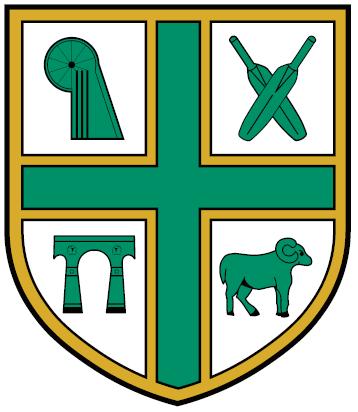
The Constitution of Coalpit Heath Cricket Club

Version 0.6 Draft



Coalpit Heath Cricket Club

*Reformed 1960*

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# Introduction

The constitution of The Club shall be defined as “The rules and procedures by which The Club is governed and to which all officers and members of The Club are subject. It shall provide all officers and members with clearly defined procedures for determining how The Club is managed, including the powers and privileges, duties and responsibilities of officers and members, both individually and collectively.

# Name

The name of the Club is Coalpit Heath Cricket Club. (The Club).

## Club Address

The Club premises shall be at Churchleaze, Serridge Lane, Ram Hill, Coalpit Heath, Bristol, BS36 2TT.

The Club, colours, badge and logos shall only be changed with the approval of the Management Committee.

# Club Purposes

The main purposes of The Club are to provide facilities for and to promote participation in the amateur sport of cricket.

# Affiliation

## Affiliation

The Club is affiliated to the England and Wales Cricket Board (ECB) through the Gloucestershire Cricket Board.

## Code Of Conduct

The Club and its members shall ensure that members, playing and non-playing, abide by the ECB Code of Conduct which incorporates the Spirit of Cricket and by the Laws of Cricket.

## Welfare And Protection

The Club shall adopt and implement the ECB Safe Hands – Cricket’s Policy for Safeguarding Children and any future versions of the policy. The Club must also have a separate club safeguarding Policy Statement, as required by the ECB.

## Inclusion And Diversity

The Club shall adopt and implement the ECB Club Inclusion and Diversity Policy and any future versions of this policy.

# Permitted Means Of Advancing The Purposes

The Management Committee of The Club has the power to:

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 the Committee, 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 licensed property and sell, let or otherwise dispose of the same provided that no disposal of Churchleaze Serridge Lane, Ram Hill Coalpit Heath BS36 2TT can be made without the prior written approval of the members voting at a general meeting;
7. make grants and loans and give guarantees and provide other benefits;
8. set aside or apply funds for special purposes or as reserves;
9. deposit or invest funds in any lawful manner;
10. employ and engage staff and others and provide services;
11. Sell and supply food, drink and related sports clothing and equipment;
12. Pay for reasonable hospitality for guests;
13. co-operate with any organisation, club, sporting body, government or government-related agencies; and
14. do all other things reasonably necessary to advance the purposes.

None of the above powers may be used other than to advance the purposes consistently with The Club Rules and to be compliant with current legislation and at all times compliant with Community Amateur Sports Club (CASC) regulations.

# Membership

## Eligibility

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, except as a necessary consequence of the requirements of cricket.

## Classes Of Membership

The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will have an equitable pricing policy and will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The level of subscriptions shall be decided annually by the Management Committee, upon recommendations from the Cricket committee for Full, Student and Youth playing memberships. The prices shall be notified to the members by a posting on The Clubhouse noticeboard.

### Honorary Life Member

Honorary Life Members shall be members elected at a General Meeting of The Club in recognition of their long and outstanding service to The Club. They shall have full voting rights. Honorary Life members shall be entitled to free Life Membership and they shall be presented with a certificate to commemorate the event.

The Spouse and or widow / widower of Honorary Life Members shall receive Associate Honorary Life Membership,

### Associate Honorary Life Member

Membership class deleted.

### Vice President

Vice Presidents shall be members elected or re-elected at a General Meeting of The Club for a period of one year in recognition of their current contributions and services to The Club. They shall have full voting rights. Vice Presidents shall be entitled to free membership of The Club for the period of their Vice Presidency. The total number of Vice Presidents shall be limited to a maximum of twenty at any one time.

