

SPENCER CRICKET CLUB (The Spencer Club, Cricket Section)

CONSTITUTION Updated Jan 2024

The club shall be called Spencer Cricket Club, hereafter to be referred to as "the Cricket Club", and shall be affiliated to the England and Wales Cricket Board and Surrey County Cricket Club.

Preamble: Philosophy and Objectives

The strategy, organisation and day-to-day activities of the Cricket Club should at all times reflect its over-arching aim to combine excellence within the sport of cricket with a distinctive inclusive role in the community.

In this regard, the Cricket Club should:

- Seek to provide opportunities for all members of the wider community to participate in cricket
- Work to develop cricketing excellence in both individuals and teams
- Foster an open and sociable environment in which cricket is played

The Cricket Club should be open to all, with youth and women's cricket playing a strong role in achieving its aims.

This Constitution sets out the manner in which the management of the Cricket Club should be carried out in the light of these objectives. It adopts the ECB Safe Hands Policy and the ECB Cricket Equity Policy.

Organisation

The Spencer Club Cricket Section shall be a constituent part of The Spencer Club. The Chair of the Cricket Club will represent the Cricket Club on the Management Committee of the Spencer Club, under the Constitution of The Spencer Club.

The Spencer Cricket Club shall pay such sums as determined from time to time by the Management Committee of The Spencer Club for the use of the playing facilities and clubhouse at The Spencer Club, Fieldview, Wandsworth, London SW18.

There will be a Junior Section within the Cricket Club to manage the affairs of Junior Members. The Chair of the Junior Section, elected at the Annual General Meeting of the Cricket Club, will be responsible to the Cricket Club Committee for the organisation of the Junior Section which will be carried out by means of a Junior SubCommittee. The Cricket Club Committee shall have ultimate authority with respect to the Junior Section.

There will be an Academy Section within the Cricket Club to manage the affairs of Academy. The Academy Lead, elected at the Annual General Meeting of the Cricket Club, will be responsible to the Cricket Club Committee for the organisation of the Academy Section. The Cricket Club Committee shall have ultimate authority with respect to the Academy Section.

The management of a Women's Section will be delegated to the Representative of the Women's Section in collaboration with the Chair of the Adult Section who will be responsible in all matters to the Cricket Club Committee.

The Spencer Cricket Club shall employ a full time Managing Director (MD) responsible for day to day running of the cricket club. The MD is responsible for (but not limited to)

- Organising all coaching for the junior and academy section
- Producing monthly Management accounts for review and sign-off by the Treasurer
- Representing the cricket club on Spencer House and Grounds committee
- Allocation of pitches based on guidelines given by the Cricket Club
- Overseeing membership renewal process based on guidelines given by the Cricket Club Committee
- Develop, promote and direct the implementation of equality, diversity and inclusion opportunities and policies in all aspects of the club's work in collaboration with the Equity Diversity and Inclusion Representative.
- Welfare and Safeguarding - the MD will always be certified from ECB Training for Club Safeguarding Officers

The Spencer Cricket Club MD reports on a day to day to the Chair and is invited to join regular Spencer Cricket Club committee meetings and is expected to report on key responsibilities listed above.

Membership

Membership of the Cricket Club shall consist of Directors of the Cricket Club and Members.

Membership of the Cricket Club shall be open to any person completing a membership application process and by paying the relevant subscription/joining fees as determined by the Annual General Meeting of the Club Members.

There shall be 7 of classes of membership available. These are:

- **Adult Member**
- **Academy Member**
- **Associate (non-playing) Member**
- **Honorary/Life Member**
- **Junior Member**
- **Junior Representative Member**

Adult Members will automatically be Members of The Spencer Club.

All Members will be subject to the regulations of the constitution and, by joining the Club, will be deemed to accept these regulations and the Club's codes of conduct.

Members of the Spencer Cricket Club, with the exclusion of Junior Members, will be referred to in this Constitution as Voting Members.

The Membership Year for the Cricket Club shall be from 1st April to 31st March. Voting Members of the Cricket Club who have paid in full the relevant subscription shall be eligible to vote in Elections. Subscription must be fully paid for membership at the time of the relevant meeting or elections.

Directors

The Directors of the Cricket club shall be as follows:

- Chair
- Honorary Secretary
- Honorary Treasurer
- Equity, Diversity and Inclusion Representative
- Chair of the Adult Section
- Chair of the Junior Section
- Membership Secretary
- Representative of the Women's Section
- Academy Lead

Any person who is paid by the Cricket Club for coaching and/or management activities may not be a member of the Cricket Club Committee with the exception of the MD (who may join but cannot vote).

