

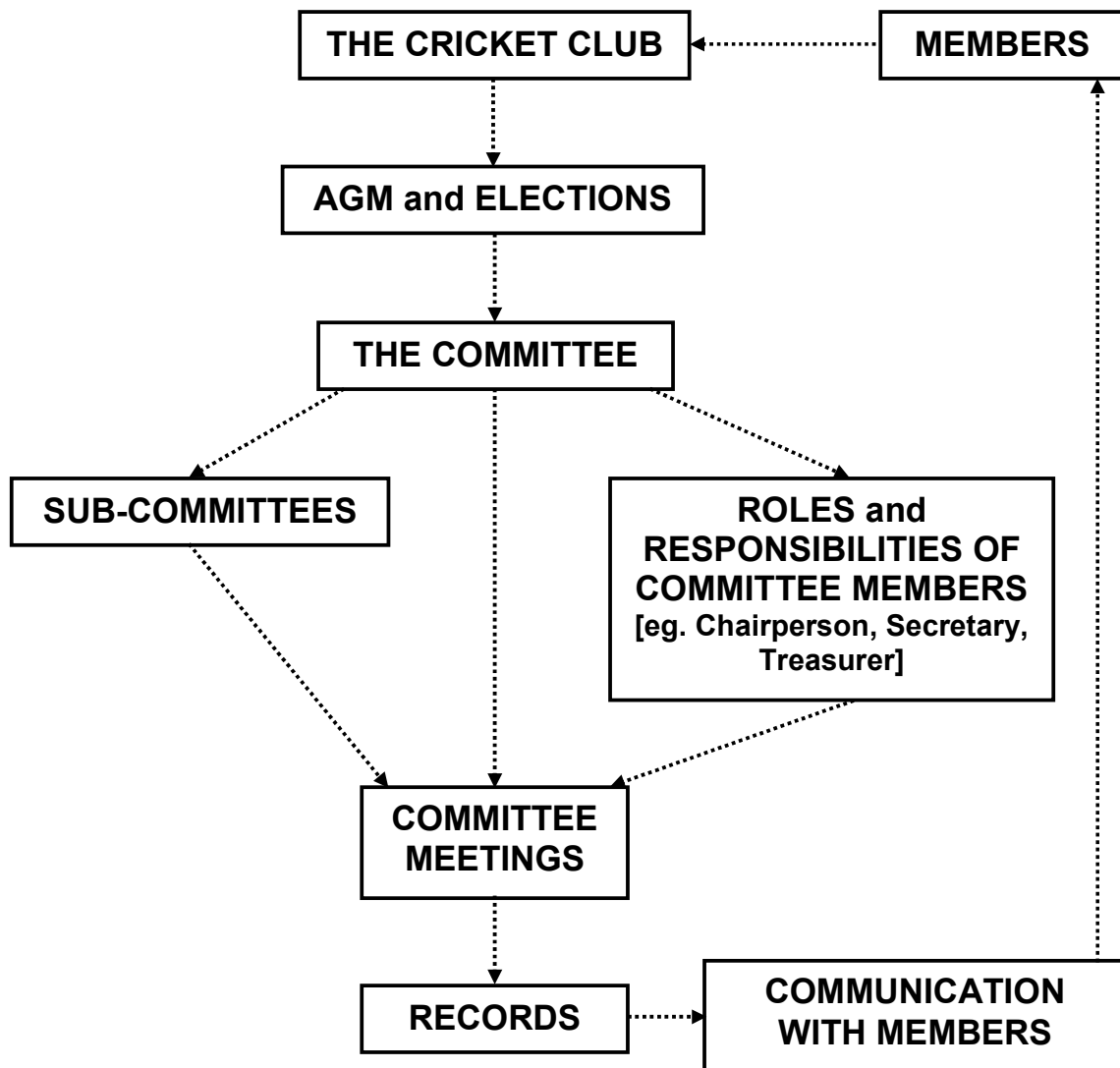
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## INTRODUCTION

To be effective cricket clubs need to be well organised. They must understand their business, have clear objectives based on regular **CLUB ASSIST: HEALTH CHECKS**, and a forward projecting **STRATEGIC PLAN** that provides direction and appropriately allocates resources to achieving these objectives. To do this a cricket club requires a proactive, knowledgeable, enthusiastic and well-functioning **COMMITTEE** to make key decisions that ensures the smooth operation of the club and its long-term future.

This Club Assist resource has been compiled to provide guidelines about how to run a cricket club, set up an effective club committee, decide the roles and responsibilities of committee members, run effective club meetings and communicate with club members.



## CLUB COMMITTEE

Effective **ORGANISATION** within a cricket club is both a significant **RECRUITMENT** and **RETENTION STRATEGY**. Players and volunteers are attracted to, and retained by, a smooth functioning, well managed club.

