



# **Waltham St Lawrence Cricket Club**

## *Club Constitution*

### **1. The Club**

- 1.1 The Club shall be known as Waltham St. Lawrence Cricket Club.
- 1.2 The Club colours shall be dark blue and light blue.
- 1.3 The Club website shall be [www.wslcc.co.uk](http://www.wslcc.co.uk).

### **2. The Club's purposes**

- 2.1 The purposes of the Club are to promote amateur sports in Waltham St Lawrence and the surrounding district, and community participation in the same.

### **3. Permitted means of advancing the Club's purposes**

- 3.1 The Executive Committee has the power to:

- (a) acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, transport, medical and related facilities;
- (b) provide coaching, training, medical treatment, and related social and other facilities;
- (c) take out any insurance for the Club, employees, contractors, players, guests and third parties;
- (d) raise funds by appeals, grants, subscriptions, lotteries and fundraising events;
- (e) apply for and hold such licences as may be necessary for or incidental to the carrying out of the Club's activities;
- (f) sell and supply food, drink and related sports clothing and equipment;
- (g) open current and deposit bank accounts, and determine who shall be authorised signatories to such accounts;
- (h) borrow money, save that no borrowing, whether by way of loan, overdraft or otherwise, in excess of £5000 shall be permitted without a prior resolution of the Club in General Meeting;
- (i) buy, lease or licence property and sell, let or otherwise dispose of the same;
- (j) set aside funds for special purposes or as reserves;
- (k) invest funds in any lawful manner;

- (l) employ and engage staff and others and provide services;
- (m) employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Executive Committee without the person concerned being present;
- (n) make arrangements for the Club's teams to enter any appropriate League(s) or competition(s);
- (o) co-operate with or affiliate to any bodies regulating or organising sports that are played at Oak Meadow.
- (p) indemnify the Executive Committee, Management Group 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);
- (q) do all other things reasonably necessary to advance the purposes of the Club.

3.2 None of the above powers may be used other than to advance the purposes of the Club consistently with this Constitution and the general law.

3.3 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 this Constitution. All surplus income or profits shall be reinvested in the Club.

#### **4. Membership**

4.1 Application for Membership shall be open to anyone interested in participating in sports 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.

4.2 The Club shall comprise Playing, Social, and Honorary Life Members. A special Family Membership shall be afforded to the residents of Waltham St. Lawrence and the surrounding district.

4.3 The Club may have different classes of Playing and Social membership and different subscriptions/joining fees/match fees for each such class, determined on a non-discriminatory and fair basis. The Club will endeavour to keep all subscriptions/joining fees/match fees at levels that will not pose a significant obstacle to people participating, though at a level that will sustain the club in the present and the future.

4.4 The classes of Playing and Social membership, the subscriptions/joining fees/match fees for each class, and for Family Membership, and the dates by which the same are to be paid, shall be determined for the following season by the Executive Committee.

4.5 Application for membership of the Club shall be by completion of a membership application form, which shall be considered by the Executive Committee, and (if such application is successful) by payment of the relevant subscription/joining fee. The Executive Committee's decision in relation to any application for membership shall be final including renewal of membership. Each membership year shall run from 1<sup>st</sup> April until 31<sup>st</sup> March.

4.6 During a new member's first year of full membership, the member shall hold the status of 'Probationary Member', allowing them full membership privileges, with the following exceptions:

A Probationary Member may not:

(a) Have a vote on matters arising during an AGM, EGM or at other times where a matter is put to the club's membership, however they are expected to attend these events

(b) Stand in elections as a club officer at the AGM

4.7 No person shall be eligible to take part in any business of the Club or eligible for selection for any Club team unless the appropriate subscription/joining fee has been paid by the specified date and in agreement with any other stated terms.

4.8 Any non-playing officers are club members by default and not expected to pay membership fees.

4.9 A list of the names, addresses, contact details and next of kin (as well as their contact details) of all members shall be kept by the General Secretary along with the players signed GDPR forms.

## **5. Officers**

5.1 There shall be two groups of Officers of the Club: 'The Executive Committee' and 'The Management Group'

5.2 All Management Group Officers of the Club shall retire annually but will be eligible for re-election without limit. Only current members shall be able to stand to be an officer, except those who are probationary members

5.3 All Executive Committee Officers of the club shall retire after a period of five years, starting from the AGM in which they were voted into office, but will be eligible for re-election without limit. Only current members shall be able to stand to be an officer, except those who are probationary members

5.4 Executive Committee Officers can give notice up to six-months prior to the end of their term, but no later than one-month before the end of their term, that they intend to continue in office. Under such circumstances, the other members of the Executive and Management Committee can accept continuation in office on behalf of the club's membership or take the decision to put a vote to the broader club members at the next AGM.

