



BECKINGTON
CRICKET CLUB

Constitution

1 TITLE

1.1 The name of the Club shall be “Beckington Cricket Club”.

2 CONSTITUTION

2.1 The club shall be governed by this constitution.

2.2 The Club Secretary shall ensure that every Member of the Club shall receive a copy of this Constitution.

2.3 Changes to this constitution shall only be made at an Annual General Meeting or an Extraordinary General Meeting. All proposals to change the constitution shall be made in writing to the Club Secretary no less than 4 weeks prior to the meeting. All proposals shall be circulated to all members prior to the meeting.

3 OBJECTIVES

3.1 The objectives of the club shall be:

- To promote and encourage the playing of cricket.
- To provide members with the opportunity to play cricket at the most appropriate level.
- To provide the best possible playing and training facilities.

4 ANNUAL MEMBERSHIP

4.1 Annual membership shall run from 1st April to 31st March.

4.2 There shall be two types of annual playing membership: Adult and Junior.

4.3 There shall be one type of annual non-playing membership.

4.4 All annual members whose 12th birthday was on or before the 31st August immediately prior to a General Meeting shall have speaking and voting rights at that General Meeting.

4.5 Annual members shall not be selected to represent the club nor have a voting right at General Meetings until they have paid their annual membership fee.

4.6 Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, membership may be limited due to available facilities on a non-discriminatory basis.

4.7 The Club Committee shall have the right to refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made via the appeals procedure set out in section 12.5.

5 HONORARY MEMBERSHIP

- 5.1 **Honorary Life Members** - The executive committee may propose that current players, ex-players or non-players who have contributed substantially to the cricket club over a significant number of years be awarded honorary life membership.
- 5.2 Honorary Members shall continue in this role as long as the club exists and until they are deemed unsuitable to hold such a position by a General Meeting.
- 5.3 Honorary memberships shall be approved at a General Meeting.
- 5.4 Honorary Members shall have speaking and voting rights at General Meetings.

6 FINANCES

- 6.1 All club revenue shall be used solely for the objectives of the Cricket Club. All surplus income or profits shall be re-invested in the club. No surpluses or assets shall be distributed to members or third parties.
- 6.2 The annual membership fees and match fees for the following season shall be presented by the Executive Committee at the AGM. The Club shall keep the membership fees and match fees at levels that shall not pose a significant obstacle to people participating.
- 6.3 Under exceptional circumstances the Executive Committee may revise the fee charged to an individual.
- 6.4 The club shall be not pay any member of the club or other persons in return for their participation as a player.

7 ANNUAL GENERAL MEETING

- 7.1 The Annual General Meeting shall be the sovereign body of the Club and decisions made at these meetings shall only be overturned at another General Meeting.
- 7.2 The AGM shall be held between October and February.
- 7.3 Notice of the Annual General Meeting shall be given to all Honorary, Adult and Junior Members, stating the date, time, venue, and business to be transacted.
- 7.4 There shall be at least 6 weeks notice of the meeting to members.
- 7.5 The meeting shall be chaired by the chairman or in his absence the vice chairman.
- 7.6 The quorum shall be 10 members or 1/3 of the membership (whichever is lower).
- 7.7 All votes and resolutions shall be decided by a simple majority of all those present and eligible to vote.
- 7.8 The Chairman's report shall be presented at the meeting.
- 7.9 The Treasurer's report including the annual accounts shall be presented at the meeting.
- 7.10 Unless requested otherwise all votes (with the exception of elections) shall be by a show of hands.
- 7.11 In the event of a tie the Chairman of the meeting shall be deemed to have a deciding vote.

8 EXTRAORDINARY GENERAL MEETING

- 8.1 An Extraordinary General Meeting shall be convened by the Chairman and Vice-Chairman on receipt of a signed request from 3 Senior Executive Officers or 5 members.
- 8.2 The meeting shall take place within 30 days of the signed request.
- 8.3 There shall be at least 14 days notice of the meeting to members.
- 8.4 Notice of such a meeting shall be given to all Honorary, Adult and Junior Members, stating the date, time, venue, and business to be transacted.
- 8.5 The quorum shall be 10 members or 1/3 of the membership (whichever is lower).
- 8.6 An Extraordinary General Meeting shall only discuss one topic.
- 8.7 All votes and resolutions shall be decided by a simple majority of all those present and eligible to vote.
- 8.8 Unless requested otherwise all votes shall be by a show of hands.
- 8.9 In the event of a tie the Chairman shall be deemed to have a deciding vote.