To be effective all cricket clubs need to have one, and preferably more, individuals who take responsibility for driving it. In most instances, they form a **COMMITTEE** who lead and manage the club on behalf of the members.

The committee's job is to make **INFORMED DECISIONS** about a range of issues [eg. planning, event and team organisation, management of volunteers and/or paid employees, player development, practices and coaching, budgeting, marketing, fundraising and sponsorship].



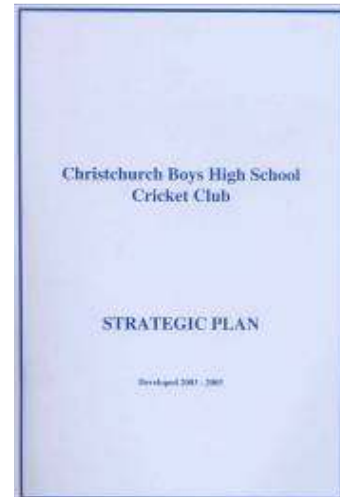
Whether the committee meets frequently or infrequently and/or their meetings are formal or informal in terms of procedures, their purpose should be similar in providing **LEADERSHIP** for the club and an accurate **WRITTEN RECORD** of all decisions and recommendations.

In general a cricket club committee should:

- Undertake regular **CLUB AUDITS** [eg. Club Assist: Health Check] to evaluate policies, procedures and performance as a prelude to identifying and prioritising areas needing improvement as a basis for future planning
- Conduct long-term **PLANNING** of activities so that the objectives of the club are fulfilled
- Develop **POLICIES** and **PROCEDURES**



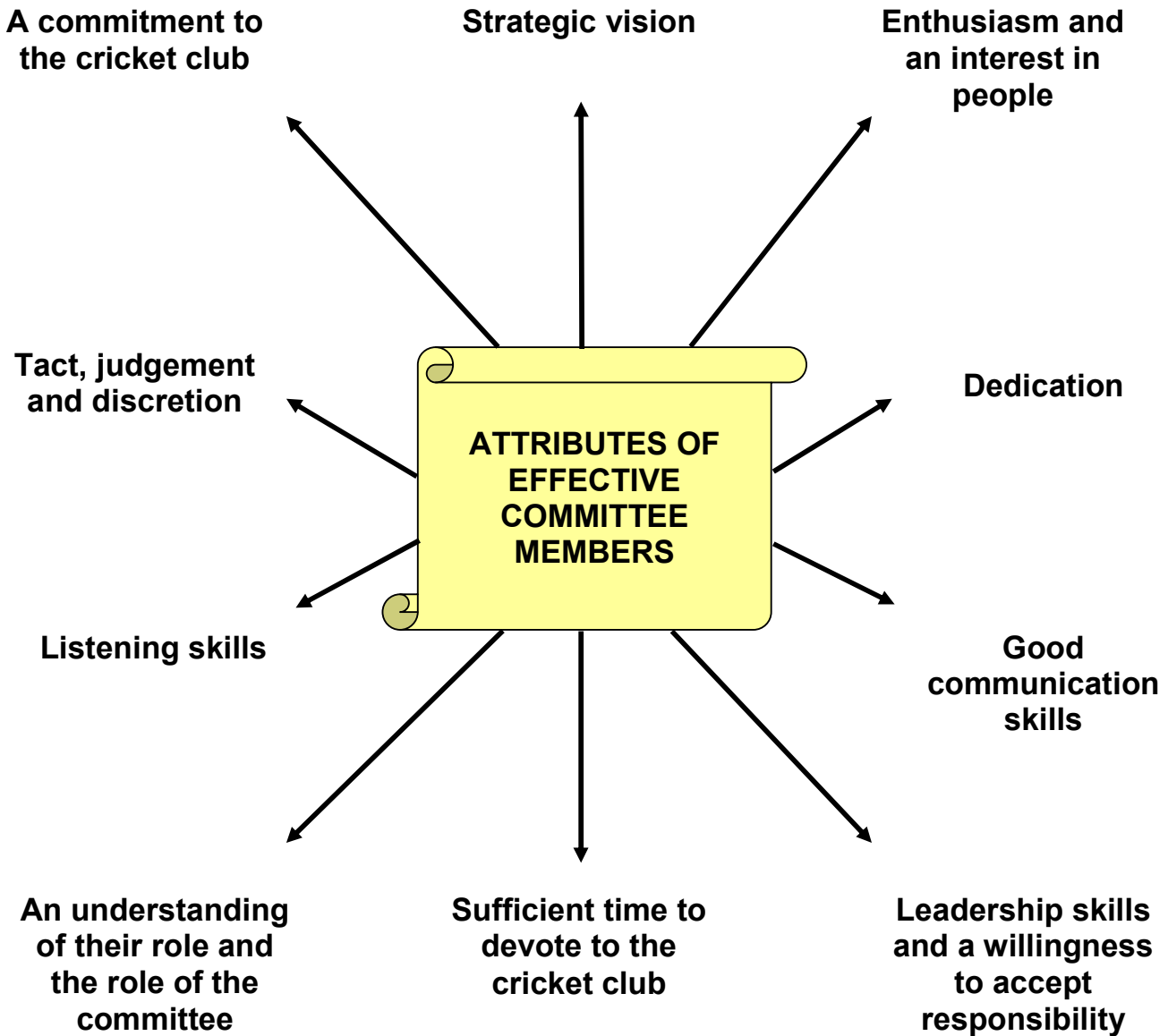
- Obtain **FUNDING** and ensure that finances are properly managed
- Carry out the recommendations of members
- Regularly **COMMUNICATE** with, and provide information to members about the running of the club
- **APPRAISE** the performance of volunteers, employees, subcommittees and, importantly, itself
- Provide detailed written records and **JOB DESCRIPTIONS** to all newly elected committee members to facilitate transition into their roles
- Ensure that all members of the committee act as **LEADERSHIP ROLE MODELS**