### Adult Playing Members

Adult Playing Members shall be members who have paid the Adult Playing membership subscription. They shall have full voting rights.

Active Adult Playing Members shall not be eligible for election as Vice presidents.

### Student Playing Members

Student playing members shall be playing members aged 17 plus receiving full time education at the commencement of the membership year. They shall pay the Youth Playing Members subscription. They shall have full voting rights.

Active Student Playing Members shall not be eligible for election as Vice presidents.

### Youth Playing Members

Youth playing members shall be playing members up to the age of sixteen years of age at the commencement of the membership year. They shall have no voting rights with the exception of The Club Captain, Captains and Vice Captains at the annual players meeting.

Youth Playing Membership includes Complimentary Adult associate membership for their two parents or two guardians.

### Adult Associate Members

Adult Associate members shall be members aged over 18 years who pay the adult associate member’s subscription. They have no voting rights with the exception of the election of the Associate Members Representative.

Any Adult Associate Member elected to the post of Membership Secretary, or Associate Membership Representative to serve on the Management Committee shall automatically be elected as Honorary Vice presidents of The Club for the period that they serve on the Management Committee.

### Affiliate Members

The Management Committee may at its discretion award Affiliated membership to members of other organisations who have long term agreements with The Club. Affiliated members have no voting rights.

### Temporary Day membership

Temporary day members shall be persons who are signed into The Club as guests by an adult member of The Club and pay a temporary day membership fee. They shall have no voting rights.

Persons who attend private functions organised by a club member shall also be considered temporary day members. Provided that a list of names of those attending is submitted to the Committee not less than 7 days prior to the function.

Player from visiting cricket, skittles, dart and cribbage teams and their bona-fide supporter maybe supplied with intoxicating liquor provided that they are over the age of 18 years. A list of persons attending must be supplied.

Persons over the age of 18 years attending functions organised by The Club may also be supplied with intoxicating liquor in accordance with the rules of The Club Certificate of the Licensing Act 2003.

## Level Of Subscription

The level of subscriptions will be decided by the Management Committee from time to time and notified to the members.

## Application For Membership.

Application for membership of The Club shall be by completion of a membership application form and submitted to The Club Membership Secretary.

## Eligibility To Take Part In The Business Of The Club

No person shall be eligible to take part in the business of The Club, vote at general meetings or be eligible for selection for any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Management Committee. Currently two days must also have passed since the application for membership was submitted before membership can be granted to comply with The Club Premises Certificate under the Licensing Act 2003.

## Refusal Of Membership

The Management Committee may refuse membership, or remove it, at their discretion but only for good cause such as conduct or character likely to bring The Club or cricket into disrepute.

The Management Committee may only refuse to admit a new member if a resolution is passed at a Management committee meeting where the person in question has been notified in writing in advance and been given 14 days to submit written representations for the Management Committee to consider at the meeting.

The procedure for taking disciplinary action against a member, including removing membership, is dealt with in Section 10.

## Application Of Rules

All members will be subject to these Rules and by joining The Club will be deemed to accept these Rules, any Club Regulations and any Codes of Conduct that The Club has adopted. A Code of Conduct for Members and Guests shall be displayed in The Club House to ensure that all Club guests and non-member volunteers are aware of the code and the requirement to abide by it.

## Register Of Members

The Membership Secretary shall keep a register of members. A copy of which shall be held behind the bar.

## Terms Of Membership

Membership is not transferable and shall cease on death.

## Membership Year And Renewal Date

All memberships shall run from 1st January to 31st December each year. A list of current members shall be held in The Club House.

All existing non playing members shall have until January 31st to renew membership. Existing members who have not renewed their membership by 31st January shall be required to formally re-apply for new membership. Such members would be treated as guest and must be signed into The Club by a paid-up member and pay the temporary day membership fee.

## Resignation

A member may resign by written notice to The Club, but the return of any subscription paid is at the discretion of the Management Committee.