9 EXECUTIVE OFFICERS

- 9.1 The Executive Officers shall be elected at the AGM and take office immediately. They are:
 - Chairman
 - Vice-Chairman
 - Club Secretary
 - Treasurer
 - Club Captain
 - First Team Captain
- 9.2 All Executive Officers shall resign immediately before the election.
- 9.3 In the event of an officer not completing their term of office, the Executive Committee shall appoint a temporary replacement until the next Annual General Meeting.

10 EXECUTIVE COMMITTEE

- 10.1 The quorum shall be three executive officers.
- 10.2 The Executive Committee shall have the power to decide on all matters and disputes concerning the cricket club.
- 10.3 The Executive Committee shall have the power to overrule a decision made by the Chairman.
- 10.4 The Executive Committee shall have the power to recruit additional members to take on specific responsibilities either not addressed in this Constitution or to support Officers fulfilling their duties. These personnel may be invited to attend executive committee meetings but shall not be entitled to a vote.
- 10.5 Meetings shall be convened by the Club Secretary as and when necessary.

- 10.6 The Executive Committee shall be empowered to deal with any questions arising in connection with the Club not provided for in this Constitution.
- 10.7 In the event of an executive officer not completing their term of office the Executive Committee shall appoint a temporary replacement until the next Annual General Meeting.

11 CLUB OFFICERS

- 11.1 The Club Officers are elected at the AGM and take office immediately after the meeting, they shall be:
- Captains of teams other than the First Team
 - Vice Captains
 - Assistant Treasurer
 - Sponsorship Secretary
 - Social Secretary
 - Fixture Secretary
 - Development Officer
 - Youth Officer
 - Grounds Manager
 - Assistant Grounds Manager
 - Media Manager
 - Hundred Club Secretary
 - Kit Manager
 - Child Welfare Officer
- 11.2 All Club Officers shall resign immediately before the election.
- 11.3 Vacant Club Officer positions (those not filled at the AGM) shall be appointed by the Executive Committee.
- 11.4 Club Officers may be invited to attend executive committee meetings but shall not be entitled to a vote.
- 11.5 In the event of an officer not completing their term of office, the Executive Committee shall appoint a temporary replacement until the next Annual General Meeting.

12 DISCIPLINE

- 12.1 The Chairman shall be responsible for reviewing all disciplinary matters within the club.
- 12.2 The Chairman shall have the power to suspend players for a maximum of two competitive matches.
- 12.3 The Chairman shall have the option to refer to a disciplinary panel if an offence is of a more serious nature.

12.4 Disciplinary Panel.

- 12.4.1 The Disciplinary Panel shall be composed of the Chairman, First Team Captain and Club Secretary. Where a member of the Disciplinary Panel is directly involved in the matter, they shall be replaced by another member of the Executive Committee.
- 12.4.2 The Disciplinary Panel shall have the power to impose any penalty up to and including expelling a member from the cricket club.

12.5 Appeals.

- 12.5.1 Any member wishing to appeal the decision of the Disciplinary Panel shall write to the Vice-Chairman.
- 12.5.2 On receipt of a request for an appeal, the Vice Chairman shall fully review the case in question and shall have the power to overturn or alter the decision of the Disciplinary Panel if he deems it to be unfair or inappropriate.

13 PLAYERS RULES

- 13.1 It shall be the responsibility of each Member of the Club to directly inform the team captain of their availability for forthcoming matches.
- 13.2 If a Member has been selected but cannot play they shall inform the appropriate Team Captain immediately.
- 13.3 Players shall assume that a match will take place (even in inclement weather) unless informed otherwise by the Team Captain.
- 13.4 Members shall play in the spirit of the game and action shall be taken against those whose actions are deemed unacceptable and reflect badly on the Club.