5.5 The Officers of the Club who shall be elected at the Annual General Meeting shall be:

### **Executive Committee**

President  
Chairman  
General Secretary  
Treasurer

### **Management Group**

Fixture Secretary  
Club Captain  
Club Welfare Officer (and Youth Coordinator)

5.6 Further positions for 'Officers-without-portfolio' may exist by invitation of The Executive Committee only and are not voted for at the AGM. Any unfilled positions on either committee at the AGM will remain vacant but can be filled by an Executive Committee vote. In the event that the position of Club Welfare Officer is vacant, the Chairman will assume responsibility for this role until a suitable member is identified.

5.7 All those voted to office at the AGM require final ratification by the Executive Committee to take office, which will be agreed at the next Executive Committee Meeting which is to take place no later than 30 days after the most recent AGM with the final decision communicated in writing by a member of the Executive Committee within 35 days of the AGM.

5.8 As a minimum, three Executive Committee officers must be in place at the conclusion of an AGM.



5.9 In the event that a member of either the Executive or Management Group decided to retire from their post mid-term, the Executive Committee will vote for a suitable replacement.

5.10 Officers from both the Executive and Management Group will meet for Club Committee meetings monthly. Executive Committee members will meet as required, no less than once annually, for Executive Committee meetings.

5.11 The roles and responsibilities of each role include, but are not limited to, the following:

- (a) President
  - (i) Executive Committee Member
  - (ii) Oversees the long-term strategy and vision of the club
- (b) Chairman
  - (i) Executive Committee Member
  - (ii) Oversees the day-to-day running of the club
  - (iii) Attend relevant league meetings (other than captain's meeting)
  - (iv) To chair committee, AGM, EGM and other relevant meetings
  - (v) To deal with complaints at the club
  - (vi) To liaise with relevant external agencies and represent the club at public events
  - (vii) Suitably delegate responsibilities as required
- (C) Secretary
  - (i) Executive Committee Member
  - (ii) Communication with members
  - (iii) Minute relevant meetings
  - (iv) Organise workdays
  - (v) Assist with writing the development plan
  - (vi) Write and disseminate WSL policies
  - (vii) Liaise with ECB and BCL (or other league administrators)
  - (viii) Suitably delegate responsibilities as required
- (D) Treasurer
  - (i) Executive Committee Member
  - (ii) Maintain club accounts
  - (iii) Payment of bills rates, fees etc
  - (iv) Ensuring all income is accounted for including the banking of cash from bar, bookings and funding activities
  - (v) Float available for bar till
  - (vi) Advise on future spending and current financial position
  - (vii) Assume role as bar and bookings manager
  - (viii) Oversee and delegate organisation of events
  - (ix) Suitably delegate responsibilities as required
- (E) Fixtures Secretary
  - (i) Management Group Member
  - (ii) Organise all friendly fixtures
  - (iii) Organise mid-week T20
  - (iv) Solicit player availability for all game forms
  - (v) Coordinate selection committee
  - (vi) Suitably delegate responsibilities as required
- (F) Club Captain
  - (i) Management Group Member
  - (ii) Lead training sessions in conjunction with coaches
  - (iii) Propose 2<sup>nd</sup> XI Captain, 1<sup>st</sup> XI Vice Captain & Mid-Week Captain to Club Committee for vote
  - (iv) Liaise with selection committee to organise and pick sides
  - (v) Liaise with fixtures secretary to ascertain player availability
  - (vi) Liaise with opposition ahead of matches
  - (vii) In charge of opening and closing the ground for training and matches
  - (viii) Ensure that a member of the team prepares tea

- (ix) Collect all match fees, chase outstanding debts and report to treasurer
- (x) Suitably delegate responsibilities as required
- (H) Youth Coordinator / Club Welfare Officer
  - (i) Management Group Member
  - (ii) Coordinates youth cricket schedule with designated youth coach
  - (iii) Works with coaches to ensure safe cricket for youth members
  - (iv) Maintains accreditation as Club Welfare Officer
  - (v) Maintains documents and policies relating to youth cricket
  - (vi) Act as local source of advice on club welfare issues
  - (vii) Be local point of contact on all club welfare issues
  - (viii) Uphold confidentiality in all matters relating to role, as appropriate
  - (ix) Leads all club disciplinary matters
  - (x) Suitably delegate responsibilities as required

## 6. Executive Committee

6.1 The affairs of the Club shall be administered by the Executive Committee comprising the Executive Officers of the Club selected to serve thereon at the Annual General Meeting or when continuation of post has been agreed in the six-months prior to the end of an officer's term, but no later than a month before the end of their term. The Executive Committee has the power to co-opt to the Management Group or Executive Committee as it deems necessary. Any Executive Committee member may be re-elected or re-co-opted without limit.