## WHAT MAKES AN EFFECTIVE COMMITTEE MEMBER?

A committee that works as a group of individuals is one that may well cease to function effectively. A committee should operate as a **TEAM**, draw on the skills and talents of each member, and work toward common **OBJECTIVES** that will ensure the cricket club's success. It is important to clarify the types of skills that may be required in a committee in order to identify potential committee members and also recognise gaps in skills and competencies that may require further development and training.

The committee should become aware of the various **SKILLS** that members have and allocate tasks according to those skills. Such an approach however, may require more purposeful recruitment of committee members and the targeting of particular individuals because of their ability to contribute to the committee. Furthermore, it is important to have people on the committee not just because 'they want to get involved' but because they want to assist **MANAGE** the cricket club [see Diagram: 'Attributes of Effective Committee Members'].



**THE CRICKET CLUB COMMITTEE**

*'The management of the [cricket club] is like that of many clubs. It is run – for want of a better word – by its committee. The committee is elected – again for want of a better word – by the players. And the committee – for want of any word that really describes it accurately - does stuff. Or at least, stuff gets done. We pay a curator to tend our pitches, but all other duties are delegated either to the first volunteer or the last person to rule themselves out. Being somewhat slow in the latter respect, I now occupy the roles of vice-president, chairman of selectors, newsletter editor, karaoke impresario, trivia quizmaster and club greyhound shareholder. This may seem quite a lot, but the responsibilities are surprisingly manageable, providing you don't expect to work for a living between the months of September and March.'*

[Gideon Haigh, *The Vincibles –A Suburban Cricket Season*, p 2-3]

## COMMITTEE ELECTIONS

The size and structure of the committee will vary according to the size, location and function of the cricket club. If the cricket club has a **CONSTITUTION** [See Appendix 1: 'Example of a Cricket Club Constitution – Riccarton Cricket Club, Christchurch'] it will state how the committee should function, how it is elected or appointed, how often it should meet, how long members should serve, and who is eligible to serve.

Committees are traditionally elected at the **ANNUAL GENERAL MEETING** [AGM]. Nominations should be called for and made in writing well in advance of the AGM. However, in many cricket clubs nominations are made and committee members are elected at the AGM.

## CHANGING COMMITTEES – HANDOVER PROCEDURES

New committee members should be welcomed and encouraged to contribute.

All new committee members should be informed through written job descriptions about their **ROLES** and **RESPONSIBILITIES**. If possible, a meeting with the previous office holder is of considerable value to clarify these.

Try and get a senior member of the committee to brief new committee members about the cricket club, its history and its plans for the future. Then provide each with a copy of the club's strategic plan.

## SUBCOMMITTEES

Subcommittees are usually appointed by the management committee to undertake permanent **RESPONSIBILITIES** [eg. playing/selection, coaching, finance, fundraising/sponsorship, gear, volunteer coordination,] or do **DETAILED INVESTIGATIONS** into specific topics [eg. building a new clubhouse, organising a club reunion].

