



SUSSEX WOMEN'S CRICKET ASSOCIATION CONSTITUTION AND RULES

1. Name

The name of the Association is the Sussex Women's Cricket Association, hereafter referred to as "the Association" and the Association shall be accountable to the England and Wales Cricket Board (ECB) through the Sussex Cricket Board (SCB) and shall act as a sub-group of the Sussex Cricket Board.

2. Aims and Objectives

- (a) To foster and promote the sport of amateur women's cricket at all levels within the community and within the sport, provide opportunities for recreation, coaching and competition for women and girls within the County.
- (b) To ensure that all members of the Association, playing and non-playing, are aware of and abide by the ECB *Code of Conduct*, which incorporates the *Spirit of Cricket*, and abide by the Laws of Cricket.
- (c) To ensure a duty of care to all members of the Association by adopting and implementing the ECB *Safe Hands – Cricket's Policy for Safeguarding Children* and any future versions of the Policy.
- (d) To ensure a duty of care to all members of the Association by adopting and implementing the ECB *Cricket Equity Policy* and any future versions of the Policy.
- (e) To ensure compliance with the ECB's *Overseas Vetting Guidance Notes*.
- (f) To encourage all members of the Association to participate fully in the activities of the Association.

3. Membership

- (a) Membership of the Association shall consist of ...
 - (i) Individual members. Each member shall pay a subscription at a rate determined by the Executive Committee at the first Committee meeting following an Annual General Meeting. Members who have reached the age of majority shall be eligible to vote at any General Meeting. For any individual wishing to join who is under the age of majority, they shall be considered Junior members and the parents of that individual shall automatically become non-voting members of the Association.
 - (ii) Playing members. Players who have represented the County during the previous cricket season and who have reached the age of majority are considered playing members of the Association and are entitled to a vote at an Annual General Meeting or a Special General Meeting, and to serve on the Committee if elected.
 - (iii) Junior members. The players who have not reached the age of majority shall be considered members but will not be entitled to vote at an Annual General Meeting or a Special General Meeting. The parents or guardians of such players shall be considered members but are not entitled to a vote at an Annual General Meeting or a Special General Meeting.

- (iv) Honorary Membership. This may be bestowed on any person the Committee considers has rendered exceptional service to the County. The member shall be entitled to vote at the Annual General Meeting and to serve on the Committee if elected.
- (v) Membership shall be automatically conferred, free of any charge, upon any individual invited to play for the County as an overseas player for the season(s) in which they represent the County. They will be entitled to vote at any General Meeting.
- (b) Membership of the Association shall be open to anyone interested in the sport of cricket regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (e) The Association's Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Association or cricket into disrepute. Appeal against refusal or removal may be made to the Sussex Cricket Board who shall conduct the appeal in line with the procedure laid down in the Sussex Cricket Board Constitution.
- (f) All members will be subject to the regulations of the Constitution and will be deemed to have accepted these regulations and any Codes of Conduct that the Association has adopted. The Constitution shall identify those eligible to vote at any General Meetings.
- (g) Copies of this Constitution and Rules shall be made freely available to all members on request and printed copies sent to all Committee members and to the Sussex Cricket Board on adoption and following any amendments at an Annual General Meeting or Special General Meeting.

4. Officers

The Officers of the Association shall be as follows:

Executive Officers

- President
- Chairman
- Vice Chairman
- Secretary
- Treasurer
- Club Welfare Officer
- Senior Team Manager

Other Officers (non-Executive)

- Senior Team Selectors
- Community Coach (appointed by the SCB)
- Players' Representative
- A Representative from the Sussex Cricket Board (appointed by the SCB)
- Vice-President(s)

One individual may hold an Executive Office post in addition to a non-Executive post. Both Executive Officers and non-Executive Officers are entitled to one vote at Committee meetings. An individual holding two posts shall be entitled to one vote only.

5. Election of Officers

All Officers shall be elected at the Annual General Meeting of the Association from, and by, the members of the Association entitled to vote. All Officers shall be elected for a period of one year, with the exception of the President who shall be elected for a period of three years, but all shall be eligible for re-election to the same office or to another office the following year. Any change in the constitution of the Committee shall take effect at the close of the Annual General Meeting or Special General Meeting at which the elections

occurred. In the event of an Executive Officer or non-Executive Officer leaving the Committee for any reason, the Committee may fill the vacancy as they see fit until the following General Meeting. The Representative of the Sussex Cricket Board and the Community Coach shall not be elected but shall be appointed by that Board.