14 ELECTIONS

- 14.1 Only members shall be able to stand for election. All Members shall have the right to stand in elections. Each member shall not be elected to more than one position on the executive committee.
- 14.2 Election of Captains and Vice Captains - Captains and Vice Captains shall be elected through a members ballot. The election process is as follows:
 - 14.2.1 All members who wish to stand as captain or vice captain of a team shall form captaincy tickets. Each captaincy ticket shall contain of the name of the candidate captain. Each captaincy ticket may contain the name of the candidate captain's choice of vice captain.
 - 14.2.2 A single member may appear on multiple captaincy tickets for the same team. A single member may appear as captain and as vice captain on different captaincy tickets for the same team.
 - 14.2.3 All captaincy tickets shall be given to the Club Secretary no less than 4 weeks prior to the AGM.
 - 14.2.4 The secretary shall send out ballot papers containing the list of captaincy tickets for each team to all members no less than 3 weeks prior to the AGM.
 - 14.2.5 Only ballot papers returned to the club secretary no less than 1 week prior to the AGM shall be included in the ballot.
 - 14.2.6 For each team, the winning ticket shall be elected by single transferable vote.
 - 14.2.7 The winner of the elections shall be announced at the AGM by the club secretary. The number of votes received shall not be revealed.
 - 14.2.8 In the case of a tie where all captaincy tickets in the tie contain the same candidate captain, that candidate captain shall have a deciding vote. In all other cases of a tie, the Chairman shall have a deciding vote.

- 14.2.9 In the case of a captaincy ticket winning which does not contain the name of a vice captain, the committee shall appoint a vice captain. In the event of no tickets being received for a team captaincy, the committee shall appoint a captain and vice captain.
- 14.3 **Election of the Chairman** - The Chairman shall be elected at the Annual General Meeting. The election of the Chairman is run by the outgoing club secretary. The election process shall be as follows:
- 14.3.1 The outgoing club secretary shall request nominations for the office. Nominees shall be proposed and seconded by two other members of the club, and shall confirm they are prepared to stand for election.
- 14.3.2 Each attendee votes for one nominee. Voting shall be by a show of hands. The candidate who receives the most votes shall be elected.
- 14.3.3 In the case of a tie, a second election shall be held where only those nominees who were involved in the tie may stand.
- 14.3.4 In the case of a further tie, the outgoing first team captain shall have a deciding vote.
- 14.3.5 Uncontested candidates shall be elected automatically.
- 14.4 **Election of all other officers** - All other officers shall be elected at the Annual General Meeting. The elections shall be run by the Chairman. The election process for each office shall be as follows:
- 14.4.1 The Chairman requests nominations for the office. Nominees shall be proposed and seconded by two other members of the club, and shall confirm they are prepared to stand for election.
- 14.4.2 Each attendee shall votes for one nominee. Voting shall be by a show of hands. The candidate who receives the most votes shall be elected.
- 14.4.3 In the case of a tie, a second election shall be held where only those nominees who were involved in the tie may stand.
- 14.4.4 In the case of a further tie, the Chairman shall have a deciding vote.
- 14.4.5 Uncontested candidates shall be elected automatically.
- 14.5 Proxy votes shall not be accepted.
- 14.6 Normally postal votes shall not be allowed, but the Chairman (or in the case of the election of Chairman, the outgoing secretary) shall be allowed to accept postal votes in the case of an exceptional circumstance. In this instance where possible, the vote shall be signed and sealed. The Chairman shall inform the meeting of those whose postal vote he has accepted at the start of the election.

15 DISSOLUTION

- 15.1 The club shall only be dissolved by a motion at an Annual General Meeting or an Extraordinary General Meeting.
- 15.2 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.
- 15.3 Upon dissolution of the club, the gift or transfer of assets shall be the responsibility of the Executive Committee.

Appendices

A EXECUTIVE OFFICERS

These appointments shall be held by five individual club members.

A.1 Chairman

The Chairman:

- presides over all club meetings.
- works with the other executive and club officers to ensure that all matters pertaining to the running of the club are undertaken in a fair and professional manner.
- has the power to make minor day-to-day decisions that he does not deem necessary to refer to the Executive Committee.
- may represent the Club at external meetings.
- has the day-to-day responsibility for ensuring that the Club's standing and ethos is followed and maintained.
- performs any other duties decided by the Executive Committee.