It is important that subcommittees are used in appropriate situations. They should not necessarily be established if an individual could handle the issue. To use subcommittees effectively the management committee should:

- **Provide a WRITTEN BRIEF outlining the TASKS and REPORTING PROCEDURES to ensure subcommittee members understand their tasks and how long they have to perform them**
- **Not appoint a subcommittee that has too many members as this will slow progress**

- Ensure that the subcommittee consists of people with the necessary skills and who are capable of working together
- Select a LEADER who can get the best out of everyone while ensuring the discussion remains focused on the issue
- Monitor the progress of the subcommittee through **REGULAR REPORTS or MEETINGS**

## ROLES and RESPONSIBILITIES WITHIN A COMMITTEE

The structure of committees and therefore the **ROLES** and **RESPONSIBILITIES** of committee members may vary according to their purpose and length of operation. The traditional structure within a cricket club includes the roles of Chairperson, Treasurer and Secretary - each with defined and distinctive responsibilities.

### CHAIRPERSON

#### ROLE

The **CHAIRPERSON** is the principal **LEADER** of the cricket club and has overall responsibility for the cricket club's **ADMINISTRATION**. From a strategic perspective, the Chairperson should set the overall annual club committee '**CALENDAR**' and with the secretary the '**AGENDA**' for each meeting [see Insets: 'Agenda: Club Meeting' and 'Agenda: Club Annual General Meeting'], help the committee prioritise its goals and then keep the committee on track by working within this framework. At the operational level, the major function of the Chairperson is to organise and run effective club committee meetings.

#### RESPONSIBILITIES

The **CHAIRPERSON** should:

- **Manage the committee meetings**
- **Manage the Annual General Meeting**
- **Lead the club and provide direction through facilitating regular Club Assist: Health**

<b>AGENDA CLUB MEETING</b>
<b>Time, Date and Venue</b>
<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Attendance</li> <li>• Apologies</li> <li>• Confirmation of Minutes of previous Meeting</li> <li>• Matters arising from the Minutes</li> <li>• Inward and Outward Correspondence</li> <li>• Reports               <ul style="list-style-type: none"> <li>○ Chairperson</li> <li>○ Treasurer - Financial</li> <li>○ Subcommittee - Reports as required</li> </ul> </li> <li>• Special Projects</li> <li>• General Business</li> <li>• Closure and date of next meeting</li> </ul>

Checks and strategic planning in which long and short term goals are set, responsibilities assigned and progress monitored

- Represent the cricket club at local and regional levels
- Act as a facilitator for cricket club activities, encouraging and motivating club members
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members

## ATTRIBUTES

Ideally the **CHAIRPERSON** is someone who:

- Can communicate effectively – speaking clearly and confidently and listening carefully to opinions before summarising the main points of discussion
- Is well informed about all cricket club activities, including its financial position, club personnel and current club events
- Is aware of the future directions and plans of club members
- Has a good working knowledge of the constitution, meeting rules and procedures and the duties of committee office holders and subcommittees
- Is a supportive leader for all club members

AGENDA
<b>CLUB ANNUAL GENERAL MEETING</b>
Time, Date and Venue
• Opening of Meeting
• Attendance
• Apologies
• Confirmation of Minutes of previous Annual General Meeting
• Presentation of Annual Report
• Adoption of Annual Report
• Presentation of Treasurer's statement
• Election of New Committee and appointment of Auditor
• Vote of thanks to outgoing Committee
• Determination of Annual Membership Subscriptions
• Notice/s of Motion
• General business
• Closure

## SECRETARY

## ROLE

The **SECRETARY** has responsibility for the **GENERAL ADMINISTRATION** in the cricket club. They are usually the first point of contact for the cricket club and provide the coordinating link between members, the management committee and outside groups and individuals.

## RESPONSIBILITIES

The **SECRETARY** should:

- **Prepare an annual calendar of meetings in consultation with the Chairperson**
- **Prepare the agenda for club meetings in consultation with the Chairperson**
- **Make arrangements including venue, date, times and hospitality for club meetings**
- **Send notice of the meetings to committee members**
- **Collect and collate reports from office bearers**
- **Call for and receive nominations for committees and other positions for the club AGM**
- **Take the minutes of meetings**
- **Write up the minutes as soon as possible after the meeting**
- **Read, reply and file correspondence promptly**
- **Collate and arrange for the printing of the annual report**
- **Maintain database registers of members' names and addresses, life members and sponsors**
- **Maintain club files, such as the strategic plan, constitution, club procedure lists**
- **Keep club members well informed about committee decisions and events**
- **Act as the liaison officer for the club dealing with members of the public, other cricket clubs, sporting agencies and the local Cricket Association**
- **With the Cricket Association - enter teams in competitions, obtain Association sanction for club events, communicate information from the Association to club members, such as competition draws**



## **ATTRIBUTES**

Ideally an effective **SECRETARY** is someone who can:

- **Communicate effectively**
- **Think clearly and positively**
- **Be methodical, organised and dependable**
- **Maintain confidentiality on relevant matters**
- **Has a good working knowledge of the constitution**
- **Organise and delegate tasks**

## TREASURER

### **ROLE**

The **TREASURER** is in charge of the cricket club's **FINANCIAL MANAGEMENT**. The Treasurer's tasks include preparing the annual budget, planning for the cricket club's financial future, and regularly monitoring revenue and expenditure.

