If at the EGM, the resolution is carried by at least two-thirds of the Full Voting Membership present at the meeting, the Committee shall thereupon, or at such date as shall be 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 setting 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 sporting purposes which is a registered Community Amateur Sports Club (CASC) and/or the Club's governing body for use by them for related community sports

### **14 Declaration**

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

Signed:  
Name: Ian Brown  
President

Date: 21<sup>st</sup> February 2021

Signed:  
Name: Richard Burling  
Chair

Date: 21<sup>st</sup> February 2021

Signed:  
Name: Les Kilbey  
Secretary

Date: 21<sup>st</sup> February 2021