A.2 Vice Chairman

The Vice Chairman:

- fulfils the duties of the Chairman in his absence.
- assists the Chairman in his duties in order to provide support and continuity
- performs any other duties decided by the Executive Committee.

A.3 Club Secretary

The Club Secretary:

- disseminates information within the cricket club.
- communicates with other cricket clubs.
- communicates with the leagues in which the club plays.
- communicates with the county cricket club and the ECB.
- organises the general meetings and executive meetings.
- minutes the general meetings and executive meetings.
- maintains a record of the minutes taken at all other club meetings.
- organises all fixtures.
- books the pitches for all matches.
- maintains a list of the club members and their contact details.
- performs any other duties decided by the Executive Committee.

A.4 Treasurer

The Treasurer:

- manages and records the financial dealings and accounts of the cricket club.
- provides a report for the end-of-year accounts at the Annual General Meeting.
- Collects and records annual membership fees.
- performs any other duties decided by the Executive Committee.

A.5 Club Captain

The Club Captain:

- is responsible for the playing of cricket by the cricket club.
- ensures that all playing club members get to play cricket at the appropriate level.
- brings people into the club as players and supporters.
- promotes the club at all times and assists the media subcommittee in attracting sponsors to the club.
- assists the social secretary with the organisation of cricket tours and social events.
- performs any other duties decided by the Executive Committee.

A.6 First Team Captain

The first team captain:

- works with the other captains to organise the distribution of players amongst the teams.
- is responsible for ensuring an umpire is provided where required for all matches.
- manages the playing squad during match days.
- ensures the provision of a scorer for the match.
- organises the provision of teas for home matches.
- informs the players if the match is cancelled.
- maintains discipline amongst the players whilst on the field of play or whenever players are representing the club on or off the field of play.
- submits results.
- produces and submits match reports.
- contributes to the coaching of the squad of players.
- performs any other duties decided by the Executive Committee.

B CLUB OFFICERS

Multiple appointments may be held by the same member of the club.

B.1 Team Captain for each other team

The Team Captains:

- perform the same role as the first team captain, for their team.
- perform any other duties decided by the Executive Committee.

B.2 Vice Captains

The Vice Captains:

- fulfil the duties of the captain in his absence.
- assist the captain in his duties in order to provide support and continuity.
- collect match fees.
- perform any other duties decided by the Executive Committee.

B.3 Assistant Treasurer

The Assistant Treasurer:

- fulfils the duties of the Treasurer in his absence.
- assists the Treasurer in his duties in order to provide support and continuity.
- compiles the weekly match fees collected from each team.
- compiles the weekly nets fees collected on the night.
- collects all membership fees and informs the secretary of paid Members.

- chases any members who have not paid their fees and reports offenders to the Chairman.
- performs any other duties decided by the Executive Committee.

B.4 Sponsorship Secretary

The Sponsorship Secretary:

- assists in marketing the club to potential sponsors.
- communicates with all sponsors of the club.
- ensures that sponsors are represented within club marketing material where appropriate.
- communicates with the residents of the village.
- performs any other duties decided by the Executive Committee.

B.5 Social Secretary

The Social Secretary:

- organises all club functions.
- organises cricket club tours.
- performs any other duties decided by the Executive Committee.

B.6 Fixture Secretary

The Fixture Secretary:

- Arranges all club matches.
- Liaises with the leagues in which the club plays.
- Performs any other duties decided by the Executive Committee.

B.7 Development Officer

The Development Officer:

- is responsible for the recruitment of new players.
- looks into new ways to improve and develop the Club.
- performs any other duties decided by the Executive Committee.

B.8 Youth Officer

The Youth Officer:

- arranges training and nets for the junior members of the Club.
- organises and assists in the coaching of junior members of the Club.
- liaises with the captains and the selection committee in regard to selection of junior players.
- must have CRB clearance.
- performs any other duties decided by the Executive Committee.

B.9 Grounds Manager

The Grounds Manager:

- manages the maintenance of the pitch and ground.
- manages the maintenance of the facilities, including the sightscreens, equipment and scoreboard.
- manages the preparation of the pitch and ground for matches.
- performs any other duties decided by the Executive Committee.