The committee member taking responsibility for financial management should have the necessary skills to complete these tasks. If not, the cricket club must ensure that they are provided with training. The volume and nature of the work will depend on: the size of the cricket club, the activities in which the cricket club is involved and whether the cricket club owns facilities and/or employs staff.

### **RESPONSIBILITIES**

The **TREASURER** should:

- **Prepare a budget and monitor it carefully**
- **Keep the club's books up-to-date by maintaining an accurate record of all monies received [income] and payments made [expenditure]**
- **Show evidence that money received is receipted and banked promptly**
- **Arrange approval and pay monthly accounts**
- **Invoice sponsors and collect subscriptions from club members**

- **Manage club funds and make investments as appropriate and where approved**
- **If necessary, file GST and tax returns for any employees**
- **Prepare and present regular financial reports to committee meetings**
- **Ensure that information for an audit is prepared each year**
- **Arrange the audit**
- **Produce an annual financial report**
- **Be a signatory of cheques [with at least one other]**
- **Send out accounts**
- **Pay the bills**

## **ATTRIBUTES**

An effective **TREASURER** needs to be:

- **Well organised**
- **Able to allocate regular time periods to maintain the books**
- **Able to keep accurate records**
- **Able to work in a logical orderly manner**
- **Aware of information needing to be kept for the annual audit**

There are a number of other administrative and leadership roles that may be represented on the committee. These may include:

- **CLUB CAPTAIN**
- **COACHING COORDINATOR**
- **SCHOOL LIAISON**
- **PUBLICITY/PROMOTIONS**
- **FUNDRAISING**
- **VOLUNTEER COORDINATOR**
- **BAR MANAGER**

## **EFFECTIVE COMMITTEE MEETINGS**

The chairperson's role is to **CONTROL** club committee meetings, accept motions and amendments, rule on points of order and see that the wishes of the meeting are carried out correctly. Meetings do not have to be run formally all the time and it is up to the chairperson to decide how formally a meeting will be run.

### **AGENDA**

The agenda is the basis of any meeting and gives direction, structure and purpose to the meeting. The agenda should be drawn up jointly by the chairperson and secretary before each meeting [see Inset: 'Agenda Club Meeting'] and circulated to committee members.

### **ESSENTIAL TASKS FOR THE CHAIRPERSON**

#### **Before the Meeting**

- **Planning is essential. Before the meeting discuss the agenda with the secretary to determine what should be accomplished**
- **Know the constitution and how to conduct the meeting**

#### **At the Meeting**

- **Follow the agenda strictly, unless directed otherwise by the meeting**
- **Know the order of the agenda**
- **Keep the meeting moving in the desired direction**
- **Try to be impartial – be there for the benefit of the meeting**
- **Listen attentively and keep a concise summary of proceedings**
- **Attempt to get all members to contribute to the meeting**
- **Ensure that there is fair discussion on each issue and that all points are expressed before the meeting is called upon to vote**
- **Direct the order of speaking – mover first, then others, alternating between speakers for and against a motion**

## **MEETING SEQUENCE**

### **1. Call the meeting to order and start at the arranged time**

The meeting should start on time. The Chairperson should welcome members and declare the meeting open.

The constitution may specify a **QUORUM** – a specified minimum number of eligible members to be present at a meeting to make the proceedings valid at the specified starting time. Being satisfied that a quorum is present, the meeting should be formally declared open.

### **2. Attendance and Apologies**

Record all members present; introduce any visitors or special guests and formally welcome them to the meeting; and call for apologies. Ask for a formal motion that apologies be accepted.

### **3. Minutes**

It is the chairperson's duty to ask for any corrections to the minutes of the previous meeting [amend if necessary] and then call for the motion. "It is the wish of the meeting that I sign these minutes [as corrected, if they were amended] as a true and accurate record of the previous meeting held on... [date]." The sole purpose of confirming or adopting minutes is to ensure their accuracy.

### **4. Matters arising from the minutes**

List matters to be decided on the agenda. Discussion should be confined to matters in the minutes which will not be covered in reports.

### **5. Correspondence**

The chairperson should ask the secretary to present a list of inward and outward correspondence to the meeting. The chairperson should request a formal motion..."that all inward correspondence be received" and "that outward correspondence be approved". The secretary may read to the committee, the date, meaningful contents of the letter and the signatory.