# All General Meetings

## Attendance

All members may attend all general meetings of The Club in person.

## Voting Rights

All members voting rights are described in the classes of membership in Section 5.

## Notice

Members must be given at least 14 clear days written notice of all general meetings.

## Quorum

The quorum for all general meetings is 10 members present.

## Failure To Achieve A Quorum

If a quorum is not present within 15 minutes of the start of the meeting, the meeting will be adjourned to the following week at the same time and place or such other time and place as the Management Committee decide and any voting members attending the adjourned meeting will constitute a quorum.

## Who Presides At A General Meeting?

The Chair or (in his or her absence) another member chosen by the Management Committee shall preside.

## General Meeting Decisions.

Except as otherwise provided in these Rules or in Club Regulations every resolution shall be decided by a simple majority of the eligible votes cast on a show of hands.

## General Meeting Formalities

Formalities in connection with general meetings (such as how to put down resolutions and nominate candidates for election to the Committee) shall be decided by the Committee in Club Regulations and publicised to Club members.

# Annual General Meetings

The Club will hold an AGM in November in every calendar year and not more than 15 months after the last AGM. At every AGM:

The members will elect a Committee including a Chair, Treasurer and Secretary (“the Officers”) to serve until the next AGM.

The Treasurer will produce accounts of The Club for the latest financial year audited as the Committee shall decide.

The Committee will present a report on The Club's activities since the previous AGM.

The members will appoint a suitable person to audit the accounts; and

The members will discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting.

# Extraordinary General Meetings (EGM)

An EGM shall be called by the Secretary within 14 days of a request to that effect from the Management Committee or on the written request of not less than 10 members signed by them. Such EGM shall be held on not less than 14 nor more than 21 days’ notice at a place decided upon by the Committee or in default by the Chair. If the Committee fails to call a meeting within 14 days of receiving a valid request from the members then the requisitionists may themselves call a meeting, the costs of which will be reimbursed by The Club.

# Club Management Structure

## The Management Committee

The Club’s Management Committee is the executive committee of The Club. All other committees and working groups are subservient to the Management Committee.

The Management Committee may, from time to time, make, vary, or revoke BYELAWS (not inconsistent with the Constitution of The Club) for regulations of the day to day internal affairs of The Club and the conduct of its members. All byelaws shall be binding on all members.

### Role Of The Management Committee

Subject to these Rules the Management Committee shall have responsibility for the management of The Club, its funds, property and affairs.

#### The Primary Duties Of The Management Committee

1. To manage The Club in strict accordance with its constitution.
2. To review the Constitution and bylaws at regular intervals to reflect changes in club policy.
3. To ensure The Club complies with current legislation and health and safety law / policy.
4. To ensure that The Club complies with the Community Amateur Sports Club legislation (CASC).
5. To determine the annual membership subscriptions.
6. To renew and amend The Club Premises Licence as required.
7. To ensure the Commercial Committee operate the Club in accordance with the Club Premises License in accordance with the prevailing Licensing Act.
8. To set fees for Tenants and review annually.
9. To consider applications for membership to The Club.
10. To deal with any matter of complaint made in writing by any member of The Club and to make a final and binding decision on the matter.
11. To suspend or terminate the membership of any member whose conduct either on The Club premises or elsewhere, or has been, in the opinion of the Management Committee, contrary to the interests of The Club or injuries to its reputation.
12. To appoint any sub-committee deemed appropriate.
13. To appoint independent auditors to audit The Clubs financial accounts annually prior to the Annual General Meeting.
14. To appoint an independent auditor to audit bar stock as required.
15. To engage, on behalf of The Club, a full or part time bar steward for the efficient running of The Club facilities.
16. To manage the day to day business of The Club.
17. To endorse nominations for Honorary Life Members, and the election of Honorary Vice Presidents.
18. To determine the recipient of the annual Club Person of the Year.

