

Stokenchurch Cricket Club – Constitution

At an EGM on 11th November 2020 the club voted to adopt the following constitution:

1. Name

1.1 The Club shall be called Stokenchurch Cricket Club, hereinafter referred to as the Club, and shall be affiliated to the England and Wales Cricket Board.

2. Aims and Objectives

2.1 To promote the game of cricket in the area of Stokenchurch and within the sport, providing opportunities for recreation, coaching and competition.

2.2 To promote and maintain friendly relations amongst the members, their partners and their friends, and the members of other clubs which participate in fixtures against the Club.

2.3 To encourage members of all categories to participate in the life of the Club through involvement in playing, voluntary work, social and fund raising activities, and to take part in the management of the Club by becoming an Officer or Committee Member.

2.4 To manage Stokenchurch Cricket Club effectively

2.5 To ensure a duty of care to all members and visitors of/to the club

2.6 To provide its services in a way that is fair to everyone

2.7 To ensure that child protection and the welfare of young people is given due regard

3. Membership

3.1 Membership of the Club shall be open to any person completing a membership application form and paying the relevant subscription as determined by the Annual General Meeting of the Club members.

3.2 Membership is open to all people regardless of race, creed, colour, gender, sexual orientation, occupation, religion or political persuasion.

3.3 Persons may not be admitted to Club membership, without an interval of at least two days between their application for membership and their admission. During this period they will not receive the privileges of membership.

3.4 There shall be ten classes of Club membership available. These are:

- Full Member
- Student Member
- Vice President
- Honorary Life Member
- Colt Member
- Social Member
- Monthly Draw Member
- Day Member
- Corporate Member
- Temporary Member

3.5 A description of each class of membership follows:

- Full Members are aged 16 and above and not in full time education. They are entitled to use all cricket and social facilities in the Club, and are considered for team selection. Full

Members have full voting rights, except for the nomination and election of the Social Member Representative.

- Student Members are aged 16 and above, and are in full time education. They have the same privileges and voting rights as Full Members.
- The Vice President class of membership is only open to members who are able to fulfil at least one of the following criteria:
 - Have previously played for the Club for at least 5 seasons.
 - Have given donations to the Club.
 - Have done a considerable amount of unpaid work for the Club.
 - All applications for Vice President membership must be approved by the Executive Committee. The Vice Presidents will have the same voting rights as Full Members.
- The Executive Committee shall be empowered to elect Honorary Life Members to the Club, who shall thereafter be entitled to all the privileges of membership without paying an annual subscription. Honorary Life Members will be entitled to the same voting rights as Full Members.
- Colt Members are aged under 16, and are entitled to use all the facilities at the Club. Colt Members do not have voting rights.
- Social Members are non-playing members and do not have voting rights, other than for the election of the Social Member Representative.
- Monthly Draw Members have the same rights as Social Members while they remain a participant in the Monthly Draw.
- Day Members are entitled to use all the facilities at the Club during the day for which they have paid a membership fee. Day Members have no voting rights.
- Corporate Members who have no voting rights, are the employees of businesses who have provided the Club with sponsorship.
- Temporary Members are the members of visiting teams as per clause 9.5.

3.6 An up-to-date list of member's names and addresses, which shall be maintained by the Membership Secretary, shall be kept in the clubhouse.

3.7 The annual subscription (the amount of which shall be decided at each Annual General Meeting) shall be paid on or before the 1st June each year in advance.

3.8 Members whose subscription is unpaid by 1st June shall be liable to expulsion from the Club in accordance with clause 3.10 hereof.

3.9 The Executive Committee shall have power to expel any member who shall offend against this constitution, or whose conduct shall in the opinion of the Executive Committee render him/her unfit for membership of the Club.

3.10 Before any member can be expelled, the Honorary Secretary shall give him/her at least 7 days notice to attend a meeting of the Executive Committee and shall inform the member of the complaints against him/her. The member will then have the opportunity of appearing before the Executive Committee and answering the complaints made against him/her, after which the member will be expelled if at least two thirds of the Executive Committee then present, vote in favour of his/her expulsion.

3.11 All members will be subject to the regulations of this constitution and by joining the club, will be deemed to accept these regulations.

4. Executive Committee

4.1 The Officers of the Club shall consist of a President (non-executive role), Chairman, (optionally as appropriate) Vice-Chairman, Honorary Secretary and Honorary Treasurer.

4.2 The Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer and not less than eight Committee Members, shall form the Executive Committee, which will be responsible for conducting the affairs of the Club on behalf of the members.

4.3 Committee Members will be Captain and Vice-Captain of Saturday 1st XI, Captain and Vice-Captain of Saturday 2nd XI, Captain and Vice-Captain of Sunday XI's, Fixture Secretary,

Bar Chairman, Social Secretary, Membership Secretary, Sponsorship Secretary, Community Liaison Officer, Monthly Draw Organiser, Club Welfare Officer, Colts Manager, Social Member Representative and any other members elected to the Executive Committee at the Annual General Meeting.