### **6. Reports**

#### **• The Treasurer**

The chairperson calls on the treasurer for the regular financial report. The chairperson asks for any discussion arising from the report, "The report is now open for discussion". A formal motion is needed of a list of all accounts for payment to be paid as it is a legal requirement for audit and a formal motion is needed to adopt the report. "That the report be received".

#### **• Subcommittees**

These reports should be brief and preferably in writing so that they can be incorporated into the minutes. Discussion and action may follow each

report and each report must be adopted after presentation and discussion. "That the report be received". No seconder is required.

- **Other**

These should be brief and deal with specific topics.

## **7. Discussion on Motions**

The constitution should lay down how much notice needs to be giving to the chairperson of business to be discussed at a meeting. These formal recommendations for debate and consideration known as **MOTIONS** must be placed on the agenda [see Inset: 'Motions and Amendments']

## **8. General Business**

The chairperson can decide whether a point should be discussed. A notice of motion for the next meeting may be brought up with a written copy of the motion, signed and dated, being handed to the secretary.

## **9. Next Meeting**

Discuss the time, date and venue for the next meeting to ensure everyone knows the details.

## **10. Closure**

The chairperson should close the meeting when there is no further business. The normal way of closing is for the chairperson to thank members for their cooperation and announce, "I declare this... [monthly] meeting of the... [Albion Cricket Club] closed".

## MOTIONS AND AMENDMENTS

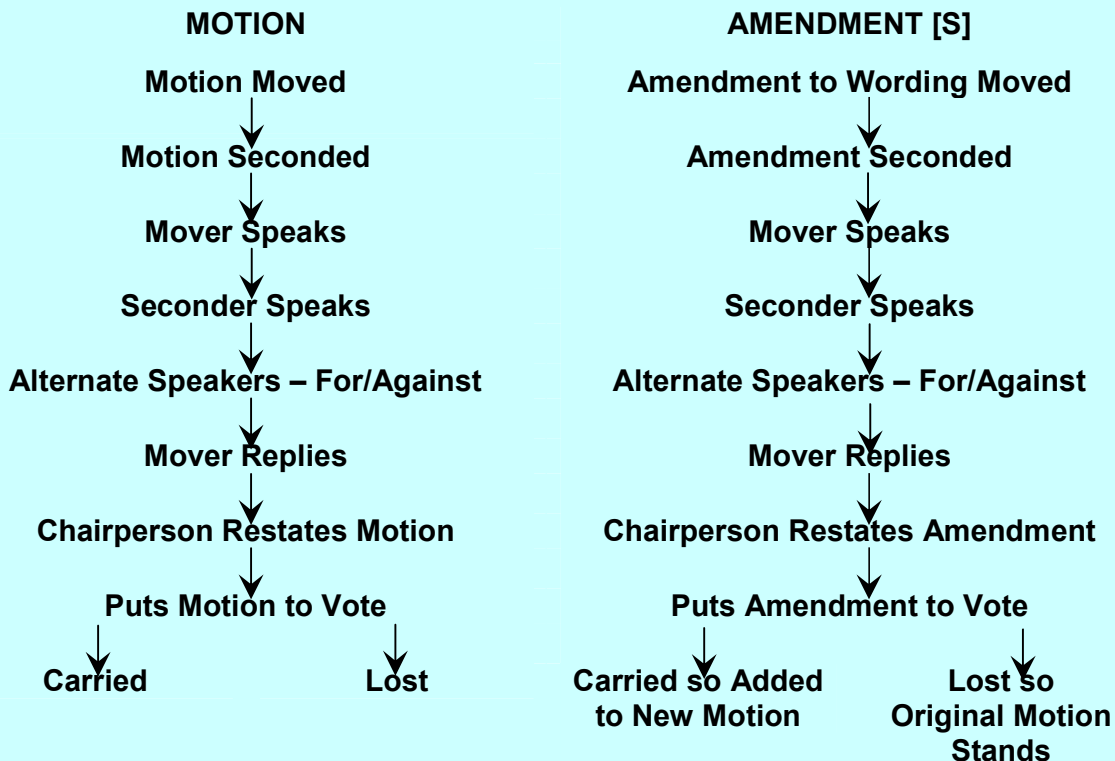
All items of business requiring a decision must come before the meeting by way of a **MOTION** and if passed, becomes a **RESOLUTION**. A motion should be proposed before the chairperson allows any debate or discussion on the topic. This promotes an orderly discussion. Once a motion has been moved the chairperson should make sure discussion doesn't depart from the point.

### MOVING A MOTION

The **MOVER** addressing the chairperson introduces the **MOTION**, "I move that..." This introduces an item of business for the meeting's consideration with the mover stating their case clearly and concisely to the meeting on that motion. The mover has the right of reply at the end of the debate.

A **SECONDER** needs to indicate support for the motion with ... "I second that motion". They may speak to the motion. If there is no seconder, the motion lapses.

