

CUCKFIELD CRICKET CLUB CONSTITUTION

GENERAL

1. The club shall be called Cuckfield Cricket Club. The club shall be affiliated to the England and Wales Cricket Board through the Sussex Cricket Foundation. The address of the club is The Pavilion, South Street, Cuckfield, West Sussex RH17 5AB.
2. The objects of the club are to foster and promote participation in cricket at all levels in the local community, and to provide opportunities and facilities for playing and coaching cricket, and to provide social and recreational activities, including the provision of refreshments for members.
3. The Club is committed to the adoption and enforcement of the ECB Anti-Discrimination Code. 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. 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. The Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.
4. The club is committed to the principles and implementation of the ECB's *Safe Hands – Welfare of Young People in Cricket* policy in order to provide a safe, friendly and enjoyable experience for children and vulnerable adults and to improve continuously the participation conditions for children and young people.
5. The club is committed to encouraging the highest ethical standards. All individuals involved in the club should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner. The club is fully committed to the principles of equality of opportunity in cricket, and to ensuring that its employees, members and all other individuals working or volunteering for the club, and participating in or watching the club's activities are treated fairly and are able to conduct their activities free from discrimination, harassment or intimidation. The club is committed to the ECB Equity Policy and expects all players to behave in a way that is consistent with the highest standards of sportsmanship.
6. The club is non-profit making and any surplus income or gains arising from its activities or sale of its assets may not be distributed in cash or in kind to members or third parties, but shall be reinvested in the club.

CLUB MANAGEMENT

- 7.1.1 The affairs of the club shall be conducted by a Management Committee ("Committee") comprising the Officers of the club elected from, and by, the Full Members of the club.
- 7.1.2 The Officers of the club shall be as follows: Club President, Club Chair, Vice-Chair, Secretary, Treasurer, Welfare Officer, Cricket Manager, Academy Manager, Women & Girls Cricket Manager, Fund Raising and Publicity Manager, Grounds & Facilities Manager, Social and Events Manager, the 1st XI & Club Captain. In addition the Committee has the power to co-opt up to two members. Only these members shall be entitled to vote at Committee meetings, although members may appoint a proxy to attend the meeting and vote in their stead through a written authority.
- 7.1.3 The Honorary Officers of the Club shall be as follows: Vice-Presidents, who shall be exempt from paying membership subscriptions.
- 7.1.4 All Officers shall be elected at the Annual General Meeting of the club from, and by, the Full 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.
- 7.1.5 The following roles will also be filled by election at the Annual General Meeting: Bar Manager, Fixtures Secretary, League Representatives, Membership Secretary, Saturday 2nd XI Captain, 3rd XI Captain, 4th XI Captain, Team Secretary Saturday, Sunday Coordinator, Women's Captain, Over 40s Coordinator, Taverners' Coordinator, All Stars Coordinator.
- 7.2.1 The Annual General Meeting of the club shall be held in the month of December each year. Fourteen (14) clear days written notice of the Annual General Meeting and a copy of the agenda shall be given to every Full Member at their home address/email. 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.
- 7.2.2 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 audited accounts for the year (year end: 30th September) from the Treasurer
 - c) Receive the annual report of the Club Chair

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- d) Elect an auditor
 - e) Elect the Officers of the club and elect members to the roles set out in 7.1.5
 - 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
 - h) Elect the Bar Committee
 - i) Review and change as necessary the club Constitution
- 7.2.3 Nominations of candidates for the election of all Officers shall be made each year by the Committee. Further nominations may be made in writing to the Secretary at least 7 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.
- 7.2.4 A Special General Meeting may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than 8 Full Members of the club. At least 14 days notice of the meeting shall be given.
- 7.2.5 At all General Meetings, the Chair will be taken by the Club Chair or the Vice-Chair 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 present and voting at the meeting (but see 7.2.7 below), except in the case of amendments to the Constitution (see Section 11) and a resolution on Dissolution (see Section 14). In the event of equal votes, the Chair of the meeting shall be entitled to a casting vote.
- 7.2.6 A quorum for a General Meeting shall be 20 Full Members (as defined by the membership section of this Constitution) of the Club including at least 2 from the Club Chair, Secretary and Treasurer.
- 7.2.7 Each Full Member of the Club shall be entitled to one vote at General Meetings. A Full Member may appoint a proxy to attend the meeting and vote in their stead through a written authority.
- 7.2.8 Agreement to raising finance through borrowing for any purpose must be sought at a General Meeting. When such agreement has been given, the Committee shall be empowered to raise finance.
- 7.3.1 The Committee will be convened by the Secretary and shall meet at agreed intervals and not less than four times per year.
- 7.3.2 The quorum required for business to be agreed at Committee meetings shall be 5.
- 7.3.3 Any vacancies on the Committee shall be filled by the Committee.
- 7.3.4 The duties of the Committee shall be:
- a) To manage the affairs of the club on behalf of the members other than those affairs reserved for General Meetings
 - 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 Club Chair and/or the Treasurer can authorise:
 - i. payments for revenue expenditure (expenditure incurred in relation to the club's operations and shown in its Income and Expenditure account) for any amount providing it is within a budget approved by the Committee for an accounting year, or, if not in an approved budget, amounting to less than £1,000 in total in that accounting year; and
 - ii. capital expenditure (expenditure incurred in acquiring or improving fixed assets held by the club) up to a total of £1,000 in an accounting year.
 - c) The authority of the Committee will be required for revenue and capital expenditure in an accounting year in excess of the above limits.
 - d) To co-opt additional members of the Committee as the Committee feel is necessary. Only two co-opted members shall be entitled to a vote on the Committee (see 7.1.2 above). Co-opted members shall serve until the end of the next Annual General Meeting.
 - e) To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chair shall be entitled to a casting vote.
- 7.3.5 The Committee shall have powers to appoint sub-committees for any purpose, other than to deal with matters specifically assigned to the Bar Committee, and to co-opt advisers who may be non club members invited to advise on specialist subjects.
- 7.3.6 An elected Committee member ceases to be such if they cease to be a member of the club, resign by written notice, or is suspended by the Committee for good cause after the member concerned has been given the chance of putting their case to the Committee. Appeal against suspension may be made to the Appeals Committee. The Committee shall fairly decide time limits and formalities for these steps.
- 7.3.7 The Committee has the power to:
- a) Acquire, provide or arrange the provision of grounds, equipment, coaching, training and playing facilities, clubhouse, transport, medical and related facilities, and related social and other facilities
 - b) take out any insurance for club, employees, contractors, players, guests and third parties

