

## **Club Constitution and Rules - November 2020**

### **ASTON ROWANT CRICKET CLUB**

#### **1 Name**

1.1 The club will be called ASTON ROWANT CRICKET CLUB, hereafter referred to as "the Club", and will be affiliated to the ENGLAND AND WALES CRICKET BOARD.

1.2 The Club premises are situated, at the Club House, The Butts Way, Kingston Blount in the Parish of Aston Rowant, Oxfordshire.

#### **2 Aims and objectives**

2.1 The aims and objectives of the Club will be:

- To promote cricket and to promote the Club within the local community of Aston Rowant, Kingston Blount and Crowell.
- To offer coaching and competitive opportunities in cricket.
- To manage Aston Rowant Cricket Club.
- To ensure a duty of care to all members and all users of the Club.
- To provide all its services in a way that is fair to everyone.
- To ensure that all members and visitors receive fair and equal treatment.
- To follow ECB policy for the welfare of young people in cricket. The club shall adopt and implement the Safe Hands Cricket Policy for safeguarding children, and the Inclusion and Diversity policies which will include any future versions of the policies.
- Where appropriate action activities that serve and support the local community.

#### **3 Carrying out the Aims and Objectives**

In order to carry out the aims and objectives the management committee has the power to:

- Raise funds, receive grants and donations
- Apply funds to carry out the work of the organisation.
- Co-operate with and support other organisations with similar aims and objectives
- Do anything which is lawful and necessary to achieve the purposes

#### **4 Trustees**

4.1 There shall be three Trustees of the Club, who shall be appointed from time to time as necessary by the Club in a General Meeting, from amongst members who are willing to be so appointed. The Trustees shall hold office for life or until they resign, by notice in writing to the Management Committee, or until a resolution removing them from office shall be passed at a General meeting of the Club by a majority of at least two thirds of the members present and entitled to vote.

4.2 The Trustees shall hold all property of the Club, including land and investments, for the time being, in their own name so far as necessary and practicable for the use and benefit of the Club.

4.3 On death, resignation or removal from office of a Trustee, the Management Committee shall take steps to procure the proper appointment of a new Trustee. Furthermore, as soon as possible thereafter, the Management Committee shall take all lawful and practicable steps to procure the vesting of all Club property in the names of the Trustees as constituted after the new appointment.

4.4 The Trustees shall, in all respects, act, in regard to any property held by them, in accordance with the directions of the Management Committee. Trustees shall have power to sell, lease, mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Management Committee's directions, but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

## **5 Membership**

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, except as a necessary consequence of the requirements of cricket.

5.1 Membership shall consist of officers and members of the Club.

5.2 All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club has adopted.

5.3 Members will be enrolled in one of the following categories:

- President - A non-executive position. He/she when present and so wishes will chair Club General Meetings. He/she can give advice to the Chairman.
- Life member - Life membership shall be offered to persons proposed by the Management Committee and elected to that status by a General Meeting of the Club in recognition of quite exceptional past services to the Club. Life members are not required to pay any annual subscription.
- Honorary 1881 Member – Honorary 1881 membership shall be offered to persons proposed by the Management Committee and elected to that status at a General Meeting of the Club in recognition of their interest in the Club, combined with past or anticipated benefits given by them to the Club. This will include all officers of the club who must have served for at least 5 years. Once elected, individuals remain an Honorary 1881 Member for life, unless contact with the Club has been lost, until they resign or if a General Meeting decides that the individual's membership is not in the Club's interest. Honorary 1881 Members are not required to pay any annual subscription.
- 1881 Club member - 1881 Club membership shall be offered to persons interested in the club, on payment of the appropriate subscription
- Playing member - Playing membership shall be offered to persons who are accepted by the Selection Committee as players and who have paid the appropriate, extant subscription.
- Social Member - Social membership shall be offered to those persons with an interest in the Club. This includes non-playing parents of Junior Members. Membership lasts for one year. ~~Club~~ Social members are to pay the appropriate subscription.
- Junior member - Junior membership shall be offered to young players accepted by the Juniors' sub-Committee as eligible to play juniors' cricket organised by the Club, who have paid the appropriate extant subscription and agree to follow the ARCC Code of Conduct.

## **6 Membership fees**

6.1 Membership subscriptions for all membership categories will be agreed by the Management Committee prior to the AGM. All subscriptions will be due on 1<sup>st</sup> day of May in any year and shall cover the period until the next following 30<sup>th</sup> day of April.

6.2 Match fees shall be determined for each season by the Management Committee.

6.3 The Management Committee reserves the right to reduce subscriptions and/or match fees for individual members and authorise extended payment times under special circumstances.

6.4 Subject to the discretion given to the Management Committee under the provisions of paragraph 6.3 a member whose subscription is in arrears may not be considered for selection for any team run by the Club.