Election of Directors

All Directors (Executive and non Executive) shall be elected at the Annual or Special General Meeting (Elections) of the Cricket Club from and by the Voting Members of the Cricket Club. Such elections shall be confirmed at the Annual General Meeting.

All Directors are elected for a period of one year, but may be re-elected to the same office or another office the following year.

The Cricket Club Committee

The affairs of the Cricket Club shall be conducted by a Committee. The Committee comprises Executive and non-Executive members. The Cricket Club Committee will be convened by the Secretary and shall meet at agreed intervals and not less than four times per year.

The composition of the Cricket Club Committee shall be:

Chair: Cricket Section Chair

Membership:

- Chair
- Chair of the Adult Section
- Chair of the Junior Section
- Honorary Treasurer
- Honorary Secretary
- Equity, Diversity and Inclusion Representative
- Representative of the Women's Section,
- Academy Lead

Spencer CC Managing Director is also invited as an attendee, but does not have voting rights.

The quorum required for business to be agreed at Cricket Club Committees shall be 6.

The duties of the Cricket Club Committee shall be to:

- Control the affairs of the Club on behalf of the members
- Manage relationships with The Spencer Club
- Keep accurate accounts of the finances of the club through the Treasurer. These should be available for reasonable inspection by members and should be audited before every Annual General Meeting. The Club shall maintain a bank current account and the following directors shall be authorised to sign club cheques: two from the Chairperson, Treasurer and Secretary

- Approve annual budget presented by Treasurer and MD
- Manage “House and Ground” maintenance and development
- Manage Disciplinary, Welfare and Safeguarding matters - at all times there must be at least one member of the Committee who has completed ECB Training for Club Safeguarding Officers.
- Manage the Election of Directors and to co-opt additional members of the Committee as the Committee feels this is necessary. Co-opted members shall not be entitled to a vote on the Committee
- Make decisions on the basis of a simple majority vote. In the case of equal votes, the Chair shall be entitled to an additional casting vote

Adult Cricket and Junior Sub-committees shall be established and may meet regularly from time to time as determined by their Chair. Additional Subcommittee may be co-opted by the Chair. The quorum for a Sub-committee to conduct its business shall be 4.

The following Sub-committees shall report to the Cricket Club Committee:

Adult Cricket Sub-Committee

Chair: Chair of the Adult Section

Membership: Captains of all Adult XIs

- Plan and manage cricket activities for Adult Members
- Implement selection policies
- Implement league and Spencer disciplinary policies for Adult section

Junior Sub-Committee

Chair: Junior Chair

Membership: Chair of the Junior Section; Adult Members (including Junior Representative Members) as decided by the Chair of the Junior Sub-Committee

- Plan and manage cricket activities for Junior Members
- Ensure implementation of the Cricket Section strategy
- Recommend policy developments to Cricket Club Committee

Organisation and Representation of the Junior Section

The Chair of the Junior Section shall be responsible to the Cricket Club Committee for the day-to-day organisation and management of the Junior Section. The Junior Section Chair shall be member of the Cricket Club Committee.

There shall be one designated Adult Member per 20 Junior paid up on 31st March each year. Such members shall be known as Junior Representative Members. A List of Junior Representative Members shall be put forward by the Chair of the Junior Section, approved by the Cricket Club Committee and presented for approval to each Annual General Meeting.

The Membership Fee for Junior Representative Members shall be set at zero. The Membership Fee for Junior Representative Members may be altered by two-thirds majority at a General Meeting.

Junior Representative Members shall have full voting rights, and be eligible to stand for election as any Spencer Cricket Club Director.

Organisation of the Women's Section

The day-to-day cricketing activities of the Women's Section shall be the responsibility of the Representative of the Women's Section who will be responsible for their organisation.

All other activities and organisation of the Women's Section (including finance and membership fees) shall remain the responsibility of the Adult Committee.

Organisation of the Academy Section

The day-to-day cricketing activities of the Academy Section shall be the responsibility of the Academy Lead who will be responsible for their organisation.

All other activities and organisation of the Academy Section (including finance and membership fees) shall remain the responsibility of the Cricket Club Committee.

General Meetings

The Annual General Meeting of the Cricket Club shall be held not later than the end of March each year. 21 clear days written notice shall be given to members of the Annual General Meeting by circulating a copy of the notice to every member at their email or home address and posting the notice on the Cricket Club website. Members must advise the Secretary in writing of any other business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.

