

**Club Constitution**

# 1 NAME, AFFILIATIONS, AIMS AND TRUSTEES

1. **NAME**

1.0.1 The Club shall be known as **BUCKINGHAM TOWN CRICKET CLUB**. (Hereinafter called 'the Club').

## 1.1 COLOURS

1.1.1 The Club colours shall be Green, Black and White.

**1.2 AFFILIATIONS**

1.2.1 The Club shall be affiliated to the Buckinghamshire County Cricket Board, Midland Club Cricket Conference, Club Cricket Conference and any other cricket association with which the club feels through its Management Committee will be of benefit.

**1.3 AIMS**

* + 1. To encourage the playing of the game of cricket through the provision of practice, playing facilities, coaching and fixtures for all playing members.

1.3.2 To afford all members such benefits and privileges, as it may be possible to arrange.

1.3.3 To ensure all members, playing and non-playing, conform to the Laws of the game and Codes of Conduct.

* + 1. To encourage members to participate in the life of the Club through playing, social and fund-raising activities and general management.
    2. Associated clubs shall refer to visiting teams in opposition to The Club and both visiting teams in the event of Bourton Road being used as a neutral ground. All contract hirers of the clubhouse shall automatically be granted Associate club status.

1.3.6 In cases of disputes an Associated Club may appeal against termination of its membership. Appeals will be heard by a panel comprising of two members of each Associated Club, one of whom must be a Committee member of the Associated Club, and two members of the Club. An appeal panel will be empowered to set aside a termination of membership only if it satisfied that the reasons for that termination as specified in the letter of notice are inaccurate, inadequate or not in breach of the conditions. The panel must reach a majority verdict. Such notice shall be by letter of notice and must supply the reasons for termination and must bear the signatures of all Officers of the Club.

1.3.7 An Associated Club will pay an annual subscription to the Club yearly in advance. Subscriptions referred to in this document will be fixed annually by the Committee. (See General Meetings).

* + 1. An Associated Club will keep accurate records of membership which shall always be notified to the Club by the Secretary of the relevant Associated Club and who will also notify the Club of any change in the records within seven days of such change.
    2. 1. Any Associated Club wishing to use the facilities outside the prescribed periods must make application to the Management Committee at least one month in advance.

1.3.9.2 The prescribed period for cricket will be between 1st April and 1stOctober of the current year.

* + - 1. The prescribed periods are the inclusive dates outside which a sport may not be played.
      2. Other Associated Clubs, which are admitted to membership, will be allocated a prescribed period.
      3. Associated Clubs shall arrange for their sports not to be played outside the permitted prescribed periods.

1.3.10

1.3.10.1 The use of the facilities shall solely be under the control of the Management Committee

1.3.10.2 Conditions of Membership to be observed by Associated Club

1.3.10.3 Associated Clubs shall abide by the Rules of the Club.

1.3.11

* + - 1. Associated Clubs shall always provide the Club Secretary with the names of all their members.
      2. Associated Clubs shall ensure that their members will be informed of the Rules and that their members and their guests will behave at all times in a manner that will not prejudice the enjoyment of the facilities of the Club by other members of its Club or Associated Clubs.

1.3.12

* + - 1. Associated Clubs shall abide with the Management Committee's decision as to whether the ground is fit to play. Such decisions shall be final.
      2. The Club shall provide its Associated Clubs with ground facilities for their sports during the prescribed periods, subject to the immediately preceding rule.

1.3.13 The Club shall provide its Associated Clubs with facilities in the Clubhouse, including a bar (subject to being granted a licence or Club Registration Certificate) and to careful and proper attention to complaints, requests and suggestions that are raised with the Management Committee from time to time.

1.3.14 The Club will not interfere with the operation of Associated Clubs, except where provided for in the rules, nor will it claim any profits, or be responsible for any losses or liabilities of an Associated Club.