#### The Primary Duties of The Individual Officers Of The Management Committee Shall Be As Follows

1. The President shall act as a figurehead and promote The Club in wider circles.
2. The Chairman shall preside at all General Meetings, Management Committee Meetings of The Club and the Annual Player Meeting.
3. The Vice-Chairman shall undertake the duties of the Chairman in his absence. The Vice-Chairman shall also serve on and preside as Chairman of the Commercial Committee.
4. The Club Secretary shall be required: -

* To keep record of proceedings in the form of minutes for the General Meetings and Management Committee meetings.
* To arrange and convene such meetings including the preparation and distribution of agendas and minutes to all officers.
* To complete and maintain records of statutory compliance.
* To deal with club correspondence as directed by the Management Committee.

1. The Club Treasurer shall be required: -

* To keep books of account in which shall be recorded detailed records of all financial transactions undertaken by The Club.
* To prepare income and expenditure account and balance sheets for the presentation at each Management Committee meeting.
* To oversee and advise sub-committees on matters of income, expenditure and budgeting.
* To submit The Club accounts annually to independent auditors appointed by the management Committee.
* To present the audited accounts at The Clubs Annual General Meeting.
* To serve on the Commercial Committee.

1. The Club Captain, First XI Captain and Fixture Secretary shall represent the Cricket Committee and the interests of the Adult, Youth and Junior Playing Members.
2. The Membership Secretary shall maintain an accurate and up to date list of club member’s names, addresses and telephone numbers and shall be responsible for collecting and paying all membership to The Club Treasurer.
3. The Adult Associate Members Representative shall represent the interests of the Adult Associate Members.

## Property, etc.

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 are to be re-invested in The Club. No surpluses or assets will be distributed to members or third parties.

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 Corporation Tax Act 2010 and the Community Amateur Sports Clubs Regulations 2015 (as modified by statute or re-enacted from time to time) (the “CASC Regulations”).

The Club may also in connection with the sports purposes of The Club:

* sell and supply food, drink and related sports clothing and equipment;
* employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
* pay for reasonable hospitality for visiting teams and guests; and
* 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).

The Committee shall ensure that they take practical steps to comply with legislation relating to both The Equality Act 2010 and the safeguarding of children and vulnerable adults.

### Management Committee Composition

The Management Committee shall consist of the following members.

* + - President
    - Chairman
    - Vice Chairman
    - Club Secretary
    - Club Treasurer
    - Club Captain
    - First XI Captain
    - Membership Secretary
    - Associate Members Representative
    - Fixture Secretary
    - Welfare Officer (Mandatory for CASC)

At least three of the Committee must be unrelated to each other and not co-habiting.

### The Management Committee Election Of Officers.

The Officers of the Management Committee, with the exception of The Club Captain, First XI Captain, and Fixture Secretary and the Associate Members Representative, shall be elected at the Annual General Meeting.

The Fixture Secretary, Club Captain and First XI Captain shall be elected at the annual players meeting.

The Associate Members Representative shall be elected by the Adult Associate Members at the Annual General Meeting.

If a vacancy should occur on the Management Committee during the elected year, the Management Committee shall have the power to co-opt a replacement without recourse to a General Meeting. That replacement shall hold office until the next General Meeting of The Club.

### Management Committee Eligibility for Election

Only fully paid up Adult Playing Members, Honorary Life Members or Vice Presidents shall be eligible for nomination as officers of the Management Committee, with the exception of the Membership Secretary, and the Associate Members Representative who need only to be fully paid up Adult Associate Members at the time of nomination.

No paid employee of The Club shall be eligible to become an officer of the Management Committee.

The Officers of the Management Committee shall hold office for a period of one year only, but shall be eligible for re-nomination for the following year.

The Committee members shall consider skills needed and diversity on the Committee.

The Committee may co-opt Club members to fill a vacancy or as an additional Committee member to serve until the end of the next AGM.

Any Committee member may be re-elected or re-co-opted without limit.

### Cessation of Committee membership

A Committee member ceases to be such if he or she:

* ceases to be a member of The Club; or
* resigns by written notice to The Club; or
* is removed by the Committee in accordance with Club disciplinary policy.

