

Radlett Cricket Club

CONSTITUTION AND RULES

Version 4.0 – February 2015

Radlett Cricket Club Limited
and
Radlett Cricket Club (Services) Ltd

CONSTITUTION AND RULES

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1. Company Structure

- 1.1 Radlett Cricket Club comprises two companies: Radlett Cricket Club Limited and Radlett Cricket Club (Services) Ltd. Radlett Cricket Club Ltd is the body to which all Club members belong and is principally involved with the playing of cricket. Radlett Cricket Club Services was set up to manage the redevelopment of the Club and is principally involved with the management of the pavilion and ground.
- 1.2 Each Company is governed by its respective Memorandum and Articles of Association and this one Constitution & Rules (hereinafter referred to as 'the Constitution').
- 1.3 Shares in Radlett Cricket Club Ltd are held for the benefit of the Club's members by four members of the Club. Shares in Radlett Cricket Club (Services) Ltd are held for the benefit of the Club's members by two members of the Club.
- 1.4 The Club is affiliated to the Hertfordshire County Cricket Association, the Club Cricket Conference and the England & Wales Cricket Board (ECB).
- 1.5 The Constitution shall be binding on all members of the Club

2. Purpose and Object

- 2.1 The main purposes of the Club are to provide facilities for, and to promote participation in, the amateur sport of cricket in Radlett and surrounding areas.

3. Equity in Sport

- 3.1 The Club respects the rights, dignity, and worth of every person and will treat everyone equally, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- 3.2 The Club shall adopt and implement "Safe Hands" - the ECB's policy for safeguarding children - and any future versions of the policy.
- 3.3 The Club shall adopt and implement both the ECB's One Game Strategy and the club Inclusion and Diversity Policy and any future versions of these documents.
- 3.4 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.
- 3.5 All members of the Club have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 3.6 The Club will deal seriously with any incidence of discriminatory behaviour.

4. Non-profit making

- 4.1 All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

5. Dissolution

- 5.1 Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the England and Wales Cricket Board for use by them in related community sports.

6. Year end

- 6.1 The Club's year runs from 1 October to 30 September.

7. Management

- 7.1 The Executive Committee shall comprise the Chairman of the Club, the Hon Treasurer and the Hon Secretary, together with the Heads of the Club's Standing Committees, as listed below, all of whom shall retire annually but may be re-elected as provided below. The quorum for meetings of the Executive Committee shall be five. The Executive Committee shall have the power to fill any vacancy that may arise.
- 7.2 The title of President of the Club shall be an honorary title only. He is not a member of any Board or Committee, although he is entitled to receive notices, agendas and minutes of any meeting of any Board or Committee, and to attend in a non-voting capacity. He will represent the Club as agreed with the Executive Committee. The President shall serve for a term of three years and may be re-elected for further three-year terms.
- 7.3 The Club will have Standing Committees covering Cricket, Young Players, Facilities, Services, Finance Planning, Administration, Fundraising and Communication. The Head of each Standing Committee, being a member of the Executive Committee, shall manage his areas of responsibility as defined below as he sees fit:-

Committee	Responsibilities
Cricket	<ul style="list-style-type: none">• Performance and development• Coaching provision• Selection policy• Player discipline• YP inclusivity• Women inclusivity• Recruitment• Fixtures• Press match reporting
Young Players	<ul style="list-style-type: none">• Appointment of team managers• Fixtures• Coaching• Academy• Schools liaison• Child welfare

Facilities	<ul style="list-style-type: none"> • Maintenance and Development of: <ul style="list-style-type: none"> • Ground • Pavilion • Equipment • Health & safety
Services	<ul style="list-style-type: none"> • Bar • Catering • Events
Fundraising	<ul style="list-style-type: none"> • Sponsorship • Advertising • Fundraising • Kit and Merchandise
Administration	<ul style="list-style-type: none"> • Back-office • Seek best value for money from relevant suppliers • Day-to-day relationship with Taylor Roberts • Membership
Finance Planning	<ul style="list-style-type: none"> • Financial planning • Budgeting • Investment appraisal • Debt repayment
Communication	<ul style="list-style-type: none"> • Website and database admin • Event communications • Club profile • Archives

- 7.4 Where appropriate, Standing Committees shall formulate rules, regulations and procedures governing the activities they cover provided that they shall not be at variance with the provisions of the Constitution and shall require the approval of the Executive Committee prior to implementation.
- 7.5 The Executive Committee may appoint other ad hoc Committees as necessary.

