

# **COGENHOE CRICKET CLUB**

**Compton Park Brafield Road Cogenhoe Northamptonshire**

## **CLUB CONSTITUTION**

**( amended November 2005 )**

### **1 – NAME**

**The club shall be known as Cogenhoe Cricket Club.**

**Our club badge will be a shield with 3 diamond shapes and a bar contained within, in the club colours of Blue and Gold.**

### **2 – AIMS**

- A) – To encourage the playing of the game of cricket.**
- B) – To provide all members with the facilities and equipment to play the game.**
- C) - To ensure all members play the game within the laws of cricket, the spirit of the game and the terms of our code of conduct.**
- D) - To encourage and promote membership from all backgrounds regardless of age,race,gender,religion,sexual orientation, ability , disability or social/ economic status.**
- E) - To promote the development of youth cricket through coaching while adhering to the clubs Child Protection Policy.**
- F) - To encourage the membership of the club to play an active role in Cogenhoe Cricket Club through playing,practicing,socializing and fundraising.**

### **3 – MEMBERSHIP**

**Membership is open to all and shall be at the discretion of the club.**

**Membership shall be determined by committee, who also hold the right to suspend or exclude any member who contravenes any of the club aims stated above.**

- A) – There are 4 categories of member,Life, Adult ,Vice-President and Junior.**
- B) - All members must pay a fee to become a member of the club.**
- C) - All players must pay a match subscription for every game they play in.**
- D) - Membership fees and match subscriptions are to be set by the committee and approved by the membership at the Annual General Meeting.**
- E) - The committee retain the right to increase match subscriptions in special circumstances.**
- F) - Membership fees are due by May 1 st and will become overdue by June 1 st. The committee reserve the right to exclude anyone from playing or using facilities provided by Cogenhoe Cricket Club whose membership becomes overdue.**
- G) - Match subscriptions become overdue 14 days from the date of payment. Overdue match payments are also subject to rule 3 f.**
- H) - Only the club President is exempt from paying a membership fee.**

## **4 – MANAGEMENT**

The transaction of the clubs business will be carried out by the committee who are elected at the Annual General Meeting.

- A) – The club committee shall consist of the President, Chairman, Vice-Chairman, Treasurer, Secretary, Child Welfare Officer, Fixture Secretary, Fundraising Secretary, Youth Team Coach, Groundsman, Team Captains and a maximum of 4 members elected at the AGM.
- B) - The Executive Committee will consist of The President, Chairman, Treasurer and Secretary.
- C) - The positions of the above committee members expire at the AGM unless re-elected.
- D) - The committee will also contain 4 sub-committees which will be Playing, Ground, Youth and Finance, Fundraising and PR.
- E) - The committee reserve the right to co-opt any club member on to either the full committee or any sub-committee if it is deemed necessary.
- F) - A committee meeting cannot take place without a quorum of 5 members of the committee 2 of whom must be from either the President, Chairman, Vice-Chairman, Secretary or Treasurer.
- G) - The minutes of all committee meetings shall be taken and signed by the Chairman or his representative at the next meeting.
- H) - In the event of a position on the committee becoming vacant for any reason that position will be filled by an elected member of the current committee in an acting capacity until the position is filled at the next AGM.

### **4 a – ELECTION OF OFFICERS**

1. The following Officers of the Club are subject to reselection at the Annual General Meeting;

- Chairman
- Treasurer
- Secretary
- First Team Captain (Club Captain)
- Second Team Captain
- Non League Fixtures Captain

2. The current incumbents cease to hold their position after they have presented their reports at the commencement of the AGM at which time the Club President becomes Chairman of the meeting.

3. Club members wishing to stand for any of the positions will be required to make their submission in writing to the Secretary no later than 7 days prior to the date of the AGM. The signed submission to include the position to which the member wishes to be elected, and the names and signatures of their proposer and seconder who must also be members of the Club.

4. At the AGM the following protocol will be followed;

- If only one applicant for one of the positions comes forward, subject to meeting the criteria in paragraph 3. a show of hands by the majority of the members present will be required to confirm their election to that position.
- If more than one applicant for one of the positions comes forward then a ballot of the members present will be held by President with the person receiving more votes being elected to that position.

**5. After the election of Officers the President will hand over to the newly elected Chairman who will conclude the business of the meeting as Chairman.**

## **5 – ANNUAL GENERAL MEETING**

**An Annual General Meeting will take place in November of every calendar year.**

- A) – The purpose of the AGM is to report the clubs business to its membership.**
- B) - Reports will be made by the Chairman, Treasurer and Secretary.**
- C) - 15 members must be present at the AGM to form a quorum, minutes of the AGM must be taken and signed by the Chairman at the next meeting.**
- D) - At least 14 days notice of any AGM will be given to all members.**
- E) - An Extraordinary General Meeting may be called at any time by the committee and must be attended by at least 10 members. Notice of an EGM must be at least 7 days and the purpose of the meeting stated.**
- F) - The Committee reserve the right to amend the agenda of the AGM within the 14 day notice period in exceptional circumstances.**
- G) - Each Life, Adult member and Vice-President is entitled to one vote. In the event of an equal vote the Chairman will have the casting vote. Voting will be by show of hands unless previously decided by the committee. At all meetings decisions shall be made by a simple majority.**

## **6 – FINANCES**

**The Treasurer shall be responsible for all financial matters and will be responsible for producing an Annual Balance Sheet and report at the clubs AGM which must be audited by an independent source and a update at every committee meeting.**

- A) – Any financial transactions in excess of £ 300.00 must be sanctioned by the committee.**
- B) – Any financial transactions under £ 300.00 must be approved by the finance sub committee.**
- C) – All cheques must be signed by at least two of the nominated signatories ie the President, Treasurer or Vice Chairman.**
- D) – The Treasurer shall ensure that an agreed insurance policy is in place.**
- E) - The Clubs financial year is from 1 st November until 31 st October.**
- F) - An Auditor will be selected by the committee.**
- G) - If the club deem it necessary to borrow money in order to develop it`s facilities proposals for such an undertaking must be passed at the AGM or at an EGM. The rate of interest, and security specified in securing such a loan must be made clear to the membership and to any newmembers joining the club after the resolution has been passed during the term of the loan.**

## **7 - SECRETARY**

**The Secretary shall be responsible for all correspondence, the notice, agenda and minutes of all meetings and present these minutes at the following meeting.**

## **8 – CHILD PROTECTION POLICY**

**The club has its own Child Protection Policy produced in 2005, based on guidelines set down in the English Cricket Boards “ Safe Hands “ WELFARE OF YOUNG PEOPLE CRICKET POLICY ( OCT 2003 ) .**

**We at Cogenhoe Cricket Club acknowledge that ALL YOUNG PEOPLE regardless of age,race,gender,religion,sexual orientation,ability, disability or social/economic status have the right to be protected whilst playing their cricket in a safe environment.**

**All adults working with young people at Cogenhoe Cricket Club must abide by the recommendations set out in our Child Protection Policy.**

**A copy of the policy will always be available in the club pavilion and to all members, parents and ECB officials on request.**

## **9 – DISCIPLINE**

**SEE CLUB DISCIPLINARY POLICY**

## **10 – AMENDMENTS TO THE CONSTITUTION**

**Amendments to the club constitution can only be made at the Annual General Meeting or in exceptional circumstances at An Extraordinary General Meeting. In all cases notice in writing of any amendments will be sent to members within the previously specified notice period.**



*Founded 1882*