## **7 Officers of the Club**

7.1 The Officers of the Club will include:

- President
- Chairman
- Vice-Chairman
- Secretary
- Treasurer
- Director of Cricket
- Fixture Secretary
- Juniors Secretary
- Welfare Officer
- 1<sup>st</sup> XI Captain
- Bar Manager
- Clubhouse Manager
- Membership & Communications Manager
- Sponsorship & Marketing Manager
- Parish Council Liaison Officer

7.2 Officers will be elected annually at the Annual General Meeting.

7.3 All officers will retire each year but will be eligible for re-election. The Chairperson only will be restricted to a maximum tenure of 5 consecutive years.

## **8 Committee**

8.1 The Club will be organised through the Management Committee consisting of the Officers listed at paragraph 7.1 above (less the President) and have the authority to co-opt any further member as required. The Management Committee will be supported by permanent sub-Committees as detailed in paragraph 8.6 below. In the absence of a sub-Committee their role will be assumed by the General Committee.

8.2 The Management Committee will be responsible for controlling the affairs of the Club, adopting new policy, codes of conduct and rules that affect its organisation.

8.3 The Management Committee will be convened by the Secretary of the Club and held no less than 6 times per year.

8.5 The Management Committee shall have power to appoint advisers to the Management Committee and such temporary officers or as they may consider, from time to time, be required. They may fill any Officer vacancies that occur between AGMs.

8.6 The Management Committee may appoint one or more sub-Committees for such purposes as it may deem appropriate. Membership of a sub-Committee need not be confined to members of the Management Committee.

8.7 The quorum required for business to be agreed at sub-Committee meetings will be at least half the number of the members appointed to that sub-Committee.

8.8 The Management Committee and Sub-Committees will 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.

8.9 In the event of a conflict of interest a Committee member with a personal interest shall withdraw and not take part in the decision.

## **9 Finance**

9.1 All Club monies will be banked in accounts held in the name of the Club.

9.2 The Club Treasurer will be responsible for the finances of the Club.

9.3 The financial year of the Club shall run from the 1st day of October.

9.4 The Treasurer shall keep proper books as will enable him/her to present an accurate report and statement regarding the Club finances at every Annual General Meeting, or, on reasonable notice, at any other time required by the Management Committee. An appropriately qualified independent reviewer shall certify the annual accounts.

9.5 Authority to spend club funds should be the decision of the Management committee except as follows;

For sums up to £100 can be authorised by a committee member

For sums from £100 to £500 authorisation will be required either by the Bar Manager, Clubhouse Manager, Treasurer, Chairman or Vice Chairman

For Sums above £500 authorisation will be required by either the Treasurer, Chairman or Vice Chairman.

9.6 Any surplus income or profit shall be re-invested in the Club and not distributed to members or third parties.

## **10 General Meetings**

10.1 The Annual General Meeting (AGM) of the Club shall be held between 30th September and 15th December in each year. The purpose of the AGM is:

To confirm the minutes of the previous AGM and any EGMs held since the last AGM

To propose and decide on membership subscriptions for the following year

To receive and pass the annual report and duly audited accounts

To elect an auditor

To elect:

The President

Life Members

Officers

Honorary 1881 Members

To consider any motion proposed by a member, subject to paragraph 10.6 below.

10.2 An Extraordinary General Meeting (EGM) of the Club may be called at any time by the Management Committee. Such meeting will also be called within one calendar month of the Secretary receiving a requisition, in writing, signed by not less than six members entitled to vote at a General Meeting and setting out the matter to be discussed.

10.3 A copy of the notice convening any General Meeting shall be sent by the Secretary to every member entitled to attend the meeting, at the address last notified (preferably by e-mail), as follows:

- a. No later than twenty-eight days prior in the case of an AGM.
- b. No later than fourteen days prior in the case of an EGM.

10.4 Moreover a copy of the notice shall be posted on the Club notice board in the Club House. It shall be the responsibility of the Secretary to ensure that such notice remains so exhibited throughout the period required. Any accidental omission to send, exhibit or non-receipt of such a notice shall not invalidate any proceedings or resolutions of the meeting.

10.5 Nominations for officer holders and members of the Management Committee must either be proposed by the Management Committee or proposed and seconded by a Club member eligible to vote at an AGM. In any case, nominations are not to be forwarded to the Secretary unless the nominee has agreed to stand. Any nominations by the Management Committee shall be set out and included by the Secretary, in writing not less than fourteen days prior to the AGM. Such nominations must include the nominee's agreement to stand.

10.6 Any motion on which a member wishes a vote to be taken at the AGM must be forwarded to the Secretary not less than twenty-one days prior to the AGM.