### Committee Meetings

Whenever a Committee member has a personal interest in a matter to be discussed he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned. Conflicts of Interest must be recorded and minuted.

The Management Committee shall meet monthly and its first meeting shall be within one month of the Annual General Meeting.

The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:

Six officers of the Management Committee shall be required to form a quorum.

Committee meetings may be held either in person or by telephone, televisual or other electronic or virtual means agreed by the Committee in which all participants may communicate simultaneously with all other participants;

1. the Chair or whoever else those present choose shall chair meetings;
2. decisions shall be by simple majority of those voting;
3. a resolution in writing signed by every Committee member shall be valid without a meeting; and
4. the chair of the meeting shall not have a casting vote.
5. Any officer of the Management Committee who fails to attend three consecutive meetings without due cause shall be deemed to have resigned.

The Management Committee shall appoint a Club Welfare Officer to ensure compliance with safeguarding legislation and the ECB Safe Hands policy. The Club Welfare Office shall be a Committee member and report to relevant Committee meetings and the reports, together with any action taken, must be minuted.

## Bank Account

Any bank account in which any part of The Club’s funds are deposited shall be operated by the Management Committee and shall be held in the name of The Club. Unless regulations state otherwise, all cheques from such accounts must be signed by at least two people authorised by the Committee, including at least one Committee member.

### Authorised Signatories

The authorised signatories for all cheques issued by The Club shall be any two Management Committee Members: -

### Monies Raised

Any monies raised in the name of The Club for whatever purpose must be deposited with The Club Treasurer in an authorised account. Under no circumstances shall monies raised in the name of The Club be deposited in an unauthorised account.

Under no circumstances shall monies raised in the name of The Club for a specific purpose be used to subsidise or temporarily support an alternative venture without first obtaining the approval of members at a General Meeting of The Club.

## Delegation, etc.

The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of The Club; its membership; its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or change its mandate and operating terms.

## Disclosure

Annual Club reports and statements of account must be made available for inspection by any member and all club records may be inspected by any Committee member.

### Cricket Committee

#### Role Of The Cricket Committee

The Cricket Committee shall be responsible to The Club Management Committee, within the financial limits imposed by them, for all aspect associated with the cricket playing side of The Club and shall include the following: -

* Ground preparation.
* The purchase and maintenance of playing equipment and kit.
* Organising and arranging match days.
* Arranging practice nets.
* Advising on match fees.
* Arranging elections for annual playing awards.

#### The Primary Duties Of The Members Of The Cricket Committee Shall Be As Follows: -

The Club Captain shall chair all Cricket Committee and selection meetings and look after the general interest of all Adult, Youth and Junior playing members.

The Captains of The Clubs Saturday, Sunday & Ladies XI teams shall be required: -

* To attend team selection meetings.
* To captain their respective teams in fixtures arranged on behalf of The Club in accordance with club policy.
* To co-ordinate the preparation of match wickets and ground for home matches.
* To collect and promptly pay match fees to The Club Treasurer after the payment of match expenses.
* To be responsible for any club kit allocated to their respective teams.
* To complete and submit match information in accordance with league rules.
* To prepare detailed weekly match reports for the Publicity Officer.

The Club Captain, 1st XI Captain & Fixture Secretary will also sit on The Club Management Committee.

#### The Primary Duties Of The Cricket Committee

* The Cricket Committee shall appoint a secretary who shall keep record of meetings in the form of minutes. A copy of which shall be sent to The Club Secretary for presentation at a subsequent Management Committee meeting.
* The 1st XI Captain shall also be required to represent The Club at Divisional League Meetings and chair the Cricket Committee and selection meetings in the absence of The Club Captain.
* The Fixture Secretary shall arrange fixtures of The Club’s adult teams in accordance with the wishes of the adult playing members.
* The Youth Officer shall co-ordinate the activities of the various youth and junior team managers and represents the interests of the youth and junior members.
* A Child Welfare Officer shall be responsible for the welfare of all youth and junior members. This officer is to be registered with the English Cricket Board (ECB) and will have to satisfy all requirements decreed by them.