6.2 Subject to this Constitution, the Executive Committee shall have responsibility for the management of the Club, its funds, property and affairs, and shall have the powers set out in this Constitution.

6.3 The Executive Committee shall meet when requested by the Chairman, General Secretary or Treasurer to transact the affairs of the Club. This includes for Executive Committee meetings and Management Committee meetings. Half of the Executive Committee members shall form a quorum at such meetings.

6.4 Save when (in the sole discretion of the Chairman, Treasurer or General Secretary) the nature or urgency of the business to be conducted so requires, at least five days' notice shall be given to all Executive Committee members (by electronic means, post, or phone) of each *Management or Executive Committee meeting*.

6.5 Resolutions of the Executive Committee shall be decided by a simple majority of the Executive Committee members present. The Chairman shall have an additional casting vote.

6.6 Whenever an Executive 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.

6.7 A resolution in writing signed by every Executive Committee member shall be valid without a meeting.

6.8 The Executive Committee may appoint not less than two of its number from time to time as Trustees to hold freehold or leasehold property on behalf of the Club.

6.9 All financial transactions of the Club shall be properly recorded and incorporated in financial statements made up to the 30<sup>th</sup> September in each year, which shall be presented by the Treasurer for adoption at the Annual General Meeting.

6.10 The Executive Committee may delegate any of its functions to sub-committees, including the Management Group but must specify the scope of each sub-committee's activity and



powers; the extent to which it can commit the funds of the Club; its membership; and its duty to report back to the Executive Committee. The Executive Committee may wind up any sub-committee at any time or change its mandate and operating terms.

6.11 An Executive Committee member ceases to be such if he or she resigns by written notice, or is removed by the Executive Committee for good cause after the member concerned has been given the chance of putting his/her case to the Executive Committee, or is removed by Club members at a General Meeting.

6.12 Annual Club reports and financial statements must be made available for inspection by any member, and all club records may be inspected by any Executive or Management Group member.

## **7. Management Group**

7.1 The Management Group exists to meet the ongoing needs of the club and as such will take direction from the Executive Committee. At the beginning of each Club Committee meeting, the Executive Committee will bring agenda items where both the Executive Committee and Management Group will have equal contribution in terms of opinion and vote. Where there is an item, deemed by the Executive Committee, to only require input from the Executive Committee, this will be announced at the start of the meeting.

7.2 When directed by the Executive Committee, the affairs of the Club shall be administered by the Management Group comprising of the Management Officers of the Club and any other members or co-opted non-members selected to serve thereon at the Annual General Meeting or by appointment of the Executive Committee. Any Management Committee member may be re-elected or re-co-opted without limit.

7.3 The Management Group shall meet for Club Committee meetings when requested by the Chairman, General Secretary or Treasurer to transact the affairs of the Club. Half of the sum of the Executive and Management Group members shall form a quorum at such meetings.

7.4 Save when (in the sole discretion of the Chairman, Treasurer or General Secretary) the nature or urgency of the business to be conducted so requires, at least five days' notice shall be given to all Management Group members (by electronic means, post, or phone) of each Club Committee meeting.

7.5 Resolutions of the Club Committee shall be decided by a simple majority of the Executive and Management Group members present. The Chairman shall have an additional casting vote.

7.5 Whenever a Management Group 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.

7.8 A Management Group member ceases to be such if he or she resigns by written notice, or is removed by the Executive Committee for good cause after the member concerned has been given the chance of putting his/her case to the Executive Committee, or is removed by Club members at a General Meeting.

## **8. Code of Conduct and policies**

8.1 The Executive Committee may adopt and promulgate such Code or Codes of Conduct and other policies as it considers appropriate from time to time, including in relation to conduct on and off the field, in relation to children and young cricketers, and in relation to selection, and

in particular shall take such steps as it considers appropriate to ensure that all members, playing and non-playing, abide by the current and any future versions of:

- (a) Codes of Conduct which incorporates participating sports
- (b) Laws/rules of these sports;
- (c) 'Safe Hands – Policy for Safeguarding Children;
- (d) Equity Policy.

8.2 All members should abide by the Code or Codes of Conduct and other policies adopted and promulgated by the Executive Committee.

8.3 Any member whose conduct is found detrimental to the interests of the Club shall be liable to suspension and/or expulsion from membership by the Executive Committee. Examples of such conduct include, but are not limited to, conduct (on or off the field) which is likely to bring the Club or Sport into disrepute; and persistent non-payment or late payment of monies owing to the Club.

8.4 Any member who is suspended or expelled from membership shall be entitled to appeal against that decision to an Appeals Committee, comprising three senior members of the Club as may be nominated by the Chairman, or in his absence another member of the Executive Committee.

## **9. General Meetings**

9.1 The Annual General Meeting of the Club shall be held following the conclusion of each cricket season, by no later than the 30<sup>th</sup> November in that year.