4.4 All Officers (with the exception of the President) and Committee Members will be elected at the Annual General Meeting of the Club. Each Officer and Committee Member will retire from their position annually but may seek re-election at the Annual General Meeting.

4.5 The President will be appointed by the Executive Committee.

4.6 The Executive Committee shall have the power to co-opt additional members and to fill vacancies among Officers or Committee Members.

4.7 The Executive Committee shall meet on a monthly basis

4.8 Five members of the Executive Committee shall form a quorum at their committee meetings.

4.9 Each member of the Executive Committee (including any co-opted members) will be entitled to only one vote at committee meetings, regardless of the number of Executive Committee positions they hold.

4.10 Decisions put to the vote at committee meetings shall be resolved by simple majority. The chairman of the meeting will have an additional casting vote.

5. Trustees

5.1 The Trustees for the time being of the site on the Recreation Ground, Stokenchurch, leased to the Club by Stokenchurch Parish Council, shall deal with the same (and also with the building erected thereon) by way of mortgage, charge, sale, lease or otherwise howsoever as directed by the Club.

5.2 Such direction shall be given by resolution of the members of the Club passed by a two thirds majority of the members present at a duly convened meeting of the Club and when so passed shall be binding in favour of a subsequent mortgage, chargee, purchaser, or lease for value upon all members of the Club.

5.3 In the event of any trustee dying, ceasing to be a member of the Club or desiring to be discharged, a new Trustee may be appointed in his place by a resolution of the Club, passed by a simple majority of the members present at a duly convened meeting of the Club.

6. Membership

6.1 The Chairman will conduct all General Meetings and in his absence the Vice-Chairman will conduct the meeting. If the Vice-Chairman is also absent, the members present shall elect a member to chair the meeting.

6.2 Annual General Meeting

- **6.2.1** The Annual General Meeting shall be held in the month of February or as near as possible thereto, for the purpose of:
 - Confirming the minutes of the previous Annual General Meeting and any Extraordinary General Meetings held since the last Annual General Meeting.
 - Receiving the Honorary Treasurer's report and passing the audited accounts.
 - Receiving reports from other Officers and Committee Members.
 - Electing Officers and Committee Members.
 - Electing an auditor.
 - Reviewing subscriptions and match fees, and agreeing them for the forthcoming year.
 - Voting on proposals for constitution changes.
 - Transacting any other business.
- **6.2.2** Any member eligible to vote, who wishes to submit a nomination, make a proposal for a constitution change or to have a matter discussed at the meeting, must give details of it in writing to the Honorary Secretary, at least 14 days before the meeting.

6.3 Extraordinary General Meeting

- **6.3.1** The Executive Committee shall have the power to summon an Extraordinary General Meeting at any time on giving at least 14 days notice.
- **6.3.2** Any member eligible to vote shall have power to summon an Extraordinary General Meeting or require one to be summoned at any time on reasonable notice if a specified number of members join to do so. The specified number required shall be at least 6 members eligible to vote at a General Meeting.

6.4 Notices

- **6.4.1** Annual General Meeting Notice - The Honorary Secretary will prepare the notice which should also request nominations for Officers and Committee Members, proposals for constitution changes, requests for any other business to be discussed and circulate it to all members, giving at least 28 days notice.
- **6.4.2** Annual General Meeting Agenda - As a result of the member response to the notice, the Honorary Secretary will prepare the agenda and circulate it to all members, giving at least 7 days notice.
- **6.4.3** Extraordinary General Meeting - The Honorary Secretary will prepare the agenda and circulate it to all members, giving at least 14 days notice.
- **6.4.4** Circulation of the notice and agenda to all members will be by email, unless a member has notified the Honorary Secretary that they do not have an email address and that they require notification by post. It is the member's responsibility to ensure that the Honorary Secretary has their correct email or postal address.
- **6.4.5** Copies of the notice and agenda will also be displayed in the clubhouse, prior to the meeting, no less than the times stated in the above clauses 6.4.1, 6.4.2 and 6.4.3.

6.5 Minutes

- **6.5.1** The secretary of the meeting will record the minutes of the meeting, and also record the attendance of members and others at the General Meetings. If a member leaves a meeting early, the secretary will record this in the minutes; a similar record will be kept of any members joining the meeting after it has started.
- **6.5.2** Members may request to have their name recorded in the minutes in respect of any vote, or dissenting view they may wish to express.
- **6.5.3** The minutes (approved by the Chairman) shall be circulated within 28 days of the meeting to all members present at the meeting. A copy will also be displayed in the clubhouse.

6.6 Voting

- **6.6.1** Only fully paid-up members, subject to eligibility stated in clause 6.7, will be entitled to vote. "Fully paid-up" being defined as those members having paid a subscription within the preceding 12 months of the meeting.
- **6.6.2** Each eligible member will be entitled to only one vote, regardless of the number of different classes of membership they have, or the number of Executive Committee positions they hold.
- **6.6.3** Decisions, other than for Constitution Changes, made at a General Meeting shall be by simple majority. In the event of equal votes, the chairman of the meeting will be entitled to an additional casting vote.