* + 1. No new member of an Associated Club shall be admitted to the privileges of membership of the Club until an interval of at least 2 days shall have elapsed following notification in writing to the Secretary of the Club of the admission of the new member to the Associated Club. Such notification to include the full name and address of such new member.

**1.4 EQUALITY POLICY STATEMENT**

1.4.1 This club is committed to ensuring that equality is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equality:

1.4.1.1 Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

1.4.1.2 The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

* + - 1. The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
      2. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
      3. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary rules.

**1.5 TRUSTEES**

1.5.1 Trustees of the Club property shall be appointed by the Management Committee and shall hold office until death or resignation or until removed from office by resolution of the Management Committee who may for any reason which may seem sufficient to a majority of those present and voting at any meeting remove Trustee/s from their office of Trustees. If by any reason of such death, resignation of removal it shall appear necessary to the Management Committee that a new Trustee/s shall be appointed, or if the Management Committee shall deem it expedient to appoint additional Trustees, the Management Committee shall by resolution nominate the person/s to be appointed a new Trustee/s. For the purpose of giving effect to such nomination the Chairman for the time being of the Management Committee is nominated as the person to appoint new Trustees of the Club within the meaning of the Section 36 of the Trustee Act 1925 and he shall by deed duly appoint a person/s so nominated by the Management Committee as the new Trustee/s of the Club and the provisions of the Trustee Act 1925 shall apply to such appointment. Any statement of fact in such Deed of Appointment shall in favour of a person dealing bona fide and for value with the Club or Management Committee be conclusive evidence of the facts stated. The number of Trustees shall at no time exceed four. The Trustees can be invited to the Management Committee meetings at the discretion of the Management Committee.

1.5.2 Trustees of any property of the Club shall deal with such property as directed by resolution of the Management Committee (of which an entry in the Minute Book shall be conclusive evidence) and they shall be indemnified against risk and expense out of the Club's property.

**1.6 DISSOLUTION OF THE CLUB**

1.6.1 In the event of the dissolution of the club, the Trustees and Officers will be responsible to ensure that any net assets will be applied towards approved sporting or charitable purposes. The Trustees and Officers must ensure that all such assets will be given or transferred to another CASC, a registered charity or the Sports’ Governing Body for use in the related community.

# 2 MEMBERSHIP, MEETINGS AND VOTING

* 1. **MEMBERSHIP**
     1. Membership shall be open to all. The Management Committee shall determine admittance to membership, by a simple majority vote, and that the following criteria are adhered to as below:

2.1.1.1 Junior Members – must be in groups of no more than 16 members to 1 coach. In the event of this ratio being exceeded then prospective new Junior Members shall be placed onto a waiting list.

* + - 1. Junior Coaches – those applying for membership as Junior Coaches must have or be in the process of obtaining the appropriate qualification ie ECB coaching, DBS check.
      2. All seniors applying for membership must not appear on the ECB register for failing their DBS check.
    1. The Chairman, Secretary, Treasurer, Club Captain and Fixture Secretary shall be elected at the Annual General Meeting. These positions must be filled by fully paid up members of the Cricket Club.
    2. Any member wishing to put forward a proposition at an Annual General Meeting must be a member entitled to vote at such a meeting under these rules. Such proposition must be in writing seconded by a similarly entitled member and must be delivered to the Secretary for the time being within seven days of notification to members under this rule of the relevant Annual General Meeting.
    3. A member by payment and acceptance of his/her subscription shall be held to have submitted himself/herself to the rules of the Club and to have accepted the same. Members shall communicate to the Secretary any change in his/her address and all notices requiring to be served on members in person shall be deemed to have been properly served if sent by prepaid post or delivered by hand to the last address of which the Secretary has notice.
    4. The full name and address of the candidates for membership together with the names of the proposer and seconder each being members entitled to vote at meetings under this rule shall be communicated in writing to the Secretary who will submit the recommendation to the Committee for consideration of his/her election. The name and address of the person proposed for membership must, for not less than two days before election, be prominently displayed in the club premises in a place frequented by the members. Until the candidate is so elected a member he/she shall not be entitled to any privileges of the Club and the candidate shall be notified of the decision of the Committee as soon as may be practicable by the Secretary but no candidate shall enjoy the privileges of the Club as a member if so elected unless he/she has also paid his/her subscription for the then current year.

