



PUTNEY CRICKET CLUB CONSTITUTION & RULES

Name:

The name of the Club is Putney 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 Surrey Cricket Board. The colours of the Club shall be Light Blue and Dark Blue.

Aims and Objectives:

To foster and promote the sport of amateur cricket at all levels within the Putney community and within the sport, providing opportunities for recreation, coaching and competition.

To manage the Club, and 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 Equity Policy and any future versions of the Policy. To encourage all members to participate fully in the activities of the Club.

Officers:

The Management of the Club shall be invested in a Management Committee consisting of the Officers. The Officers of the Club shall be at least:

1. President
2. Chairman
3. Vice Chairman
4. Secretary
5. Treasurer
6. Team Secretary
7. Club Welfare Officer
8. Fixture Secretary
9. Social Secretary
10. Facilities Secretary
11. Team Captains
12. Groundsman

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.

Additional committee positions may be created by the management committee. Nominations for these positions shall be considered in the same way as all other positions.

All officers must be voting members of the club as described under "Classes of Membership.

Vice-captains shall also be nominated for each team. These may attend committee meetings, but shall not be voting members of the committee

Management Committee:

The affairs of the Club shall be conducted by a Management Committee (the Committee) comprising the Executive Officers of the Club. Only these members of the Committee shall be entitled to vote at Committee meetings. All officers must be voting members of the club. 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 5 including at least 2 from the Chair, Secretary and Vice-Chairman.

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 two of the following: Chairman, Vice Chairman, Treasurer, Secretary (or other nominated committee members).
3. To co-opt additional members of the Committee as the Committee feel is necessary.
4. To make decisions based on 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, voted out of office at an AGM 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 may:

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 third parties
4. Raise funds by appeals, subscriptions, loans and charges
5. Borrow money and give security for the 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. Employ and engage staff and others and provide services
11. 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
12. Do all other things reasonably necessary to advance the aims and objectives of the Club.

Matters affecting the welfare of the Club shall be sent by Voting Members in writing to the Secretary who will submit same to the Management Committee at their next meeting following receipt of the communication.

None of the above powers may be used other than to advance the aims and objectives of the club in consistent with good practice and the general law.

General Meetings:

The Annual General Meeting of the Club shall be held not later than the end of March each year. 14 clear days written notice of the Annual General Meeting shall be given to members by circulating a copy of the notice to every member by email. Members must advise the Secretary in writing of any other business to be moved at the Annual General Meeting at least 21 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to members not less than 14 days before the meeting.

The business of the Annual General Meeting shall be to:

1. Receive the audited accounts for the year from the Treasurer
2. Receive the annual report of the Committee from the Chairman
3. Elect the Officers of the Club (i.e. President; Vice Presidents, Chair etc.)
4. Review Club subscription rates and agree them for the forthcoming year
5. Transact such other business received in writing by the Secretary from members 21 days prior to the meeting and included on the agenda.

Nominations for Officers and Members of the Committee must be lodged with the Secretary seven days prior to the date of the AGM, except that in the event of a Member nominated as Captain of any eleven not being elected, then that Member shall automatically be nominated for the office of Vice Captain of that eleven if he so desires.

All proposals to have a seconder and the consent of the nominee.

Where no nominations are received, the outgoing Officer shall be re-elected if offering himself for service. Any Playing Member unable to attend the AGM who wishes to vote may do so in writing provided that the vote is received by the Secretary before the commencement of the meeting.

Voting members shall consist of Full Playing Members, Non-Playing Members & Life Members

Special General Meetings may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than 10 Full Members of the Club. At least 14 days notice of the meeting shall be given.

At all General Meetings, the Chair will be taken by the Chairman 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 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 10 Voting Members including at least 2 from the Chair, Secretary and Vice-Chairman.

Each Voting Member of the Club shall be entitled to one vote at General Meetings.

Classes of Membership:

There shall be 5 classes of membership available. These are:

1. Full Member
2. Interim Playing Member
3. Student and Junior Member (In possession of a valid student card or Under 18 years of age at the beginning of the current year)
4. Non-playing Member
5. Honorary / Life Member

A list of members in each category shall be maintained by the Treasurer or other Officer of the Club.

Membership, Annual Subscriptions & Match Fees:

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 and meeting the minimum playing standard is allowable on a non-discriminatory basis.

The Club may have different classes of membership and subscription on a non-discriminatory and fair basis.

All subscriptions are due for payment from the date of the AGM. Full Playing Members shall pay the following annual subscription:

1. Over 18 years – £150 plus £10 match levy.
2. Concession - £60 plus £5 match levy.
3. Concessions shall be for those; Under 18 years of age on 1st September of the current year, Full-Time students, Unemployed, Retired

Full Playing Membership is valid up to and including the following AGM.

Players who are not Full Playing Members may be Interim Playing Members and will pay an enhanced match levy of £22. Interim Playing Members can neither vote nor be either Officers or Committee Members of the Club. A player's cumulative difference between their enhanced match levies paid and normal match levies can be used to reduce their full annual subscription when ultimately paid. Should this cumulative difference reduce to £0, the player shall be considered a Full Playing Member and be afforded those same rights.