- **6.6.4** Voting shall be in secret using a paper ballot. The secretary of the meeting shall act as Returning Officer.
- **6.6.5** Voting by proxy will be allowed, providing the Honorary Secretary has received written confirmation (paper or electronic) from the member prior to the start of the meeting. It is the member's responsibility to check prior to the meeting that the Honorary Secretary has received the proxy vote.
- **6.6.6** Any member leaving the meeting before a vote has taken place, will only be allowed a proxy vote, if clause 6.6.5 has been complied with.
- **6.6.7** The Membership Secretary will provide the Honorary Secretary with an up-to-date list of members prior to the start of the General Meeting.

6.7 Voting Eligibility

- **6.7.1** Voting for Officers, Committee Members (excluding Social Member Representative), Annual Subscriptions and Match Fees, Constitution Changes and Other Matters Arising
 - **6.7.1.1** Members eligible to vote will be:
 - Full Member
 - Student Member
 - Vice President
 - Honorary Life Member
 - **6.7.1.2** Members with no voting rights are:
 - Colt Member
 - Social Member
 - Monthly Draw Member
 - Day Member
 - Corporate Member
 - Temporary Member
 - **6.7.1.3** All members (including retiring) of the Executive Committee will be eligible to vote, regardless of which class of membership they have.
- **6.7.2** Voting for Social Member Representative
 - **6.7.2.1** Members eligible to vote are:
 - Social Member
 - Monthly Draw Member
 - **6.7.2.1** Members who have voting rights as per clauses 6.7.1.1 and 6.7.1.3 will not be entitled to a vote for the Social Member Representative.

6.8 Quorum

- **6.8.1** Twelve members eligible to vote shall form a quorum at General Meetings.

6.9 Election of Officers and Committee Members

- **6.9.1** Only fully paid-up members can be nominated for Officers and Committee members and they must be proposed and seconded by members eligible to vote, and received in writing 14 days prior to the Annual General Meeting, by the Honorary Secretary. Any nominations received after this deadline will not be considered, unless no nominations were received prior to the deadline.
- **6.9.2** In the event of no nominations received prior to the meeting then verbal nominations will be taken at the meeting.
- **6.9.3** A member does not have to be present at the meeting to be considered.

7. Changes to the Constitution

7.1 All proposals for changes to the Constitution to be considered at the Annual General Meeting, or at an Extraordinary General Meeting shall be proposed and seconded by members eligible to vote, if not proposed by the Executive Committee.

7.2 No change to the Constitution shall be made except by resolution carried by a majority of at least two thirds of the members eligible to vote that are present at a General Meeting.

8. Finance and Accounts

8.1 The financial year shall run from 1st December to 30th November each year.

8.2 The Honorary Treasurer shall be responsible for the keeping of accurate accounts of the Club, which shall be available for reasonable inspection by members.

8.3 The accounts of the Club shall be audited by an independent person (not an Executive Committee member) before the Annual General Meeting.

8.4 All Club monies will be banked in an account held in the name of the Club.

8.5 All cheques drawn against the Club's funds shall be signed by the Honorary Treasurer and one other Officer of the Club.

8.6 The club operates on a 'not for profit' basis. All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

9. Bar

9.1 The Bar Sub-Committee shall consist of the Bar Chairman, Honorary Treasurer and at least three elected members. Three to form a quorum.

9.2 Any recommendations made by the Bar Sub-Committee shall be passed to the Executive Committee for approval for implementation.

9.3 The permitted hours for sale of intoxicating liquor shall be from 11.00 am to 11.00 pm on Mondays to Saturdays inclusive, and on Sundays, Christmas Day and Good Friday, 12.00 noon to 2.00 pm and 7.00 pm to 10.30 pm.

9.4 Any member shall be entitled to introduce not more than three guests to the Club provided that no person whose application for membership has been declined, or has been expelled from the Club, shall be introduced as a guest. Guests shall not be entitled to purchase intoxicating liquor except as hereinafter provided in clauses 9.5 and 9.8. All guests must be signed into the visitor's book by a Club member.

9.5 The Bar Sub-Committee shall have power on match days to admit to the Club as Temporary Members, members of the visiting team and their officials and guests. Intoxicating liquor may be supplied to such persons for consumption in the club, as it may be to members. This facility shall apply to the day of such visit only.

9.6 Out sales may only be made to members.

9.7 No intoxicating liquor may be served to persons under the age of 18 years old.

9.8 Intoxicating liquor may be sold to non-members attending Club premises for social or other functions organised or authorised by the Club provided always that the number of such functions shall not exceed twelve in any one year, but no such function shall be permitted to which admission may be obtained by payment of money at the door, whether by ticket or otherwise.

10. Dissolution

10.1 If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Honorary Secretary shall immediately convene an Extraordinary General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

10.2 If at that Extraordinary General Meeting, the resolution is carried by at least two thirds of the members present at the meeting, the Executive 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.

10.3 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 for use by them in related community sports.

11. Declaration

11.1 Stokenchurch Cricket Club hereby adopts this constitution as a current operating guide regulating the actions of members.