6. Management Committee

The affairs of the Association shall be conducted by a Management Committee (hereafter referred to as 'the Committee' or 'the Executive Committee') comprising the Executive Officers and non-Executive Officers of the Association elected from, and by, the members of the Association. Only elected members of the Committee shall be entitled to vote at Committee meetings.

The Committee will be convened by the Secretary and shall meet at agreed intervals, and on not less than four occasions per year.

The quorum required for business to be agreed at Committee meetings shall be five to include at least three Executive Officers. Any co-opted members shall not count towards this quorum.

In the absence of the Chairman the Chair shall be taken by another Officer chosen from, and in the order listed, in section 4 of this Constitution.

The duties of the Committee shall be:

- (1) To control the affairs of the Association.
- (2) To keep accurate accounts of the finances of the Association through the Treasurer. These shall be kept up to date and be available for reasonable inspection by members of the Committee at all Committee meetings, presented as part of the Treasurer's Report at Committee Meetings, and should be audited before every Annual General Meeting. The Treasurer's Report presented at any Committee Meeting shall be appended to the Minutes of that Committee Meeting held by the Secretary. Annual audited accounts should be made available, upon request, to any member of the Association, and to all members attending the Annual General Meeting. Copies should be sent to the Secretary and to any Committee members unable to attend the Annual General Meeting.
- (3) To prepare Business or Action Plans as required for presentation to potential or existing sponsors of the Association and the Sussex Cricket Board, these plans to be discussed and voted on by the Committee before such presentation. These, and supporting documents, shall be appended to the Minutes of that Committee Meeting held by the Secretary.
- (3) To co-opt additional members of the Committee as the Committee feels is necessary. Co-opted members shall not be entitled to a vote on the Committee and shall serve until the end of the next Annual General Meeting. Co-opted members need not be members of the Association and they may be co-opted in subsequent years if that is decided by the newly constituted Committee.
- (4) To make decisions on the basis of a simple majority vote of all present and eligible to vote except the Chairman who shall have a casting vote only.
- (5) To appoint sub-committees if the Committee feels it necessary.
- (6) To decide the subscription fees for individual members.

An elected Committee member ceases to be such if he or she resigns by written notice to the Secretary of the Association, or is removed by the Committee for good cause after the member concerned has been given the chance of putting their case to the Committee. Appeal against removal may be made to the Sussex Cricket Board who shall conduct the appeal in line with the procedure laid down in the Sussex Cricket Board Constitution.

The Committee, if it considers it necessary, has the power to:

- (a) acquire and provide grounds, equipment, coaching, training and playing facilities, transport, medical and related facilities
- (b) provide coaching, training, medical treatment, and related social and other facilities
- (c) take out any insurance for the Association, employees, contractors, players, guests and third parties
- (d) raise funds by appeals, subscriptions, and charges
- (e) open bank accounts
- (f) make grants and loans, and provide other benefits
- (g) set aside funds for special purposes or as reserves
- (h) invest funds in any lawful manner
- (i) employ and engage staff and others and provide services
- (j) co-operate with, or affiliate with ...
 - any bodies regulating or organising the sport of cricket
 - any Association or body involved with cricket
 - government and related agencies concerned with sporting activities
- (k) do all other things reasonably necessary to advance the aims and objectives of the Association.

NONE of the above powers may be used other than to advance the aims and objectives in a manner consistent with the Constitution and Rules and the general law.

7. Duties of Officers

In addition to specific duties laid down in this Constitution, it is the duty of all Officers and Committee Members of the Association to provide the Secretary both with printed and with electronic versions of all reports presented at Committee meetings. It is the duty of the Secretary to collate the printed reports in the Association's Minute Book and to forward the electronic versions along with the Minutes of the Meeting, to any Committee members unable to be present.

