

ANNFIELD PLAIN CRICKET CLUB LIMITED

CONSTITUTION and RULES

1. TITLE

- 1.1 The Club shall be called Annfield Plain Cricket Club Limited hereafter to be known as 'the club'. It is a club limited by the guarantee of each member in the sum of £1.00 and will be affiliated to the Durham Cricket Board, the county governing body.

2. PURPOSE

- 2.1 To foster, promote and encourage participation in the amateur sport of cricket, for the community of Annfield Plain and the surrounding area, by providing opportunities for recreation and competition, through the provision of practice and playing facilities, coaching and fixtures.
- 2.2 To ensure a duty of care to all members of the Club by adopting and implementing the ECB 'Safe Hands – Welfare of Young People in Cricket' Policy and any future versions of the Policy.
- 2.3 To ensure a duty of care to all members of the Club by adopting and implementing the ECB Equity Policy Statement and any future versions of the Policy
- 2.4 To encourage members to participate in the life of the Club through playing, social, fundraising, organisational and management activities.
- 2.5 The maintenance of the clubhouse and grounds at Enterprise Park, Greencroft, Stanley, or at such other place as the Club may from time to time determine.
- 2.6 The Club will be a non-profit making organisation and any surplus income or gains will be re-invested in the club. No club assets, in cash or in kind, will be distributed to members or third parties, except for donations to charities or other clubs that are registered as Community Amateur Sports Clubs.

3. MEMBERSHIP

- 3.1 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. However, limitation of membership according to available facilities is allowable on a non discriminatory basis. There shall be different classes of membership and subscription available and these will be on a non discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. These are as follows:
- 3.2 **LIFE MEMBER** shall be a non-playing adult member who has paid a fee of £30.00 in advance and shall have membership for life, unless terminated for good reason under the provisions of paragraph 3.9.
- 3.3 **HONORARY MEMBER** shall be a person who had rendered outstanding service to the Club. This shall be for life unless terminated for good reason under the provisions of paragraph 3.9.
- 3.4 **PLAYING MEMBER** shall be an adult member who is registered with the club to play in any league or cup competition in which the Club is entered, and paid an annual fee of £20.00.
- 3.5 **FULL MEMBER** shall be a non-playing adult member who has been approved by the Board of Management and has paid the annual fee of £5.00. A full member may vote on all issues, nominate or second the application forms of new applicants, nominate or second members for positions on the Board of Management and stand for election to positions on the Board of Management.
- 3.6 **JUNIOR MEMBER** shall be a person under the age of 18 years at the time subscriptions become due, who has been approved by the Board of Management and has paid the annual fee of £2.50. Junior members may not vote on any issue, nor stand for election to positions on the Board of Management. They may not nominate or second new applicants, nor may they nominate or second members for positions on the Board of Management. Parents/Guardians of junior members who are not already members of the club in their own right will become Associate Members of the club (non-voting) whilst their child is a junior member of the club.

- 3.7 FAMILY MEMBERSHIP** shall entitle a family (including one or two adults) living at the same address to use the facilities of the club to same extent as if the adults were **FULL MEMBERS** and the children were **JUNIOR MEMBERS**. An annual fee of £10.00 is payable. Once any of the children have reached 18 years at the time that subscriptions become due they will become liable for either Playing or Full membership fees in their own right.
- 3.8** Life Members, Honorary Members, Playing Members and the President shall be entitled to the same privileges as Full Members for the time of their membership. Full members reaching state pension age may retain their full membership by making a “one-off” payment of £5.00. They will then have full membership for life.
- 3.9** The Club 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. Section 9 of this constitution addresses the procedures to be followed for dealing with matters of misconduct.
- 3.10** All subscriptions will become due on 1st of April each year and must be paid by the 31st of May. New members will pay an annual membership fee at the time of joining and then annually after that.

4. BOARD OF MANAGEMENT

- 4.1** Subject to these rules the Board of Management shall have responsibility for the management of the Club, its funds, property and affairs.
- 4.2** The Board of Management of the club shall consist of the following:
- | | | |
|---------------|---|--|
| President | - | Non-Executive Officer – usually an Honorary position |
| Chair | } | |
| Vice Chair | } | Executive Officers |
| Secretary | } | |
| Treasurer | } | |
| Board Members | - | Up to seven full members of the club |
- 4.3** The Board of Management shall meet at such times as they designate, or at the request of three of the members.
- 4.4** The Board of Management shall appoint one of its members to act a Child Welfare Officer. This person will become accredited by Durham Cricket Board and will be responsible for offering advice on matters of Child Protection and Welfare, as well as ensuring that the Club adheres to the ECB ‘Safe Hands’ and Equity Policies.
- 4.5** No less than five members will form a quorum.