New members may join the club by signing up to the club mailing list via the website. From this point they will be considered Interim-Playing Members and will be eligible for selection. New members joining in this fashion will be considered under probation until 1 week after they have played and paid for 2 matches.

The management committee retains the right to refuse playing membership if the member does not meet the minimum playing standard as agreed by the selection committee. Players in this situation will be offered non-playing membership until such time as the selection committee is satisfied that they have made the

necessary improvements. Any difference in membership fee paid at the time of the decision shall be refunded. The relevant playing standard for membership shall be being able to make a meaningful contribution to the weakest team currently representing the club. An appeal of this decision may be made to the Chairman.

Non-Playing Members and Patrons may be accepted by the Management Committee. The annual subscription for Non-Playing Members who are not members of the 100 Club shall be £15. Non-Playing Members shall be entitled to attend and vote on all matters at the General Meetings of the Club. Interim Playing Members will have no such rights.

In certain individual cases the Management Committee shall have the power to reduce the annual subscription at its discretion.

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.

Selection:

There shall be a selection committee consisting of the Captains and the Team Secretary.

Selection priority shall be given to the captain of the most senior team playing that day (i.e. 1st XI, then 2nd XI and so on)

This is subject to ensuring that all teams playing that day are given players capable of fulfilling the necessary roles in the team. Specifically, each team must have a minimum of a wicketkeeper, 4 regular batsmen, 3 regular bowlers and sufficient part time bowlers to complete the necessary overs.

Every effort shall be made to avoid players playing on both days where this would result in a player not playing on either day. This rule shall not be considered absolute, and the Team Secretary has discretion to disregard this where prudent to do so.

Finances:

All Club monies shall be banked in an account in the name of the Club.

The Treasurer and joint 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 31 December each year.

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

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 provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

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. employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present
3. pay for reasonable hospitality for visiting teams and guests
4. 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).

Discipline, Cancellation of membership and Appeals

All complaints regarding the behavior of members should be lodged in writing with the Secretary.

The committee retains the right to refuse or cancel membership of the club for any the following reasons:

Discipline (e.g. failing to attend matches when selected)

Repeated failure to pay match fees

Bringing the club into disrepute

Any other reason whereby the committee considers that an individual's continued membership would be substantially detrimental to the club.

The decision to terminate membership shall be made by majority decision of the committee at the earliest opportunity.

The relevant member must be notified of the proceedings at least one week prior to the vote. This may be shortened only by agreement of the member in question.

To enable the chairman to hear any appeals, discussion of player expulsions shall be chaired by the Vice-Chairman.

Any complainants (if one exists) and the member under consideration may send a statement of up to two pages stating their case. The committee may request any other evidence they consider relevant. Where a committee member has made a complaint against the relevant member, that committee member may not take part in deliberations or vote on the matter except to provide evidence requested by the committee as any other member might be asked to. Where a committee member is being considered for cancellation of membership – defined as a vote on their membership being on the agenda for the meeting, this shall be the first order of business for that meeting, and they shall be suspended from the committee until the conclusion of these proceedings.¹

If the committee has decided to terminate a player's membership the following process shall apply.

The member shall be notified in writing no later than one week following the decision.

The member shall then have two weeks to appeal the decision.

Appeals shall be heard by a panel chaired by the club chairman and consisting of four other non-committee Voting Members. These members will be nominated by the panel chair, and they must have been voting

¹ This may be a vote against the cancellation of the membership, and they shall therefore be reinstated for the remainder of the meeting.

members in each of the preceding two seasons not including the current season. Where the expulsion is following a complaint by another club member, that member shall not be eligible to hear the appeal. Where this is the chairman, the Vice-Chairman shall lead the appeal panel.²

The member being considered for expulsion shall have the right to make relevant presentations to the appeal committee and to bring someone to act as support to the appeal hearing. The appeal shall require 4 out of the 5 panel members to vote in favour of the appellant to overrule the decision of the committee. Players shall be ineligible for selection for the club from the date that the initial committee decision is made until one week after a successful appeal is made.

If a membership is rescinded for reasons of bringing the club into disrepute their membership shall not be refunded, except where the relevant incident was known to the committee before membership was paid, the member was informed of ongoing disciplinary proceedings and agreement was sought to accept membership. In line with this, the committee has a duty to notify members of any disciplinary proceedings in a timely manner where doing so would not unreasonably impact upon the welfare of any other member(s).

Refunds shall only be issued following the conclusion of all appeals processes. For all other reasons, the difference between the total membership & match fees paid to the club and the equivalent cost of IP membership for the number of games played shall be refunded (For example, if a FPM has played 10 matches and is expelled, they would be owed the FPM monies paid = £150+(10*£10)=£250 – the IPM monies paid = 10*£22=£220 – so £30 would be owed)

Dissolution

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.

If at that Special 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.

The Committee will then be responsible for the orderly winding up of the Club's affairs. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

to another Club with similar sports purposes which is a registered charity and/or
to another Club with similar sports purposes which is a registered Community Amateur Sports Club and/or
to the Club's governing body for use by them for related community sports.

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.

² In this event the Vice-Chairman shall recuse themselves from the initial decision and that shall be chaired by the Secretary.