#### Cricket Committee Composition

The Cricket Committee shall comprise the following: -

* Club Captain (Chairman)
* Fixture Secretary
* Youth Cricket Lead Officer
* Captains and Vice Captains of the Saturday and Sunday XI’s
* Ladies Captain
* Child Welfare Officer
* Ground Manager

#### The Cricket Committee Election Of Officers.

The Cricket Committee will be elected at an Annual Player Meeting that shall be held no later than 31st October each year to elect the Captains, Vice Captains of all teams, Youth officer, Club Captain, and Fixture Secretary for the following season.

Notice of the annual players meeting shall be posted on The Club notice board not less than 28 days prior to the date of the meeting.

Nomination forms for the officers to be elected at the Players meeting shall be posted on The Club notice board not less than 28 days prior to the meeting.

Only fully paid up Adult Playing Members and Student Playing Members shall be eligible to vote at the meeting.

#### Cricket Committee Eligibility for Election

Only fully paid up Adult Playing Members and Student Playing Members of The Club are eligible for nomination as Club Captain, Captain or Vice-captain of The Club’s various adult teams. All nominations must be proposed and seconded by fully paid up Adult Playing Members. However, the nominations will not be accepted unless the nominee has signed it. Further nominations will only be accepted at the meeting where no nomination has been put forward for a particular post, but only then if that nominee is present at the meeting to accept the nomination or has stated in writing a willingness to be nominated for that post.

#### Cricket Committee Meetings

Whenever a Committee member has a personal interest in a matter to be discussed he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned. Conflicts of Interest must be recorded and minuted.

The Cricket Committee shall meet at least monthly during the season (April to September) and at least quarterly out of season. The first meeting shall be held within one month of the Annual General Meeting.

#### Team Selection

Team selection meetings shall take place at least weekly during the cricket season to select, from amongst the members available and eligible in accordance with The Club’s selection policy, teams to represent The Club in fixtures arranged on behalf of The Club.

Team selection shall be the responsibility of The Club Captain, Captains and Vice Captains of the Saturday and Sunday XI’s. (Male and Female). In the event of a vote being required on the inclusion of a player in any team, the Chairman of the meeting shall have an additional casting vote.

The Youth Officer may also attend team selection meetings in an advisory capacity but shall have no voting rights. The Vice-Captains may deputise for their respective captains in the event of their absence.

The members present at team selection shall have the power not to select any player for disciplinary reasons or for non-payment of membership subscriptions or match fees, in accordance with The Club rules.

The Club Captain shall Chair the Team Selection Committee.

#### Player Availability for Selection

All paid up Adult Full Playing Members, Student Members and Youth Members are eligible for selection.

Adult Associate members may play in up to two matches before they are required to pay the Adult Playing Membership subscription.

Adult Playing Members who have not renewed their membership by 31st January shall not be selected until their membership has been paid.

New players who have never played for The Club may be selected on a trial basis for up to four matches or for a period of four weeks from the date of the first match, whichever is the sooner. They must then apply for membership. Joining as an (Club)Adult Associate Member will entitle the new member to play in a further two matches after which the full Adult Playing Membership must be paid to remain eligible for selection.

Players who return to The Club after a break in membership shall not be entitled to the initial four match trial concession.

#### Payment of Players

The Club may choose to pay a player or a number of players. If players are paid, the total combined amount paid to all players cannot exceed the limit set out in the HMRC CASC regulations. The Club treasurer must sign off the level all payments to players in advance of their contract being offered.

#### Bank Account

The Cricket Committee may not operate a separate Bank Account. All monies received or spent must be accounted for via the Cricket Club Account operated by The Club Treasurer.

#### Monies Raised

Any monies raised by the Cricket Committee in the name of The Club for whatever purpose must be deposited with The Club Treasurer in an authorised account. Under no circumstances shall monies raised in the name of The Club be deposited in an unauthorised account.