### UNDERSTANDING MOTIONS THE SEQUENCE



Immediately a motion has been proposed and seconded the chairperson can save time by declaring "Does anyone wish to speak **AGAINST** the motion?" If **NO**, the motion may be put to the vote. If **YES**, the order of debate should be speaker against, then for [ie. alternately], with no speaker [except the mover's right of reply, or point of order] speaking more than once.

### AMENDMENTS

Are introduced by "Mr Chairperson I would like to make an amendment that...". An

amendment must be clear and precise. It may: add to the motion, subtract from the motion, and/or alter the wording of the motion. Amendments should be placed before the meeting one at a time [taken in the order in which they affect the terms of the original motion].

### **CLOSURE OF DEBATE**

The chairperson should decide when the vote is to be put. The mover of the original motion should then be offered their right of reply. The motion or amendment to be ratified must be read out to the members, so that all clearly understand the motion or amendment.

### **VOTING**

At the end of a debate, the chairperson puts the motion to the vote. The main forms of voting are:

- **By voices**
- **By show of hands**
- **By ballot**

Unless specified otherwise in the constitution a simple majority vote by voices is often enough to cause the chairperson to declare the result. If there is any doubt on the voice vote, the chairperson may call for a show of hands.

## COMMITTEE RECORDS

In order for a cricket club to run efficiently, it must keep **RECORDS**. Most records will be generated through the activities and decisions of the committee. All records should be accurate, current and readily accessible. The person in the cricket club with the task of maintaining records is the **SECRETARY**. In a small cricket club, all the filing for a year may fit into a single ring binder divided into sections. At the end of each year, these can be transferred into a box file or filing cabinet and the ring binder cleared for use the following year. A wide range of computer packages is also available to help keep records. However, if the cricket club does not have access to a computer or the appropriate programmes, the following will be required:

- **A book for the register of members**
- **A minute book and notebook for taking notes at meetings**
- **A filing system suitable for keeping records**
- **Stationery – plain or embossed with the cricket club's name, address and logo**
- **A book to record assets and liabilities**
- **Membership application forms and other standard forms [eg. committee nominations]**
- **A diary for recording dates of meetings, activities and deadlines**
- **An annual 'calendar' of cricket club activities and events as many tasks have to be completed at the same time each year**

## CLUB COMMUNICATION

There are a number of successful ways for cricket clubs to communicate committee decisions or advertise club activities. Some of these include:

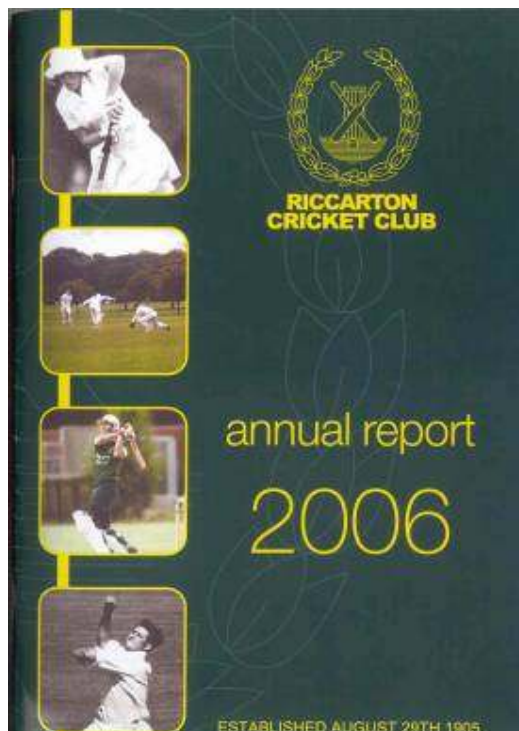
- A summary of **COMMITTEE MEETING MINUTES** containing key recommendations can be circulated to members either as a hard copy or in an electronic format