10.7 The quorum required for business to be agreed at a General Meeting will be four Officers of the Club plus six members who are eligible to vote.

10.8 All members, except Junior Members and Social Members (excluding parents of Junior Members) shall be entitled to vote at General meetings at which they are present. Parents of Junior Members are restricted to one vote per family. Decisions will be made on the basis of a simple majority vote, except where the Club Constitution specifically states otherwise. In the case of equal votes, the Chair shall be entitled to an additional casting vote. "All members, except Junior Members and Social Members (excluding parents of Junior Members) shall be entitled to vote at General Meetings at which they are present. Parents of Junior Members are restricted to one vote per family."

## **11 Liquor and Licensing**

11.1 The supply of intoxicating liquor in the Club premises shall be permitted during general licensing hours of the division. The actual opening hours, within these limits, shall be determined by the Bar Manager.

11.2 No intoxicating liquor shall be supplied to members or other persons on Club premises otherwise than by, or on behalf of, the Club. No intoxicating liquor may be sold to any person under, or appearing to be under, the age of eighteen. Furthermore, no member shall purchase liquor knowing that it will be, or will likely to be consumed by a person under the age of eighteen.

11.3 The Bar Manager & Clubhouse Manager shall arrange for the supply of intoxicating liquor by the Club for consumption on the premises to members, and to members and officials of visiting clubs, for sports matches or connected activities run by the Club for the benefit thereof or for charitable purposes. The Management Committee shall ensure observance of the Licensing Act 2003, and all other Acts relating thereto, and of any conditions attached to any licence held by, or on behalf of, the Club for the supply of intoxicating liquor, or to any Club Premises Certificate granted in respect of the Club premises.

11.4 Intoxicating liquor may be sold to any persons attending the Club premises for social or other functions organised or authorised by the Management Committee provided always that the number of functions shall not exceed twelve in any one Club year.

11.5 No person shall be paid, at the expense of the Club, any commission percentage or similar payment on, or with reference to, the purchase of intoxicating liquor by the Club. Nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by, or on behalf of, the Club to members or guests, apart from any benefit accruing to the Club as a whole.

11.6 Intoxicating liquor can only be supplied, or intended to be supplied, on behalf of the Club. Intoxicating liquor required for consumption shall be supplied to members, whilst on the Club premises and removed from the premises by them during registered hours of supply.

11.7 Every member shall be permitted, periodically, to introduce a maximum of three friends as visitors. The same visitor shall not be admitted more than twice within a period of one calendar month unless special consent has been obtained from the Management Committee. The Management Committee, or its duly appointed nominee, reserves the right to refuse admission to any visitor without stating a reason if, in their opinion, it is desirable in the interest of the Club.

11.8 A visitors' book shall be kept at the Club premises which both the member and his/her guest(s) must sign. A member introducing a guest shall be responsible for his/her guest, strictly observing the Club rules and bylaws and shall not leave the premises before his/her guest. No person whose membership has been terminated under paragraph 11.2 or whose application for membership has, at any time, been rejected, shall be introduced as a guest.

11.9 No betting shall be allowed in the Club. Gaming shall be permitted in the Club, so, however, as not to contravene any of the provisions of any statute for the time being in force.

## **12 Discipline and appeals**

12.1 All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

12.2 The Management Committee will meet to hear complaints within ten days of a complaint being lodged. Any member against whom a complaint is made has the right to appear at the hearing, or write in advance, to the Committee. The Committee has the power to take appropriate disciplinary action including the termination of membership.

12.3 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within two days of the hearing.

12.4 There will be the right of appeal to the Management Committee following disciplinary action being announced. The Committee should consider the appeal within five days of the Secretary receiving the appeal.

### **13 Miscellaneous**

13.1 Neither the Club, nor any Officer thereof, shall be liable to any member or guest of a member for any loss of or damage to any property, occurring from whatsoever cause, in or about the Club cricket ground or the Club premises. Similarly, neither the Club, nor any Officer thereof, shall be liable for any injuries sustained by any member or guest whilst on, entering or leaving the Club cricket field or Club premises. Notice to this effect shall, at all times, be displayed in a prominent position on the Club premises.

### **14 Dissolution**

14.1 If, at any time, the Club membership in a General Meeting shall resolve that the purpose of the Club cannot, under the circumstances, continued to be carried on and that the Club should be permanently dissolved. The balance remaining after payment of all debts shall be transferred or given to another Community Amateur Sports Club, a registered charity, or Cricket's governing body.

### **15 Amendments to the constitution**

15.1 The constitution will only be changed through agreement by majority comprising two thirds or more of the membership present and entitled to vote at any General Meeting of the Club.

### **16 Declaration**

16.1 ASTON ROWANT CRICKET CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.