B.10 Assistant Grounds Manager

The Assistant Grounds Manager:

- assists the grounds manager in his duties.
- performs any other duties decided by the Executive Committee.

B.11 Media Manager

The Media Manager:

- is responsible for promotion and publicity, other than match reports.
- is responsible for the upkeep of the Club website.
- performs any other duties decided by the Executive Committee.

B.12 Hundred Club Secretary

The Hundred Club Secretary:

- ensures the hundred club is run in accordance with the relevant legislation.
- promotes membership of the hundred club.
- draws the winners of the hundred club every month.
- reports the winners of the hundred club.
- liaises with the relevant authorities and completes all paperwork as required.
- performs any other duties decided by the Executive Committee.

B.13 Kit Manager

The Kit Manager:

- manages the team kit.
- ensures that there is sufficient team kit for each match, and that the kit is transported to the match.
- purchases new kit as necessary.
- performs any other duties decided by the Executive Committee.

B.14 Child Welfare Officer

The Child Welfare Officer:

- is responsible for the well-being of all junior members of the Club.
- must have CRB clearance.
- must attend the required courses.
- performs any other duties decided by the Executive Committee.

C SUB-COMMITTEES

C.1 Media Sub-Committee

The Media Sub-Committee is composed of the Sponsorship Secretary, Media Manager and Chairman. The Media Committee may co-opt other members of the club onto the sub-committee.

The Media Committee:

- is responsible for the production of all club literature including marketing material and the website.
- is responsible for the promotion and marketing of the club.
- is responsible for fundraising and generating income including sponsorship and advertising.

C.2 Events Sub-Committee

The Events Sub-Committee is composed of Social Secretary, Club Captain and Chairman. The Events Sub-Committee may co-opt other members of the club onto the sub-committee.

The Events Sub-Committee:

- is responsible for the organisation of social and fundraising events.

C.3 Selection Sub-Committee

The Selection Sub-Committee is composed of the First Team Captain, First Team Vice Captain, the Team Captains for selection of teams other than the First Team, and one other appointed Senior Player.

The Selection Sub-Committee:

- shall identify the available players and select the team to play in all competitive matches.

D ANNUAL GENERAL MEETING FORMAT

- Introduction and Welcome
- Apologies
- Minutes of the previous meeting
- Matters Arising
- Treasurer's Report
- Chairman's Report
- Election of Captains and Vice Captains
- Election of Chairman
- Election of other Officers
- Constitutional Amendments
- Motions
- Any Other Business

E SINGLE TRANSFERABLE VOTE

Single Transferable Vote elections shall be run as follows:

- A voting paper shall be sent to each candidate. Each voting paper shall list the candidates.
- Each voter shall place a number against all or some of the candidates. A 1 shall be placed against their first choice of candidate. A 2 shall be placed against their second choice of candidate, etc.
- If a candidate has a tick or cross placed against them, this shall be considered to be a "1".
- If a ballot paper contains two identical numbers, then it shall be declared spoilt, and not included in the ballot.
- Once all the ballot papers have been collected, the count shall proceed as follows:
 - 1 Each ballot paper shall be allocated to the candidate indicated by the lowest number.
 - 2 Any candidates who have withdrawn from the election shall have the ballot papers allocated to them reallocated to the remaining candidate indicated by the lowest number. If any ballot paper does not have a number against any candidate who remains in the election, then the ballot paper is removed from the ballot.
 - 3 Any candidate who has been allocated no ballot papers shall be eliminated from the election.
 - 4 If one candidate is allocated more than 50% of the remaining ballot papers, then they shall be declared the winner.
 - 5 If all remaining candidates have been allocated the same number of ballot papers, then the election shall be declared a tie.
 - 6 If the result has not been declared, then the remaining candidate or candidates who have been allocated the smallest number of ballot papers shall be eliminated from the election. Each of

their ballot papers shall be reallocated to the remaining candidate indicated by the lowest number. If any ballot paper does not have a number against any candidate who remains in the election, then the ballot paper is removed from the ballot. Steps 3-6 shall then be repeated until a result is declared.