#### Delegation, etc.

The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of The Club; its membership; its duty to report back to the Cricket Committee. The Cricket Committee may wind up any sub-committee at any time or change its mandate and operating terms.

#### Disclosure

Cricket Committee reports and statements of account must be made available for inspection by any member and all club records may be inspected by any Committee member.

### The Commercial Committee

The Commercial Committee shall be responsible to The Club Management Committee. The Commercial Committee shall manage within the financial limits imposed by The Club Management Committee for all aspect associated with the commercial operation of The Club. The Commercial Committee shall be responsible for the following;

1. Operating the Club in accordance with Club Premises License In accordance with the prevailing Licensing Act.
2. To set club and or bar opening hours.
3. Food and hygiene regulations.
4. Bar stock selection.
5. Bar pricing.
6. Setting of entrance fees for entertainment held on The Clubs premises. (To be displayed on The Club notice board 7 days in advance).
7. Management of stock audit.
8. Hiring of Club.
9. Employment of staff.
10. Management of Tenants.

#### -Composition of Commercial Committee

1. Vice Chairman
2. Treasurer
3. Secretary
4. Associate Members Representative
5. Bar Steward (Non-Voting if a paid employee of The Club)

Attend the tenant’s part of meeting only.

1. Representative of Pauls Place (Duration of their tenancy). (Non-Voting)
2. Representative of other organisations who have long term agreements with the Cricket Club. (Non-Voting)

#### The Primary Duties of The Members of The Commercial Committee Shall be As Follows: -

The Club Vice Chairman shall chair all Commercial Committee meetings.

The Club Secretary shall keep record of meetings in the form or minutes. A copy of which shall be presented at subsequent Management Committee meetings.

The Commercial Committee shall be responsible to the Management Committee for all aspects of bar policy including the employment of bar staff, stock levels and prices.

The Commercial Committee shall liaise with the stock auditor appointed by the Management Committee.

No member of the Commercial Committee shall accept any payment or commission in cash or kind, at the expense of The Club from the execution of their duties on the Commercial Committee or from the supply of intoxication liquor by or on behalf of The Club, to members or otherwise, apart from any benefit accruing to The Club as a whole.

The Commercial Committee shall liaise with the bar steward, other employees and the Management Committee in the event of any grievance.

The Commercial Committee shall be responsible for liaising with the Tenants and managing any issues that they may have.

#### The Commercial Committee Election Of Officers.

The Commercial Committee members shall be elected at the Annual General meeting.

No person may be may be co-opted on to the Commercial Committee.

#### The Commercial Committee Meetings

Whenever a Committee member has a personal interest in a matter to be discussed he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned. Conflicts of Interest must be recorded and minuted.

The Commercial Committee shall meet at least monthly. The first meeting shall be held within one month of the Annual General Meeting.

#### Bank Account

The Commercial Committee may not operate a separate Bank Account. All monies received or spent must be accounted for via the Cricket Club Account operated by The Club Treasurer.

#### Monies Raised

Any monies raised by the Commercial Committee in the name of The Club for whatever purpose must be deposited with The Club Treasurer in an authorised account. Under no circumstances shall monies raised in the name of The Club be deposited in an unauthorised account.

#### Delegation, etc.

The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of The Club; its membership; its duty to report back to the Commercial Committee. The Commercial Committee may wind up any sub-committee at any time or change its mandate and operating terms.

Delegation of responsibilities to a sub committee may only occur where there is no conflict with the current licencing act.

#### Disclosure

Commercial Committee reports and statements of account must be made available for inspection by any member and all club records may be inspected by any Committee member.

# Removal of Membership, Discipline and Appeals

## Complaints

Any complaints regarding the behaviour of members, guests or volunteers should be lodged in writing with the Secretary.

## Notification Of Complaint

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.

