



# Captain Scott Invitation XI

## Constitution

### 1. Name

The name of the Club is **Captain Scott Invitation XI**, hereafter to be referred to as "the club" and the club shall be affiliated to the England and Wales Cricket Board through the Middlesex Cricket Board.

### 2. Mission Statement

Captain Scott Invitation XI aims to provide safe, fair and enjoyable cricket for its members, young and old. The club hopes to provide an environment in which players, and social members, can develop their cricketing skills, knowledge and friendships.

### 3. Aims and Objectives

1. To foster and promote the sport of cricket at all levels within the community and generate participation in the sport, providing opportunities for recreation, coaching and competition.
2. 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.
3. 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. All officials working with children must be ECB qualified and comply with the specified Club Safety requirements.
4. To ensure a duty of care to all members of the club by adopting and implementing the ECB Cricket Equity Policy and any future versions of the Policy.
5. To encourage all members to participate fully in the activities of the club.

### 4. Membership

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.

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.

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.



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 membership has been agreed by the Committee.

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.

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.

## 5. Classes of Membership

There shall be four classes of membership (i.e. qualifying members) available. These are:

1. **Full member:** Defined as a fully paid up adult.
2. **Junior Member:** defined as under 18 years of age on 1<sup>st</sup> September.
3. **Parent Member:** defined as the parent or guardian of a fully paid up Junior Member.
4. **Social or non-Playing Member:** paid up casual member, or spouse/partner of a qualifying member.
5. **Honorary Membership:** defined as President, Past Presidents, Vice Presidents, Life Members and Committee Members.

*A list of members in each category shall be maintained by the Secretary and Treasurer.*

### **Voting rights are as follows:**

1. Full and Honorary Members are entitled to vote at the Club's Annual General Meeting on ALL roles and proposals within the Club that are available for election.
2. Junior Members aged over 15 years of age on 1<sup>st</sup> September will have full voting rights at any subsequent general meetings on ALL roles and proposals within the Club that are available for election.
3. Parent Members are entitled to one vote\*\* at the Annual General Meeting on ALL roles and proposals within the Club (with the exception of senior playing roles) that are available for election. Parent members voting entitlement will cease once their children, defined as "Junior Member", reaches the age of 15 years old on the 1st September, where the voting rights defined in "Junior Member" above will take precedent.



4. Social or non-Playing Members are entitled to vote at the Club's Annual General Meeting on ALL roles and proposals (with the exception of senior playing roles) within the Club that are available for election.

*\*\*where a Junior Member has two parents or guardians, this will be defined as a one vote entitlement only (both parents will not be entitled to a vote each).*

## 6. Officers

The Officers of the club shall be as follows:

| <b>Executive Officers:</b> | <b>Honorary Officers:</b> | <b>Non-executive officers:</b> |
|----------------------------|---------------------------|--------------------------------|
| Chair                      | President                 | The Club Captain               |
| Secretary                  | Past Presidents           | Fixture Secretary              |
| Treasurer                  | Life Members              | Media Manager                  |
|                            |                           | Webmaster                      |
|                            |                           | Social Secretary               |
|                            |                           | Future Tours Secretary         |

*And/or any other support role as decided by the management committee.*

Officers of the Club (inclusive of playing roles) cannot be filled by members under the age of 18 years on the 1<sup>st</sup> September.

Executive and Honorary Officers are entitled hold Non-executive Officer roles, while performing Executive and Honorary Officer responsibilities.

## 7. 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.

## 8. Management Committee

The affairs of the club shall be conducted by a Management Committee (the Committee) comprising the Executive Officers of the club, Honorary Officers and, or Non-executive Officers. Only Executive Officers of the club and, or Honorary Officers shall be entitled to vote at Committee meetings.

Any Qualifying Member (4. Membership) is entitled to attend Committee meetings but will not be allowed to vote.

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 three.