The business of the Annual General Meeting shall be to:

- Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting
- Election of Directors
- Receive the audited accounts for the year from the Treasurer
- Receive the annual report of the Committee from the Secretary
- Confirm the elections of Directors of the Club made at the relevant Special General Meeting
- Approve the List of Junior Representatives put forward by the Cricket Club Committee
- Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

At all General Meetings, the Chair of the Cricket Committee will Chair the meeting or, in their absence, by a deputy appointed by the Cricket Club Committee Club or by Voting Members attending the meeting.

A quorum for a General Meeting shall be 25 Full Members and 6 Directors of the Cricket Club including 2 from the Chairperson, Secretary and Treasurer. Each Voting Member of the Cricket Club shall be entitled to one vote at General Meetings.

Decisions made at a General Meeting shall be by a simple majority vote from those Voting Members attending the meeting or voting by proxy. Only Voting Members who have paid the relevant subscription in full shall be entitled to vote. In the event that, for whatever reason, the Annual General Meeting should be held after 31st March, those entitled to vote will be those attending the meeting, or voting by proxy, who were members on the previous 31st March.

In order to vote by proxy, a Voting member must be a voting member whose subscription will be fully paid up on the date of the vote, who has applied to the Secretary to vote by proxy at least 7 clear days prior to the General Meeting, and who complies with the procedures set out at the time by the Secretary. These procedures shall be agreed by the Cricket Club Committee.

In the event of equal votes, the Chair shall be entitled to an additional casting vote.

Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 6 Adult Members of the Cricket Club. At least 14 days notice of the meeting shall be given by the Secretary.

In the case of the Special General Meeting (Elections), nominations from candidates for election of Director shall be made in writing to the Secretary at least 7 days in advance of the Annual General Meeting date. Nominations can only be made by Voting Members and must be seconded by another Voting Member.

Alterations to the Constitution

Any proposed alterations to Constitution of the Cricket Club may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal.

Any alteration or amendment must be proposed by a Voting Member of the Club and seconded by another Voting Member. Such alterations shall be passed if supported by not less than two-thirds of those Voting Members present at the meeting, assuming that a quorum has been achieved.

Finance

All club monies shall be banked in an account in the name of the Cricket Club.

The Treasurer will be responsible for the finances of the Cricket Club.

The financial year will end on 30th September.

The Treasurer will present an audited statement of annual accounts at the AGM.

Any payments against club funds should hold the signatures of the Treasurer plus one other Director.

Discipline and Appeals

All members of the Cricket Club are deemed to have agreed to play under the rules and disciplinary conditions of any Leagues or other competitions that the Cricket Club should from time to time decide to enter, and to accept the disciplinary conditions set out by such third parties. Any such disciplinary matters originating outside the Cricket Club will be dealt with in their entirety only by the Cricket Club Committee through, if it should so decide, a Disciplinary Sub-committee of at least 3 Cricket Club Committee members. Individual members of the Cricket Club will retain their personal rights of appeal under the disciplinary conditions set out by the relevant third party.

All complaints regarding the behaviour of members should be lodged in writing with the Secretary.

The Cricket Club Committee, or a Sub-committee appointed by the Cricket Club committee, will meet to hear complaints within 14 days of a complaint being lodged. The General Committee has the power to take appropriate disciplinary action, including the termination of membership, which may be without refund of subscription. The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days following the hearing.

There shall be a right of appeal to the Cricket Club Committee following disciplinary action being given by Spencer Cricket Club. The Cricket Club Committee shall consider the appeal within 28 days of the Secretary receiving the appeal.

Dissolution

If at any General Meeting of the Cricket Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Cricket Club to be held not less than one month thereafter to discuss and vote on the resolution.

If at that Special Meeting, the resolution is carried by at least two-thirds of the Voting Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Cricket Club and discharge all debts and liabilities of the Cricket Club.

After discharging all debts and liabilities of the Cricket Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Cricket Club, but shall be given or transferred to another voluntary cricket organisation in the area having objects similar to those of the club.

Declaration

Spencer Cricket Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.



SIGNED (CLUB CHAIR)



SIGNED (CLUB SECRETARY)

DATE

18/3/2024

SIGNED (CLUB CHAIR)

A handwritten signature in black ink, appearing to read "J. Upson". The signature is written in a cursive style with a large initial "J" and a stylized "U".

SIGNED (CLUB SECRETARY)

DATE