



CONSTITUTION

Rottingdean Cricket Club

1. Name

The name of the Club is Rottingdean 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 Sussex Cricket Board.

2. Aims and Objectives

- The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of cricket in Rottingdean.
- 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 manage "the club".
- To ensure that all members, playing and non-playing, abide by the Rottingdean Cricket Club Code of Conduct incorporating the ECB Code of Conduct which incorporates the Spirit of Cricket and by the Laws of Cricket. This also includes the Code of Conduct stipulated by the Sussex County League and the East Sussex Cricket League. Copies of these codes are on the RCC website and on the notice board in the pavilion.
- 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 Inclusion and Diversity Policy and any future versions of the Policy.
- To encourage all members to participate fully in the activities of the club.

3. Membership

- (a) 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.

(b) 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.

(c) Application for membership of the club shall be by completion of a membership application form and by payment of the relevant subscription/joining fees as determined by the Annual General Meeting of the club.

(d) 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 honorary membership has been agreed by the Committee.

(e) 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.

(f) All members will be subject to the regulations of the Constitution and by joining the club will be deemed to accept these regulations and any Codes of Conduct that the club has adopted. The Constitution shall identify those members eligible to vote at any General Meetings.

4. Classes of Membership

These are:

- Adult Playing Member
- Unemployed Playing Member
- Adult Playing Member 18-21 Student Only
- Junior Playing Member under 18 years
- Non Playing/Social Member
- Honorary Membership which includes Parent of Junior Playing Members

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

5. Officers

The Officers of the club shall be as follows and these are honorary positions:

Executive Officers

- Chair
- Secretary
- Treasurer
- Club Welfare Officer
- Fixture Secretary
- Membership Secretary
- Development Officer

- Pavilion/Ground Officer
- President

6. Election of Officers

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.

7. Management Committee

The affairs of the club shall be conducted by a Management Committee (the Committee) comprising the Executive Officers of the club and other members elected from, and by, the Full Members of the club. Only these members of the Committee shall be entitled to vote at Committee meetings.

The Committee will be convened by the Secretary and shall meet at agreed intervals and not less than four times per year.

The quorum required for business to be agreed at Committee meetings shall be 5

The duties of the Committee shall be:

- a) To control the affairs of the club on behalf of the members.
- b) 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 authorized to sign club cheques: any two from the Chair, Treasurer and Secretary (*other Officers as appropriate*).

- c) 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.
- d) 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.

The Committee shall have powers to appoint sub-committees as necessary and to co-opt advisers who may be non club members invited to advise on specialist subjects.

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:

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

8. General Meetings

The Annual General Meeting of the club shall be held not later than the end of December. 21 clear days written notice of the Annual General Meeting shall be given to members 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 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.

The business of the Annual General Meeting shall be to:

- a) Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting
- b) Receive the accounts for the year from the Treasurer
- c) Receive the annual report of the Committee from the Secretary

- d) Elect an auditor
- e) Elect the Officers of the Club (i.e. President; Vice Presidents, Chair etc.)
- f) Review club subscription rates and agree them for the forthcoming year
- g) Transact such other business received in writing by the Secretary from members 14 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 14 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.

Special General Meetings may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than 20 Full Members of the club. At least 14 days notice of the meeting shall be given.

At all General Meetings, the Chair will be taken by the President or, in their absence, by a deputy appointed by Full Members attending the meeting. Decisions made at a General Meeting shall be by a simple majority vote from those Full 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 20 Full Members and any other categories of membership entitled to vote (as outlined by the membership section of this Constitution) and Officers of the Club including at least (1 or 2) from the Chair, Secretary and Treasurer.

Each Full Member of the Club shall be entitled to one vote at General Meetings.

9. Alterations 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 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 Voting Members present at the meeting, assuming that a quorum has been achieved.

10. Finance

All club monies shall be banked in an account in the name of the club.

The Treasurer shall be responsible for the finances of the club and for providing a report on the financial position as required by the Committee.

The Treasurer shall ensure that the club maintains adequate and appropriate insurance to cover the activities of the club.

The financial year will end on the last day of December every year.

The Treasurer will present a statement of annual accounts at the Annual General Meeting. An Audit of these accounts will follow the AGM

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two Officers.

11. Property and Funds

a.

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

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

(a) sell and supply food, drink and related sports clothing and equipment

(b) employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.

(c) pay for reasonable hospitality for visiting teams and guests

b. 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).

12. Discipline and Appeals

Complaints

It is the responsibility of RCC members to inform the captain of the day or the RCC secretary if the behaviour of another RCC member is unacceptable.

To be resolved by a captain or RCC secretary

- If a player's behaviour is inappropriate or causes offence during a game, this should be brought to the attention of the captain who should resolve the issue with the player concerned as soon as possible, ideally on the day. The RCC Secretary should be informed of the complaint and the outcome as soon as possible. The Selection Committee should be informed of the complaint and the outcome at the next available meeting.
- If a non playing member's behaviour is inappropriate or causes offence, this should be brought to the attention of the RCC secretary, who (or another committee member) should speak to the non playing member concerned as soon as possible to resolve the issue.

To be resolved by the committee

- If the captain cannot resolve the complaint made against the player or deems it serious enough to be addressed by the RCC committee.
- If the RCC secretary cannot resolve the complaint made against the non playing member or deems it serious enough to be addressed by the RCC committee.
- If a complaint is made against a player by the East Sussex League, the Sussex Premier League or another cricket club.
- If a subsequent complaint is made concerning the behaviour of the player or non

playing member.

Discipline Procedure

- Details of the incident should be sent to the RCC secretary in writing within seven days of its occurring.
- The RCC committee will appoint a Disciplinary Sub-Committee who will meet with the member to hear the complaint within seven days of the complaint being lodged.
- The RCC secretary will inform the member of the complaint and the date and time of the disciplinary meeting. If the member is a player, s/he may be unavailable for selection until the matter is resolved
- If the inappropriate behaviour involved any member who is under 18 years of age whether s/he is the complainant or the offender, this must be reported to the RCC Club Welfare Officer and the parents or carers must be informed.
- 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.
- The Disciplinary Sub-Committee has the power to take appropriate disciplinary action including the termination of membership.
- 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 7 days following the hearing.
- The member has a right of appeal to the Committee against either the finding or the sanction imposed or both following disciplinary action being taken. This should be made within fourteen days of the receipt of the decision.
- The Committee will appoint an Appeals Committee (a maximum of three) which shall not include members involved with the initial disciplinary hearing. The Appeals Committee shall consider the appeal within 7 days of the Secretary receiving the appeal. 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.

13. Dissolution

- a) 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.
- b) If at that Special Meeting, the resolution is carried by at least two-thirds (three quarters) of the Full 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.
- c) The Committee will then be responsible for the orderly winding up of the club's affairs.
 - d) After settling all liabilities of the club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - e) to another club with similar sports purposes which is a registered charity and/or
 - f) to another club with similar sports purposes which is a registered Community Amateur Sports Club and/or
 - g) to the club's governing body for use by them for related community sports.

14. Declaration

Rottingdean Cricket Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of all members.

SIGNED (CLUB CHAIR: Sarah Hunt)

NAME

SIGNED (CLUB SECRETARY: Mark Smith)

NAME.....

Dated: 13 November 2015