8. General Meetings

The Annual General Meeting of the Association shall be held not later than the end of January each year. A minimum of one calendar month's written notice of the Annual General Meeting shall be given to members by circulating a copy of the notice to every member at their home address, or by electronic mail if the member is agreeable to that procedure. Members must advise the Secretary in writing of any other business to be moved at the Annual General Meeting at least two calendar months before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to members not less than fourteen days before the meeting. This agenda shall include a note of the nominees for the Association's Committee, their nominators and the seconders of those nominations. Any member nominating another for the Association's Committee should ensure that the member is willing to serve in the post in question.

The business of the Annual General Meeting shall be to:

- (a) Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
- (b) Receive the audited accounts for the year from the Treasurer, those accounts to include full details of the sources of receipts, and the disbursements and any committed future expenses.
- (c) Receive the annual report of the Committee from the Secretary.
- (d) Elect an auditor for the subsequent business year.
- (e) Elect the Officers of the Association.
- (f) Review Association subscription rates and agree them for the forthcoming year.

(g) Transact such other business received in writing by the Secretary from members which is included on the agenda.

Sufficient printed copies of Officers' Reports, including the detailed audited Accounts, shall be made available for the expected numbers of those present at any Annual General Meeting or Special General Meeting. Any member unable to attend an Annual General Meeting, or Special General Meeting, shall be entitled to a printed copy by providing a stamped and addressed envelope to the Secretary with that request. Alternatively members may request Officers' Reports, including the audited Accounts, be sent by electronic mail. It is the duty of the Secretary to collect, collate and if required distribute these reports with the Minutes of the Meeting. Copies of all Officers reports will be included in the Association's Minute Book.

Nominations of candidates for election of Officers shall be made in writing to the Secretary at least twenty one days in advance of the Annual General Meeting date. Nominations can only be made by members and must be seconded by another member.

Special General Meetings may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than four members of the Association. That request must state the purpose of that Special General Meeting and only Propositions received with that request, and items approved by the Committee prior to the SGM, will be discussed at that meeting. At least twenty one days notice of the meeting shall be given and shall include a full agenda.

At all General Meetings, the Chair will be taken by the Chairman or, in their absence, the Vice Chairman or by a deputy appointed by the members attending the meeting, providing that deputy is an Executive Committee member of the Association. Decisions made at a General Meeting shall be by a simple majority vote from those members attending the meeting and eligible to vote. In the event of equal votes, the Chairman of the meeting shall be entitled to an additional casting vote. All votes will be conducted by secret ballot.

A quorum for a General Meeting shall be six members of the Association including at least two from the Chairman, Vice Chairman, Secretary and Treasurer.

9. Alterations to the Constitution

Any proposed alterations to the Association's Constitution 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 member of the Association and seconded by another member. Amendments must be submitted one calendar month prior to the expected date of the Annual General meeting. A Special General Meeting may only be called if an amendment is supported by ten members signing the proposal. In this event the Secretary shall arrange for a Special General Meeting to be held within two calendar months of the receipt of the proposed amendment and then only if an Annual General Meeting is not to be held within this two month period.

Such alterations shall be passed if supported by not less than two-thirds of those members present at the meeting, assuming that a quorum has been achieved.

10. Finance

All Association monies shall be banked in an account in the name of the Association.

The Treasurer shall be responsible for the finances of the Association and for providing a report on the financial position at each Committee Meeting, the report to include a detailed income and expenditure account and copies of any bank statements received since the last Committee Meeting. It should also include an account of any future expenditure to which the Association is committed. This report will be appended to the Minutes of the Meeting.

The Treasurer shall ensure that the Association maintains adequate and appropriate insurance, including liaising with the Sussex Cricket Board, to cover the activities of the Association.

The financial year will end on 30th September.

The Treasurer will present an audited statement of annual accounts at the Annual General Meeting. This set of accounts shall be approved by the Committee at a Committee meeting held on a date prior to the Annual General Meeting.

Any cheques drawn against Association funds should hold the signatures of two of the Officers, or other Committee member(s) designated by the Committee.