## Disciplinary Committee

The Committee shall appoint a Disciplinary Committee who will meet to hear complaints within 21 days of a complaint being lodged. Any person requested to attend a Disciplinary Committee shall be entitled to be accompanied by a friend or other representative and to call witnesses. The Disciplinary Committee has the power to take appropriate disciplinary action on behalf of the Committee, including the termination of membership or exclusion from Club premises.

## Outcome Of The Disciplinary Hearing

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.

## Right of Appeal

There shall be a right of appeal within 14 days of receipt of the disciplinary decision or decision to refuse membership:

* against the Disciplinary Committee’s findings or the sanction imposed or both; and
* against the Committee’s refusal to admit a new member

in either case, the Committee shall appoint an appeals committee (“Appeals Committee”). The Appeals Committee shall have a maximum of three members which shall not include members involved with the initial disciplinary hearing but may include non-members of The Club. 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 final and binding on all parties.

# Property Trustees

Any property or assets of The Club are vested in the Trustees. The Trustees shall hold the same for and on behalf of the members of The Club.

## Appointment of Trustees

The Trustees of Coalpit Heath Cricket Club are the officers who hold the positions of Chairman, Secretary and Treasurer.

## Dealing With Club Assets And Property

The trustees shall deal with The Club’s property and assets as directed by the Committee from time to time.

## Trustees Indemnity

The trustees shall be entitled to be indemnified against any cost or expense properly incurred in dealing with the property or the assets out of The Club’s funds.

# Club Regulations

The Committee may make Club Regulations consistent with these Rules and will publicise these to the members.

## Notices

## Means of Informing Members

### Primary Means

The primary means of advising members is by a Notice on the notice board in The Club House.

### External Communications Methods

Notices to be sent out in accordance with these Rules may be sent by hand, by post or by suitable electronic means and will be treated as being received:

* 24 hours after being sent by electronic means or delivered by hand to the relevant address;
* Two clear days after being sent by first class post; or
* Three clear days after being sent by second class post.

## Notice Of A General Meeting

Notice of all General Meetings shall be put on The Club’s notice board(s) and website 28 days prior to the General Meeting.

## A Technical Defect In Giving Notice.

A technical defect in the giving of notice of which the members or the Committee are unaware at the time does not invalidate decisions taken at a meeting.

## Notice Of Liability.

Neither The Club nor any individual officer therefore shall be liable for any loss, damage or expense to any person or property occurring on or about The Club premises for whatever cause. A notice to this effect shall be exhibited in a prominent position in The Club.

# Amendments

## Means Of Amending The Constitution.

The Constitution may be amended at a General Meeting by resolution passed by two-thirds of the votes cast but not so as to jeopardise The Club’s status as a Community Amateur Sports Club as first provided for by the CASC Regulations and not in any event to alter its purposes unless the procedure set out in 14.2 has been followed or winding up provisions.

## Change Of Purpose

The Club Purposes may be changed to include another eligible sport if the Committee unanimously agree and the members also agreed the change by a 75% majority of votes cast.

# Winding Up The Club

The members may vote to wind up The Club if not less than two thirds of those present and voting support that proposal at a properly Convened General Meeting,

The Management Committee will then be responsible for the orderly winding up of The Club’s affairs.

After settling all liabilities of The Club, any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport’s governing body for use by them in related community sports.

# Document control.

|  |  |  |
| --- | --- | --- |
| Version | Brief description of Change | Date Approved and location of minutes approving. |
| 0.1 | Draft Rewrite by Ian Davis | None |
| 0.2 | Draft enhanced by Ian Davis | None |
| 0.3 | Further enhancements by Ian Davis | None |
| 0.4 | Further enhancements by Ian Davis | None |
| 0.5 | 1st Review with Chairman and President | None |
| 0.6 | Further enhancements by Ian Davis | None |

Amendment Number ( ) Adopted at a General meeting held at Coalpit Heath Cricket Club

|  |  |
| --- | --- |
| Chairman’s Signature |  |
| Chairman’s Name |  |
| Date |  |
|  |  |
| Witness signature |  |
| Witness Name |  |
| Witness Position held in Club |  |
| Date |  |