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- c) raise funds by appeals, subscriptions, loans and charges
- d) borrow money and give security for the same (but see 7.2.8 above), and open bank accounts
- e) buy, lease or licence property and sell, let or otherwise dispose of the same
- f) make grants and loans and give guarantees and provide other benefits
- g) set aside funds for special purposes or as reserves
- h) invest funds in any lawful manner
- i) employ and engage staff and others and provide services
- j) co-operate with or affiliate firstly to any bodies regulating or organising the sport of cricket and secondly to any club or body involved with cricket
- k) 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 Constitution and the general law.

BAR MANAGEMENT

- 8.1 The Bar Committee shall be elected annually at the Annual General Meeting and shall manage the purchase for and supply by the club of tobacco and intoxicating liquor.
- 8.2 No person shall be paid at the expense of the club any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the club, and any profit arising from the supply of intoxicating liquor shall accrue to the club as a whole and shall be used to obtain improved amenities and other benefits.

BAR OPENING TIMES

- 9. Permitted hours for the sale of intoxicants shall be in line with the nationally adopted licensing hours.

MEMBERSHIP

- 10.1 There will be the following categories of membership:

Full Members:

- Adult Male Playing
- Adult Female Playing
- Over 40s Playing
- Taverners
- Student (over 16 and in full time education)
- Social

Other Members:

- Academy Boys (under 16 on 1st September in any academic year)
- Academy Girls (under 16 on 1st September in any academic year)

All categories except Academy members shall be regarded as “Full Members” for the purposes of voting in General Meetings.

- 10.2.1 Applicants for Academy membership will be accepted on completion of an application form and payment of the appropriate subscription. Parents or Guardians of junior members will automatically become non-voting members of the club, but will not be admitted to the privileges of membership until two days thereafter.
- 10.2.2 Applicants for all other membership categories will be accepted on completion of an application form and payment of the subscription appropriate to the category of membership, but will not be admitted to the privileges of membership until two days thereafter.
- 10.3 Members consent for the purposes of the Data Protection Act to the club holding and processing personal data as provided on membership forms for the purpose of the club. The club will divulge personal details obtained in this way only to club officials who need the information to carry out their role or for the purpose of registering a player to be eligible to play league cricket or in a competition entered by the club.
- 10.4 Every member shall, subject to the rules for the time being in force, be entitled to use and enjoy, in common with other club members, the club premises and its amenities.
- 10.5 Any complaints regarding the behaviour of members should be lodged in writing with the Secretary.
- 10.6 The Committee shall appoint a Disciplinary sub-committee which will meet to hear complaints within 14 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

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the power to take appropriate disciplinary action, including the termination of membership.

- 10.7 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.
- 10.8 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 14 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.

CHANGE OF CONSTITUTION

11. The constitution may be revoked added to or altered by a resolution carried by at least two-thirds of the Full Membership present and voting at a General Meeting of the club of which notice has been given under rule 7 specifying the intention to propose the revocation addition or alteration.

CLUB COLOURS

12. The club colours shall be blue and gold.

GROUND

- 13.1 The Committee may make regulations as to practice and use of the ground and such regulations will come into force after posting in the pavilion.
- 13.2 Players and officials of visiting cricket teams and their guests may at the discretion of the Committee be admitted to the club premises and intoxicating liquor may be sold to them by or on behalf of the club for consumption on the club premises, provided that such sale of intoxicating liquor as aforesaid to visiting teams, officials and guests shall be restricted to the day of the visit of such teams, officials and guests and during the permitted hours for consumption of intoxicating liquor in accordance with the provisions of these rules, provided also that under the provisions of this rule no such visiting team, official or guest shall become or be members of the club or obtain any rights of membership hereunder.
- 13.3 The Committee of the club may impose such restrictions and conditions as they shall in their discretion think fit as to admission to the club premises under the provisions of this rule and as to the sale of intoxicating liquor to such players, officials and their guests as aforesaid.
- 13.4 No persons other than members and their guests, visiting teams, officials and their guests as referred to in rule 13.2, and other persons authorised by the Committee, shall be admitted to the club premises.
- 13.5 Intoxicating liquor shall only be sold to members and their bona fide guests and other persons authorised under rule 13.2 all of whom must be at least 18 years of age. It is an offence to purchase intoxicating liquor and give it to any person under 18 years of age.

DISSOLUTION

- 14.1 If at any General Meeting of the club, a resolution be passed calling for the dissolution of the club, the Secretary shall immediately convene a Special General Meeting of the club to be held not less than one month thereafter to discuss and vote on the resolution.
- 14.2 If at that Special Meeting, the resolution is carried by at least three quarters of the Full Membership present and voting 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.
- 14.3 After settling the liabilities of the club, any remaining assets shall be given or transferred to another registered CASC, a registered charity, or the sport's governing body.
- 14.4 The Committee will then be responsible for the orderly winding up of the club's affairs.

DECLARATION

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