8. The Board of the Company

- 8.1 At the Annual General Meeting of the Club (hereinafter referred to as the 'AGM') or at any Extraordinary General Meeting (hereinafter referred to as an 'EGM') called for that purpose, members of the Club shall recommend those who are to be Directors of the Company who shall then (subject to the approval of the shareholders) be appointed to the Board of the Company.

9. General Meetings

- 9.1 The AGM of the Club shall be held as soon as practicable after the end of the financial year for the submission and approval of reports including the audited management accounts up to the previous year end and to conduct other business in accordance with paragraph 9.2 below.
- 9.2 At the AGM the members of the Executive Committee, the Heads of the Standing Committees, the Captains for the ensuing year, together with new Vice-Presidents, new Honorary members and new Honorary Life members, whose appointments shall be for life, shall be elected and the general business of the Club shall be transacted.
- 9.3 The President of the Club shall be elected every third year, or at the next AGM should the office become vacant.

- 9.4 A copy of the Club management accounts shall be sent to each member with the notice of the meeting. They will also be available on the Club's web site and copies will be available at the AGM.
- 9.5 Any member who wishes to stand for election to any post must be proposed and seconded by two other Club Members.
- 9.6 An Honorary Auditor, who may be a member of the Club but not a member of the Executive Committee or a Director of the Company, shall be appointed at the AGM.
- 9.7 The Hon Secretary shall give members of the Club at least 14 days' notice in writing of any AGM or EGM with the date, starting time, location and agenda for the Meeting. At all such Meetings, 25 members present in person and eligible to vote shall form a quorum and, unless specified otherwise in the Constitution, a simple majority of those present and voting shall suffice for the approval of a motion.
- 9.8 Any Member desirous of moving any amendment or additional resolution for approval at any AGM or EGM shall give notice in writing to the Hon Secretary, such notice to be received by the Hon Secretary not less than 5 days before the date of the meeting.
- 9.9 Provided that a Club member has given his prior consent to the Club in writing (which shall be maintained with the records of the Club) and provided an effective and correct electronic address to which any such notice may be sent, the Club shall be empowered to give notice of any meeting to him by an effective and legible form of electronic transmission (including email). Such notice shall be deemed to include any attachments thereto, including, but not limited to, the management accounts, nominations, notice of changes to the Club constitution and subscription rates for the forthcoming year.
- 9.10 The President, or in his absence the Chairman, will take the chair at all AGMs and EGMs.
- 9.11 An EGM shall be convened by the Hon Secretary as soon as possible and in any event within 14 days after the receipt by him of a notice in writing signed by not less than 25 Club members or by the Executive Committee, specifying the business for which an EGM is to be called.
- 9.12 Any Member whose subscription remains unpaid shall not be eligible to speak or to vote at any AGM or EGM.

10. Membership

- 10.1 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.
- 10.2 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.
- 10.3 Every candidate for membership (except Temporary Members) must complete the appropriate application form and return it together with the appropriate subscription and joining fee, if applicable, to the Membership Secretary.

- 10.4 The Executive 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.

11. Categories of Membership

11.1 Membership of the Club shall be divided into the following categories:

- (a) Vice-Presidents: who shall be elected at the AGM after nomination by the Executive Committee and who on election need not pay a subscription but will be entitled to the privileges of Social membership of the Club;
- (b) Life Members: being members who have paid a one-off subscription for Social membership for life and who thereafter are exempt from paying any annual subscription;
- (c) Playing Members: being members who, subject to compliance with the conditions of membership (including the payment of subscriptions) for the time being in force, shall be classified as follows: -
 - (i) Men: over the age of 21 years on 1st September in any year
 - (ii) Under 21: over the age of 18 years but under 21 years on 1st September and, if agreed by the Executive Committee, unemployed members
 - (iii) Full-Time Student: over the age of 15 years on 1st September of the preceding year and in full-time education
 - (iv) Young Player: under the age of 15 years on 1st September of the preceding year
 - (v) Women and Girls: Women ~ over the age of 18 years on 1st September; Girls ~ under the age of 18 years on 1st September in the preceding yearEach Playing Section shall have the right to amalgamate classes provided that the membership subscription applicable is that of the highest/higher class in the amalgamation.
- (d) Associate Playing Members: have the right to play single matches solely at the discretion of and have limited membership rights determined by the Executive Committee of the Club. Associate Playing Membership is not available to those who are already Full Playing Members of the Club and they will not be entitled to vote.
- (e) Social Members: who shall be persons who seek to use the Club's facilities, but without any entitlement to play cricket, except upon request and on terms to be determined by the Executive Committee.
- (f) Joint Social Members: membership for two adults resident at the same address who seek to use the Club's facilities, but without any entitlement to play cricket, except upon request and on terms to be determined by the Executive Committee
- (g) Young Social Members: who are over the age of 18 years and under 25 years in full time education who seek to use the Club's facilities, but without any entitlement to play cricket, except upon request and on terms to be determined by Executive Committee.