2.1.6 There shall be four main classes of Membership:

* + - 1. Senior Members, over the age of 16, being registered players and other Persons wishing to assist the Club in meeting its objectives, and to participate in its activities.
      2. Junior Members as above who are under the age of 16 on the 1st of May in the membership year, or in full time education.
      3. Family Members being non-playing persons who want to attend the club as spectators and take part in social activities.
    1. The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct likely to bring the Club or sport into disrepute. Appeal against a decision may be made to the Club’s members and decided upon by a majority vote.

**2.2 MANAGEMENT**

* + 1. The transaction of the business of the club shall be vested in a Management Committee elected (With the exemption of The President) at the Annual General Meeting. It will exercise all powers and authority and undertake all acts in the furtherance of aims for which the club is established.
    2. The Management Committee (hereinafter called “the Committee”) shall have the power to deal with all matters of the club. This includes that all profits made by the club be re-invested into the club.

2.2.3 The Management Committee shall consist of the President, Chairman, Secretary, Treasurer and Club Captain. The Management Committee may co-opt onto the Committee, Chairmen of Sub-Committees as and when appropriate. Election to the Management Committee shall be made at the Annual General Meeting.

**2.3 GENERAL MEETINGS**

2.3.1 The Annual General Meeting (AGM) of the club shall be held between 1st September and 30th November in any year.

* + 1. At least 14 days’ notice shall be given of the AGM in writing to all club members accompanied by the Agenda and Papers signifying the business to be transacted which shall include:  
       1. Confirmation of the minutes of the previous AGM and any business arising there from.

2.3.2.2 Annual Report (Chairman).

2.3.2.3 Audited Statement of Accounts and Treasurer's Report.

* + - 1. Election of Chairman, Secretary, Treasurer, Fixture Secretary, Club Captain, Team Captains and Auditor.

2.3.2.5 Notified Amendments to Constitution.

2.3.2.6 Annual Subscriptions.

* + - 1. Any other business.

**2.4 SPECIAL (EXTRAORDINARY) GENERAL MEETING**

2.4.1 By simple majority of the Management Committee or on a requisition signed by at least ten club members an Extraordinary General Meeting (EGM) shall be convened by the Secretary giving at least fourteen days’ notice in writing to all club members specifying the business to be transacted.

**2.5 COMMITTEE**

* + 1. Sub Committees shall be established as deemed appropriate by the Management Committee who will specify the terms of reference of such Committees.

**2.6 CO-OPTION**

2.6.1 The Management Committee has the power to co-opt members of Sub Committees onto the Management Committee. Such co-opted committee members shall not be entitled to vote. Co-opted members may be non-Club Members invited to advise on specialist subjects, who will also not be entitled to vote.

## 2.7 VOTING

2.7.1 At Annual or Extraordinary General Meetings each fully paid up Senior and Family member shall be entitled to one vote. In the event of an equal vote the Chairman of the meeting shall have the casting vote. Voting shall be by a show of hands except where the Management Committee or Chairman decides voting shall be by ballot. Decisions shall be made by a simple majority.

2.7.2 For the avoidance of doubt, no member shall be entitled to more than one vote. Honorary life members, Trustees and Vice-Presidents shall be deemed to be "paid in full" for the purpose of this rule.

### **2.8 QUORUM**

2.8.1 The quorum at Annual/Extraordinary General Meeting shall be 20 members. The Quorum at Management and other Committees shall be 3 of the membership of that Committee.

**2.9 AMENDMENT TO CONSTITUTION**

2.9.1 Amendments to this Constitution shall only be made at an Annual or Extraordinary General Meeting with the specified notice in writing of the meeting together with the proposed amendments.

