

Melton Achilles Youth Cricket Club

Constitution May 2013

1. Name

The name of the Club is Melton Achilles Youth 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 Suffolk Cricket Board.

2. Aims and Objectives

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 Melton Achilles Youth Cricket Club.

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.

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 Diversity and Inclusion 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 has 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 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

There shall be 2 classes of membership available. These are:

- Family Member
- Junior Member (boys and girls aged 6 to 18 years old and of a minimum school age of Year 2)

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:

Executive Officers

- Chair
- Head Coach
- Fixtures Secretary
- Secretary
- Treasurer
- Club Welfare Officer
- Managers of each Youth Group

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 (*General*) Committee (the Committee) comprising the Executive Officers of the club, 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 3.

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 authorised to sign club cheques: any two from the Chair, Treasurer and another Executive Officer.
- 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 All General Meetings

- 1.1 All members may attend all general meetings of the Club in person.
- 1.2 All full members have one vote.
- 1.3 Members must be given at least 14 clear days written notice of all general meetings.
- 1.4 The quorum for all general meetings is 7 members present.
- 1.5 If a quorum is not present within 15 minutes of the start of the meeting, the meeting will be adjourned to the following week at the same time and place or such other time and place as the Committee decide and any voting members attending the adjourned meeting will constitute a quorum.
- 1.6 The Chair or (in his or her absence) another member chosen at the meeting by the members shall preside.
- 1.7 Except as otherwise provided in these Rules or in Club Regulations every resolution shall be decided by a simple majority of the votes cast on a show of hands.

- 1.8 Formalities in connection with general meetings (such as how to put down resolutions) shall be decided by the Committee in Club Regulations and publicised to Club members.

9 General Meetings

The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM. At every AGM:

- 1.9 the Members will elect a Committee including a Chair, Treasurer and Secretary to serve until the next AGM. The Treasurer will produce accounts of the Club for the latest financial year audited as the Committee shall decide;
- 1.10 the Committee will present a report on the Club's activities since the previous AGM;
- 1.11 the Members will appoint a suitable person to audit the accounts; and
- 1.12 the Members will discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting.

10 Extraordinary General Meetings (EGM)

An EGM shall be called by the Secretary, Chair or Head Coach within 14 day of a request in writing. Such EGM shall be held not less than 14 nor more than 21 days' notice at a place decided upon by the Chair.

11 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.

12 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 31st August.

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

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

Decisions to transfer monies from Melton Achilles Youth Cricket Club to Melton Cricket Club or St Audry's Sport and Social Club must include a minimum of 2 Committee members who do not have dual-roles across more than one of these groups.

13. Property and Funds

- (i) 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.
- (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
 - (d) 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).

14. Discipline and Appeals

All complaints regarding the behaviour of members should be lodged in writing with the Secretary. The Committee shall appoint a Disciplinary sub-committee who will meet to hear complaints within 7 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 7 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 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.

15. 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 release 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 Melton (Senior) Cricket Club.

16. Declaration

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

SIGNED (CLUB CHAIRMAN)

NAME

DATE

SIGNED (CLUB SECRETARY)

NAME

DATE