- (h) Family Members: Family Membership comprises Playing Membership for one Young Player plus Social Membership for two parents/guardians. Additional Young Players need to pay a separate Young Player's Membership. Each Family Membership is eligible for one vote per family. Where individual members of the Family also have separate, individual Memberships in their own right these votes shall be separately counted in addition to the Family Membership vote.
 - (i) Honorary Life Members: nomination for which shall be made by the Executive Committee for long and exceptional service to the Club. Such nomination shall be subject to the approval of the members at the next AGM. Once elected Honorary Life Members need not pay a subscription but will be entitled to the privileges of Social membership of the Club.
 - (j) Honorary Members: nomination for which shall be made by the Executive Committee. This category of membership is specifically intended for nationally or internationally renowned individuals who have or have had some link with the Club. Such nomination shall be subject to the approval of the members at the next AGM. Honorary members need not pay a subscription but will be entitled to the privileges of Social membership of the Club.
 - (k) Temporary Members: who fall into one or other of the following categories: -
 - (i) The spouse or partner and/or family of a member on a per visit basis, although such are encouraged to join the Club as Joint Social Members subject to the conditions of clause 11.1 (f)
 - (ii) Members of a visiting team and spectators, for the day of the match
 - (iii) Guests at Club functions on a per visit basis

Such members shall not pay a subscription, shall not enjoy playing rights but shall be bound by the Constitution.
- 11.2 All classes of Membership other than Temporary shall be entitled to attend General Meetings and all classes other than Young Player and Full-Time Student shall enjoy voting rights at General Meetings. The Executive Committee may change any of the above categories as it thinks fit.

12. Subscriptions

- 12.1 The amount of the annual subscription for all classes of members shall be determined from time to time by the Executive Committee subject to the approval of any increase in the amount of such subscriptions by the Club members in General Meeting.
- 12.2 Payment dates are set out in Appendix A
- 12.3 The Annual Subscription shall, where applicable, be inclusive of VAT

13. Resignation

- 13.1 A member resigning during any year shall not be entitled to any refund of the subscription paid unless agreed by the Executive Committee.
- 13.2 Any member not paying his subscription by 31st July in any year may be deemed by the Executive Committee to have resigned from the Club.

14. Discipline of Playing Members

- 14.1 Disciplinary matters related to the playing of cricket shall be the responsibility of the Cricket Committee.
- 14.2 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.
- 14.3 There will be the right of appeal to the Executive Committee via the Hon Secretary following the disciplinary action being announced. The Executive Committee should consider the appeal within 14 days of the Hon Secretary receiving the appeal. No member of the Executive Committee who has heard the original disciplinary matter can hear the appeal.

15. Other Disciplinary Issues, Removal of Membership and Appeals

- 15.1 Any complaints regarding the behaviour of members, guests or volunteers should be lodged in writing with the Secretary.
- 15.2 Any person that is the subject of a written complaint or appeal shall be notified of the procedures to be followed by the relevant committee in reasonable time to prepare for any hearing.
- 15.3 The Executive Committee shall meet to hear complaints within 21 days of a complaint being lodged. Any person requested to attend should be given not less than seven days' notice in writing, the notice to contain particulars of the complaint. The attendee shall be entitled to be accompanied by a friend or other representative and to call witnesses.
- 15.4 No member shall be expelled without first having the opportunity of appearing before the Executive Committee to answer the complaint made against him.
- 15.5 The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the person against whom the complaint was made within 14 days following the hearing. The Executive Committee may announce its decision but shall not be obliged to make public the reasons for its decision.
- 15.6 There shall be a right of appeal within 14 days of receipt of the disciplinary decision or decision to refuse membership:
 - (a) against the Executive Committee's findings or the sanction imposed or both; and
 - (b) against the Committee's refusal to admit a new member