* 1. **VISITORS**
     1. The Secretary shall maintain a Visitors Book, which shall be available at the bar during the permitted hours as hereinafter mentioned or otherwise in some suitable position for the availability for members.
     2. A member may introduce not more than 3 visitors at any one time and the name and address of such visitor or visitors shall be inserted in the Visitors Book together with the name of the introducing member.
     3. No visitor shall be permitted to remain on the premises unless the introducing member is also present.

2.10.4 Visitors so introduced shall be entitled to purchase intoxicating liquor at the bar.

2.10.5 The introducing member shall be responsible to the Club for the conduct of his/her visitors. Names and addresses of members are to be retained on the premises.

2.10.6 Any property belonging to a member/s or their visitor/s brought on to the premises of the Club shall be at the risk of the person bringing such property on to the premises and neither the Club nor its officers in the name of the Club shall accept responsibility thereof. It will be the responsibility of the member introducing a visitor/s to make such visitor/s aware of this rule.

2.10.7 The visiting teams and their officials (hereinafter called 'visiting members') attending the Club premises for the purposes of playing matches against the Club or any of the associated Clubs shall be entitled to use the Club premises including the Club's bar and to purchase for consumption on the premises intoxicating liquor during the permitted hours fixed (See Social and Leisure).

* + 1. Visiting members may introduce not more than three visitors at any one time under the conditions provided in this document.
    2. Members of the public who come into the ground to watch a match may only use the Club' s bar as guests of members.

3 ADMINISTRATION AND FINANCE

**3.1 SECRETARY**

3.1.1 The Secretary shall be responsible for all correspondence, the Notice, Agenda and Minutes of Annual, Extraordinary and Management Committee meetings.

* + 1. Minutes of the aforementioned meetings shall be presented for confirmation at the following meeting. (Minutes should also be taken of Sub Committees).
    2. The Secretary shall give 7 days’ written notice of all committee meetings and 14 days’ notice of an Annual or Extraordinary General Meeting.

**3.2 TREASURER**

3.2.1 The Treasurer shall be responsible for all financial matters including receipt of monies, payment, banking and the production of an audited Annual Statement of Accounts and Annual Report.

* + 1. The Treasurer shall also be responsible for producing an up-date of the financial position as required by the Management Committee.
    2. The Treasurer shall ensure that all cheques are signed by two from the following three:- Treasurer, Chairman and Secretary.
    3. The Treasurer shall ensure the agreed insurance policy is in place.
    4. The Treasurer shall maintain a list of members in all categories.

**3.3 FINANCIAL YEAR**

3.3.1 The Club’s financial year shall be from 1 October to 30 September.

**3.4 AUDITOR**

3.4.1 The Auditor, if required, for the ensuing year shall be appointed at the Annual General Meeting.

**3.5 SUBSCRIPTIONS**

3.5.1 A bona fide member of the club shall be deemed as such upon payment of the appropriate subscriptions by the stipulated date each year.

**3.6 MONIES**

3.6.1 Any member authorised to collect monies for or on behalf of the Club shall pay such monies to the Treasurer within seven days of such collection or within seven days following a specific event.

**3.7 ELIGIBILITY**

3.7.1 No person shall be eligible to take part in the business of the Club or be selected to play for the Club unless the appropriate subscription has been paid by 30 April.

# 3.8 DISSOLUTION OF THE CLUB

3.8.1 In the event of the dissolution of the club, the Trustees and Officers will be responsible to ensure that any net assets will be applied towards approved sporting or charitable purposes. The Trustees and Officers must ensure that all such assets will be given or transferred to another CASC, a registered charity or the Sports’ Governing Body for use in the related community.

**4 SOCIAL AND LEISURE – INCLUDING BAR**

**4.1 SOCIAL AND LEISURE**

4.1.1 The ground, Clubhouse and premises shall be independently or collectively opened at such times as the Committee shall fix.

4.1.2 The Club shall also be subject to the requirements of the Licensing Act for the time being in force and fix the permitted hours for the supply of intoxicating liquor at the Club bar.