The duties of the 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: any of from the Chair, Treasurer and Secretary
3. 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.
4. 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.
5. 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:

1. Acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, transport, medical and related facilities
2. Provide coaching, training, medical treatment and related social and other facilities
3. Take out any insurance for club employees, contractors, players, guests and other third parties.
4. Raise funds by appeals, subscriptions, loans and other charges.
5. Borrow money and give security for same and open bank accounts.
6. Buy, lease or license property and sell, let or otherwise dispose of the same.
7. Make grants and loans and give guarantees and provide other benefits.
8. Set aside funds for special purposes or as reserves.
9. Invest funds in any lawful manner
10. Engage staff and others and provide services.
11. Co-operate with or affiliate firstly to any bodies regulating or organizing the sport of cricket and secondly and club or body involved with cricket and thirdly with government and related agencies.



12. Do any and all other things reasonably necessary to advance the aims and objectives of the club.
13. Minutes of all committee meetings will be noted and made accessible to all members 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.

## 9. General Meetings

The Annual General Meeting of the club shall be held not later than the end of December each year. **21 clear days'** notice of the Annual General Meeting shall be given to members. Qualifying Members must advise the Secretary in writing of any other 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 seven days before the meeting.

The business of the Annual General Meeting shall be to:

1. Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting
2. Receive the audited accounts for the year from the Treasurer
3. Receive the annual report of the Committee from the Secretary
4. Elect an auditor
5. Elect the Officers of the Club
6. Review club subscription rates and agree them for the forthcoming year
7. Transact such other business received in writing by the Secretary from members prior to the meeting and included in 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 Qualifying Members (Section 4) and must be seconded by another Qualifying Member.

**Extraordinary General Meetings** may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than **seven Qualifying Members of the club**. At least **seven days'** notice of the meeting shall be given.

At all General Meetings, the Chair will be taken by the Chair or, in their absence, by a deputy appointed by Qualifying Members attending the meeting. Decisions made at a General Meeting shall be by a simple majority vote from those Members with voting rights 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 **12 Qualifying Members** (categories of membership entitled to vote as outlined in Section 4) and Officers of the Club including at least two from the Chair, Secretary and Treasurer.

Each Qualifying Member of the Club shall be entitled to one vote at General Meetings as per Section 4.

## 10. Alterations to the Constitution

Any proposed alterations to the club Constitution may only be considered at an Annual or Extraordinary General Meeting, convened with the required notice of the proposal. Any alteration or amendment must be proposed by a Qualifying Member of the club and seconded by another Qualifying 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.

## 11. 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 all the activities of the club.

The financial year will end on **31<sup>st</sup> October**

The Treasurer will present an audited statement of annual accounts at the Annual General Meeting.

Any cheques drawn against club funds should hold the signature of either the Treasurer, the Chairman or the Secretary.

No monies of a non-operational nature should be spent without due authorisation by the Committee.

## 12. Property and Funds

The property and funds of the club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits shall be reinvested in the club.

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

1. Sell and supply food, drink and related sports clothing and equipment.
2. Pay for reasonable hospitality for visiting teams and guests.



3. 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).

### 13. Discipline and Appeals

The Club operates a code of conduct for junior members, parents, coaches, adult members and guests. These will be available on our website and circulated to membership. All complaints regarding behaviour in breach of these codes should be lodged in writing with the Secretary.

The Committee shall appoint a Disciplinary sub-committee (comprising club Chair, Secretary, two non-executive club members and the club captain) who will meet to hear complaints within **seven days** of a complaint being lodged. 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 Committee (or its 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 three days following the hearing.

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 **seven 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.

### 14. 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 an Extraordinary 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 Extraordinary Meeting, 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 have been specified in the resolution, proceed to realise the assets of the club and discharge all debts and liabilities of the club.
3. The Committee will then be responsible for the orderly winding up of the club's affairs.
4. After settling all liabilities of the club, the Committee shall dispose of the net assets remaining to one or more of the following:



- a) To another club with similar sports purposes which is a registered charity and/or
- b) To another club with similar sports purposes which is a registered Community Amateur Sports Club and/or
- c) To the sport's governing body for use by them for related community sports.





## 15. Declaration

Captain Scott Invitation XI hereby adopts and accepts this Constitution<sup>†</sup> as a current operating guide regulating the actions of all members.

Signed (Club Chair)

*Sean Reilly*

Name: Sean Reilly

Date: 28/02/2020

Signed (Club Secretary)

*Brett Hawson*

Name: Brett Hawson

Date: 28/02/2020

<sup>†</sup>as per last AGM held on 28<sup>th</sup> February 2020.