In either case, the Committee shall appoint an Appeals Committee. The Appeals Committee shall comprise three members, which shall not include members involved with the initial disciplinary hearing. The Appeals Committee shall consider the appeal within 21 days of the Secretary receiving the appeal. The individual who submitted 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 notified in writing within 21 days of the appeal and the decision shall be final and binding on all parties.
- 15.7 A member so expelled shall not have any claim against the Company, the Club, its directors or officers or any property of the Club and forfeits with immediate effect membership of any Section.

16. Pavilion

- 16.1 The Facilities Committee shall have responsibility for the Pavilion and shall draft a set of Rules governing the running of the Pavilion (the 'Pavilion Rules') for approval and issue by the Executive Committee. The Executive Committee shall keep the running of the Pavilion under continual review and shall, in conjunction with the Head of the Facilities Standing Committee, amend the Pavilion Rules as it deems fit.
- 16.2 The Pavilion Rules shall form Appendix B to the Constitution and shall be posted on the Pavilion notice board and on the Club's web site.

17. Amendment of the Constitution

- 17.1 The procedure for an amendment of, or an addition to, the Constitution shall be as follows:
- (a) Notice of the proposed change, approved by the Executive Committee or by not less than 25 members having voting rights, shall be given in writing to the Hon Secretary
 - (b) The Hon Secretary shall thereupon call an Executive Committee Meeting to consider the proposed change and formulate a view on it
 - (c) Within 14 days of receiving the proposal, the Hon Secretary shall convene an EGM as provided for above.
 - (d) The change shall be deemed to be passed if approved by a two-thirds majority of the total Club membership with voting rights present and voting at an AGM or EGM; the Executive Committee or the initiating members may request the presence of a scrutineer to oversee the counting of votes.
- 17.2 Should any matter arise not provided for in the Constitution, the Executive Committee shall have the power to deal with it and its decision shall be reported to the Members at the next AGM.
- 17.3 Notwithstanding the above provision, the Executive Committee shall have the power to amend the appendices to this Constitution without following the amendment procedure; appendices so amended shall be posted on the Pavilion notice board and on the Club's web site.

18. Interpretation

- 18.1 Except where otherwise precluded by the text, references herein to the masculine shall include the feminine and the singular shall include the plural.

19. Date of this Constitution

This Constitution was adopted at an EGM held at Radlett Cricket Club on 27th February 2015.

Signed:

Date: 27th February 2015

Tony Johnson

Chairman

Signed:

Date: 27th February 2015

David Robinson

Director

Appendix A – Subscription Dates

Subscriptions are due by 1 January in each year and no Member shall be entitled to any privileges of the Club unless his subscription for the current year has been paid by 31 May. The Executive Committee shall have power to make exceptions to this Rule in desirable cases.

Appendix B - Pavilion Rules

(a) Bar

- (i) The purchase for and the supply by the Club of intoxicating liquor shall be managed by the Executive Committee.
- (ii) Subject to any conditions attached to the Club's Certificate of Registration granted under the licensing laws, intoxicating liquor may be supplied during such hours as are for the time being permitted as in paragraph (iii) below not only to Members of the Club and their guests but to other persons admitted to the Club Pavilion and their guests (including participants in or spectators at matches). Provided always that no intoxicating liquor shall be sold to any person who is not a Member of the Club for consumption off the premises.
- (iii) The permitted hours shall be such as may from time to time be determined by the Executive Committee in accordance with the licensing laws and as notified and permitted by the Licensing Justices.
- (iv) Intoxicating liquor shall not be supplied to anyone except by or on behalf of the Club.

(b) No arrangement shall be made:-

- (i) Restricting the Club's freedom of purchase of intoxicating liquor, or
- (ii) For any person to receive at the expense of the Club any commission, percentage or any other payment what so ever with reference to purchases of intoxicating liquor by the Club, or
- (iii) For any person directly or indirectly to derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to Members or guests, apart from any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the Club.