5. ELECTION OF OFFICERS

- 5.1** All officers shall be elected at the AGM of the club, from, and by, the members of the club.
- 5.2** All officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.
- 5.3** In the event of a vacancy occurring, the Board of Management shall have the power to appoint a full member to fill such vacancy until the time of the next Annual Meeting of members.

6. GENERAL MEETINGS

- 6.1** The Annual General Meeting (AGM) of the club shall be held no later than the end of December each year. Twenty-one clear days written notice shall be given to members of the AGM by posting the notice on the club notice board. Members must advise the secretary in writing of any business to be moved at the AGM at least fourteen 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.
- 6.2** The business of the AGM shall be:
- 6.2.1** Roll call and apologies for absence.
 - 6.2.2** Confirmation of the minutes of the previous AGM and any General Meetings held since the last AGM.
 - 6.2.3** To receive the audited accounts for the year from the treasurer.
 - 6.2.4** To receive the annual report of the committee from the secretary.

- 6.2.5 To elect an auditor.
- 6.2.6 To elect the officers of the club (President; Chair; Vice Chair; Secretary; Treasurer and seven full members).
- 6.2.7 To review club subscription rates and agree them for the forthcoming year.
- 6.2.8 To transact such other business received in writing by the secretary from members fourteen days prior to the meeting and included on the agenda.

(The agenda could provide for any other business, but Members should be encouraged to refer other items to the General Committee and give the required notice for important AGM business).

- 6.3 Special General Meetings may be convened by the Board of Management or on the receipt by the Secretary of a request in writing from not less than five full members of the club. At least 21 days notice of the meeting shall be given.
- 6.4 Nomination of candidates for election to the Board of Management shall be made in writing to the secretary at not less than 14 days in advance of the AGM date. Nominations should be made by a full member and then seconded by another full member.
- 6.5 At all General Meetings, the chair will be taken by the Chair or Vice Chair or, in their absence, by deputy appointed by the Club or by Full members attending the meeting.
- 6.6 Decisions made at the General Meeting shall be determined by a simple majority of votes from those full members attending the meeting. In the event of equal votes, the chairperson shall be entitled to an additional casting vote.
- 6.7 A quorum for a General Meeting shall be twenty full members.
- 6.8 Each full member of the club shall be entitled to one vote at General Meetings.

7. FINANCE

- 7.1 The finance of the club shall be under the control of the Treasurer who is answerable to the Board of Management. Any member in possession of moneys of the club must hand it over to the Treasurer within seven days together with an account of such moneys or receipts.
- 7.2 A banking account and suitable savings account shall be held in the name of the Club with a bank approved by the Board of Management.
- 7.3 All moneys received by the club will be deposited weekly, or at such intervals deemed necessary by the Treasurer.
- 7.4 All cheques issued by the Club shall be signed by two executive officers.
- 7.5 The steward will be accountable for all takings over the bar and will bank and account for them to the Treasurer on a weekly basis.

8. CRICKET COMMITTEE

- 8.1 The Cricket Committee will be responsible for all aspects of cricket including making recommendations to the Board of Management for the positions of team captains, Club Professional and competitions suitable for the club to participate in.
- 8.2 The committee will consist of full members of the club approved and appointed by the Board of Management and will include the team captains and vice captains.
- 8.3 The committee will be responsible for ensuring that the 'Codes of Conduct' are adhered to by all playing members and all aspects of indiscipline will be dealt with in the prescribed manner.

9. MISCONDUCT OF CLUB MEMBERS

- 9.1 All members shall, at all times, be of good behaviour and adhere to all club rules that are administered by the Board of Management.
- 9.2 The Board of Management will deal with all matters of misconduct. In instances where certain unacceptable acts or activities occur, the Board of Management reserve the right to deal with such matters in a manner which it deems fair and in keeping with the ideals, aims and principles of the club.

9.3 The Board of Management have the power to require a member to attend a meeting in answer to a complaint or allegation. Any member, failing or refusing, to attend a meeting in answer to a complaint or allegation will be suspended immediately and will remain so until an appearance has been made before the Board of Management and the matter been finalised.

9.4 Any member suspended by the Board of Management may apply to the membership at an AGM or SGM for reinstatement.

9.5 At all times, parents or guardians are responsible for the behaviour of their children and are responsible for any damage they cause.

10. ALTERATIONS TO THE CONSTITUTION

10.1 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 members present at the meeting, assuming that quorum has been achieved.

11. DISSOLUTION

11.1 If at any Board of Management 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.

11.2 If at the Special General Meeting, the resolution is carried by at least three quarters of the full members present at the meeting, the Board of Management shall thereupon proceed to realise the assets of the Club and after settling all liabilities dispose of the remaining assets to the Clubs governing body for use by them for related community sports.

Chairman

Steven Newstead

Company Secretary

Stephen Paul Black

Date

11 December 2007