11. Property and Funds

- (a) The property and funds of the Association cannot be used for the direct or indirect private benefit of members and all surplus income or profits shall be reinvested in the Association.
- (b) The Association may also in connection with the sports purposes of the Association:
 - (i) sell and supply food, drink and related sports clothing and equipment.
 - (ii) employ members and remunerate them for providing goods and services, though not for playing, on fair terms set by the Committee without the person concerned being present.
 - (iii) pay for reasonable hospitality for visiting teams and guests.
 - (iv) indemnify the Committee and members acting properly in the course of the running of the Association against any liability incurred in the proper running of the Association (but only to the extent of its assets). See also Section 10.

12. Discipline and Appeals

All complaints regarding the behaviour of members of the Association should be lodged in writing with the Secretary or Welfare Officer.

The Committee shall appoint a Disciplinary sub-committee who will meet to hear complaints ideally within fourteen days of a complaint being lodged. Any member requested to attend a Disciplinary sub-committee shall be entitled to be accompanied by a friend or other representative and to call witnesses. The Committee (or its sub-committee) has the power to take appropriate disciplinary action.

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 fourteen days following the hearing. The Sussex Cricket Board shall be informed of the outcome of this process.

There shall be a right of appeal. That appeal will follow the procedure laid down in the Constitution of the Sussex Cricket Board, and be carried out by that Board. The decision of the appeal shall be final and binding on all parties.

13. County Representation

- (a) The Association shall organise cricket at county level for persons of such ages as shall be determined by the Executive Committee.
- (b) The Executive Committee shall appoint a manager/managers and/or a coach/coaches for each junior team but the Community Coach shall have overall responsibility. The Selection Committee, consisting of two or more members elected at the Annual General Meeting, and the Senior Team Manager, shall have overall responsibility for the selection of the Senior team or teams.
- (c) The following are the rules for qualification for membership of a Sussex team:
 - (i) Membership of a Club affiliated to the Sussex Cricket Board, College, School or University in Sussex OR Individual Member of Sussex W.C.A.

AND

- (ii) (a) Birth in Sussex.
- or
- (b) Continuous residence in Sussex for the preceding six months.
- or
- (c) Family home within Sussex as long as it remains open for occasional residence (six month's qualification required as in residence).
- or
- (d) Attendance of a College, University or School in Sussex.

A player who has played for Sussex at Junior or Senior level for at least three years may continue to represent the county after she has moved to another County provided that she does not play for any other County in the meantime.

No player may play for Sussex if they have represented any other County in the same season.

An overseas player may be appointed to play provided such an appointment is allowed by ECB Rules and Regulations.

In the event that other regulations issued by the ECB conflict with the above selection criteria, those of the ECB shall take precedence.

14. Captaincy & County Caps

The Captain and the Vice Captain of the Senior Team shall be appointed by the Senior Team Selectors prior to the commencement of each season. The posts will be considered by the Selectors each season and the appointees shall hold the post until the Annual General Meeting. At the discretion of the Selectors an individual may be re-appointed.

County caps shall be awarded at the discretion of the Senior Team Selectors to players who have made a significant contribution in senior team County Championship matches. They will not automatically be awarded for an appearance in the Senior Team.

15. Dissolution

- (a) If at any General Meeting of the Association, a resolution be passed calling for the dissolution of the Association, the Secretary shall immediately convene a Special General Meeting of the Association to be held not less than two months thereafter to discuss and vote on the resolution.
- (b) If at that Special Meeting, the resolution is carried by at least two-thirds of the membership present at the meeting, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Association and discharge all debts and liabilities of the Association.
- (c) The Committee will then be responsible for the orderly winding up of the Association's affairs.
- (d) After settling all liabilities of the Association, the Committee shall dispose of the net assets remaining to one or more of the following:
 - (i) to another Association with similar sports purposes which is a registered charity and/or
 - (ii) to another Association with similar sports purposes which is a registered Community Amateur Sports Association and/or
 - (iii) to the Association's governing body for use by them for related community sports.

16. Distribution of this Document

Copies of this document, either printed or electronic, should be made available to individual members on joining or at any other time on request and to clubs which affiliate to the Sussex Cricket Board. If amended at any time, the amended copy shall be forwarded to the Sussex Cricket Board, and to all Committee members.

17. Declaration

Sussex Women's Cricket Association hereby adopts and accepts this Constitution as a current operating guide regulating the actions of all members.

SIGNED (Association President)

NAME DATE

SIGNED (Association Secretary)

NAME DATE