9.2 Formal notice of the Annual General Meeting shall be sent directly to each member (by electronic means or by post) at least seven days before the Meeting. Probationary members shall also be informed and invited to attend, although will be unable to vote in matters or stand as an officer of either the Executive Committee or Management Group.

9.3 The business of the Annual General Meeting shall include:

- (a) receiving a report from each of the Chairman and the General Secretary on the activities of the Club since the last Annual General Meeting;
- (b) receiving the financial statements, presented by the Treasurer, made up to the 30<sup>th</sup> September;
- (c) the election of officers to the Executive Committee for the following five-years and to the Management Group for the following season;
- (d) the communication of the classes of Playing and Social membership for the following season, the subscriptions/joining fees/match fees for each such class, and for Family Membership, and the dates by which the same are to be paid, all as determined by the Executive Committee; and
- (e) such other business as may be specified in the notice for the Meeting.

9.4 The Executive Committee may convene a Special General Meeting at any time, and shall do so on receipt, by the General Secretary, of a written request signed by not less than five members and a minimum of 50% of the Executive Committee members, stating the business to be discussed.

9.5 Formal notice of a Special General Meeting shall be sent directly to each member (by electronic means or by post) at least seven days before the Meeting. No business, other than that specified in the notice for the Meeting, shall be transacted at the Meeting. Probationary members shall also be informed and invited to attend, although will be unable to vote in matters.

9.6 At any Annual General Meeting or Special General Meeting:

- (a) 40% or 11 (whichever is the smaller) of members shall form a quorum
- (b) Except as otherwise provided in this Constitution, every resolution shall be decided by a simple majority of the votes cast on a show of hands;
- (c) Club Officers and Adult Playing members (adult being over the age of 18) shall have one vote for all matters. Social members will have a vote on none sporting matters. Voting rights shall be restricted to Club Officers, Adult Playing members and social members (see above) at all times;
- (d) the Chairman shall have an additional casting vote;
- (e) proxy votes shall be permitted if submitted in writing to the General Secretary and signed by the Appointer.

## **10. Sale of alcohol**

10.1 Subject to the availability of Club premises duly licensed for the sale of alcoholic liquor by the Club, the sale of such alcoholic liquor shall only be permitted within the hours determined by statutory regulation and/or local judicial alteration.

10.2 The permitted hours for the sale of alcoholic liquor shall be clearly displayed within or in the vicinity of the bar at all times.

10.3 Members and guests of visiting Sports Clubs and similar associations may purchase refreshments and alcoholic liquor while on Club licensed premises in accordance with local Licensing Acts.

10.4 Intoxicating liquor may also be sold to persons attending the Club licensed premises for social or other functions organised or authorised by the Club. The number of such functions shall not exceed 20 in any one year.

10.5 The sale of intoxicating liquor for consumption off the Club licensed premises shall only be permitted to a member in person.

10.6 The sale of intoxicating liquor shall not be made to any person under the age of 18 years.

## **11. Winding up the Club**

11.1 The Executive Committee may vote to wind up the Club under such circumstances as it deems necessary.

11.2 The Executive Committee will then be responsible for the orderly winding up of the Club's affairs.



11.3 After settling all liabilities of the Club, the Executive Committee shall dispose of the net assets remaining to other sporting clubs, or charities which deal with the advancement of young people in the local area.

## 12. General

12.1 No alterations or additions to this Constitution shall be permitted unless a member first proposes an alteration to a member of the Executive Committee. The Executive Committee will meet to discuss and vote on the amendment. If a minimum of 50% of the Executive Committee agree that the proposed change is suitable, the amendments will then be communicated in writing to all club members giving 7 days for objection or request of further information. This will not include probationary members. Should a single (or more) member(s) object to the amendment(s), then a vote at an EGM would be required to endorse the change(s). If no objection is received (in writing via post or email) within the 7-day period, then the amendment(s) will be deemed as having been approved.


12.2 Where changes to the constitution are put to member vote at an EGM or AGM, they must be sanctioned by a majority vote of members present at any such Meeting. The Chairman shall have an additional casting vote.

12.3 A copy of this Constitution shall be displayed in a prominent position on the Club's website.

12.4 Within this Constitution the phrase "the Club premises", shall mean any clubhouse, pavilion or other place designated as "the Club Premises" by the Executive Committee from time to time, but "Club licensed premises" shall only mean those premises duly licensed by the local licensing justices for the sale of intoxicating liquor by the Club.

**Adopted in Accordance with the 2018 Constitution on Thursday 8<sup>th</sup> October 2020.**

**Signed**

 9<sup>th</sup> October 2020  
.....  
(Chairman)

George  
Zadrozny

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Zadrozny  
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.....  
(General Secretary)