* + 1. All members shall defray whatever expenses they have incurred before leaving the Clubhouse.

4.1.4 All complaints are to be made in writing to the Secretary who shall submit them to the Committee whose decision shall be final. The Committee may refer such complaints to any other relevant committee or sub-committee before arriving at any such decision.

* + 1. No notice or document shall be placed on the notice board or elsewhere in the Clubhouse without the consent of the Secretary.
    2. The Club through its Secretary shall apply for a Club Registration Certificate under the Licensing Acts (and for renewal of the same on being granted as relevant) and shall incorporate Section 49 of the Licensing Act 1964 or any corresponding amendment or re-enactment of such Act.
    3. Intoxicating liquor may be sold to persons attending the Club premises for social or other functions organised or authorised by the Club and subject to the observance of the licensing laws then in force and provided always that the number of such functions shall not exceed 12 in any one year but no function shall be permitted under this rule to which admission may be obtained by payment of money at the door whether for a ticket or otherwise.
    4. The bar shall be operated only during the permitted hours fixed as aforesaid (or during any extension thereof duly authorised by the relevant justices) subject to the availability of bar staff and the Committee having regard to use or anticipated use of the Club bar may close the bar during the aforesaid hours if it thinks fit.
    5. No intoxicating liquor shall be supplied for consumption off the premises except to a member in person.
    6. Persons under the age of 18 are not allowed to play gaming machines.
    7. No intoxicating liquor to be sold or supplied to any person under the age of 18.
    8. The bar opening times constitute the hours granted by the Licensing Authority or such other times permitted from time to time by the Licensing Authority.

**4.2 TERMS OF REFERENCE - BAR**

* + 1. The Management Committee shall carry out the objects of the Club as hereinbefore indicated and shall appoint from its members a bar committee consisting of three members.
    2. The bar committee shall be responsible for the purchase and provision of alcoholic and other refreshment to be sold through the bar and shall fix the scale of refreshment charges and shall supervise the work at the club premises.
    3. All necessary returns to the various authorities concerned in the work of the bar shall be furnished by the bar committee.
    4. In addition to the management of the Club accounts the Treasurer shall arrange payment of all excise duties and other similar duties and fees payable in connection with the management of the bar and ancillary matters.

5 CODE OF CONDUCT

* 1. **SUSPENSION**
     1. The Management Committee shall have power to suspend or exclude any member, in any category, for contravention of this Constitution and/or documented rules and/or Codes of Conduct.
     2. The Committee shall have the power to suspend or expel any member if in their opinion the conduct of such member; either within or without the Club is detrimental to the Club. Before arising at a determination under this rule, the Committee shall notify the member in writing of the conduct complained of and shall give to such member at least 7 days’ notice in writing of an opportunity of explaining such conduct to the Committee.
     3. No determination under this rule shall be made by the Committee unless at least two-thirds of the Committee shall be present at the meeting held at which matters under this rule shall be considered.
     4. No member expelled or whose membership is suspended shall have any claim against the Club, the Committee and/or any other member of the Club under this Rule for any matter whatsoever. Such members shall on making a written request to the Secretary delivered with 48 hours of being notified of such expulsion or suspension be furnished with a written explanation or reason upon which the Committee arrived at its determination. This rule shall apply to all members including those whose membership of an associated club but the Committee shall not have the power to suspend or expel such a member from membership of their Club. The suspension or expulsion is related to the Clubs premises and ground.

**5.2 APPEAL**

5.2.1 Any member suspended or excluded by the Management Committee shall have the right to attend an appeal hearing, be represented and produce witnesses in support of his/her appeal. The Appeal Board (a maximum of three) shall not include members of the original decision-making committee but may include non-members of the club and be appointed by the Management Committee.

5.2.2 The decision of the Appeal Board shall be final and binding on all parties.

Approved:

A close-up of a stethoscope

Description automatically generated 3 December 2020

A JOHNSON

Chairman

Buckingham Town Cricket Club