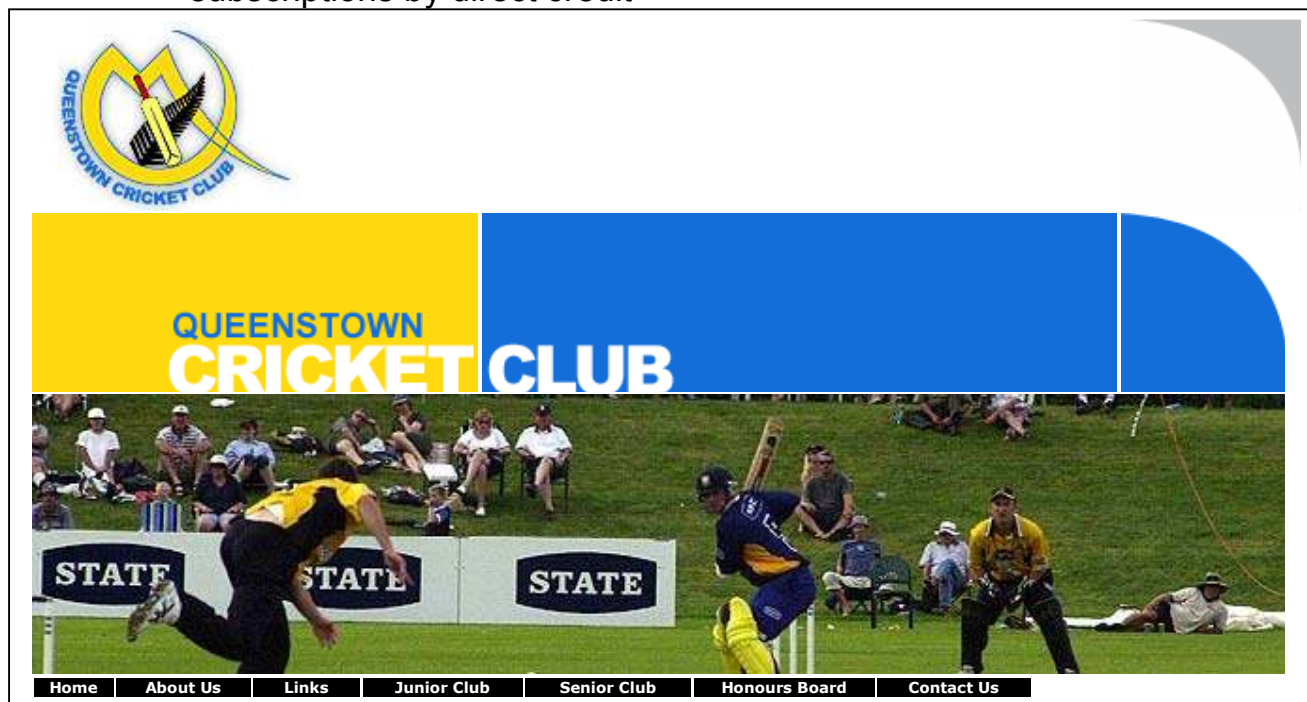
- A regular **CLUB NEWSLETTER** highlighting club plans and initiatives, social functions, team and individual achievements and

identifying sponsors. Again these can be distributed either in a paper version or electronically. In some clubs social functions in particular are advertised also by handwritten or computer generated **FLIERS**

- A published **ANNUAL REPORT** which records the club's activities for the past year, including: a summary of club outcomes in terms of its strategic objectives, team and individual performances, social events, annual accounts and acknowledgement of sponsors and volunteers



- A club **EMAIL** and/or **TEXT NETWORK** through which club members receive regular news, team lists, draws and cancellations
- A club **WEBSITE** which many cricket clubs have now set up that fulfils all of the above functions. These can provide a wide range of information about the club and its history; team listings, draws, results, statistics and honours boards; a club calendar of events, news and photos; fundraising and sponsors; and club contact details. Many clubs use their websites for online registrations from which they also collate a database of members and can collect subscriptions by direct credit



## CONCLUSION

There is no doubt that successful cricket clubs are well organised and managed by dedicated committees and proactive office bearers. Such clubs have clearly defined objectives based on regular health checks and defined in forward thinking strategic plans. Such plans provide a framework for club committees to operate within, allocate resources to, and report against. Each committee office bearer is fully aware of their roles and responsibilities and these are undertaken efficiently mostly by volunteers for the betterment of the club. Regular meetings are held and their decisions accurately recorded and communicated to club members.

This Club assist resource has been designed to assist clubs reach this level of capability in running their business and in doing so ensure their long-term sustainability as the hub of cricket within their communities.

## REFERENCES

Active Australia	2000	Active Australia Club/Association Management Programme: Committee Management
Active Australia	2000	Active Australia Club/Association Management Programme: Conducting Meetings
Department of Sport and Recreation, Government of Western Australia The Clubhouse CD-Rom: Club Development Scheme		
SPARC	2002	Running Sport 2: The Club Secretary
SPARC	2002	Running Sport 3: Managing Meetings

## ACKNOWLEDGEMENTS

This Club Assist resource booklet was written and compiled by Alec Astle, National Development Manager and Ryan Astle, former National Coaching and Development Assistant, New Zealand Cricket.

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# **SAMPLE CLUB CONSTITUTION**

## ***RULES of the RICCARTON CRICKET CLUB (Incorporated)***

Established August 26<sup>th</sup>, 1905

### **1. TITLE AND SITUATION**

- (a) The name of the Club shall be the 'RICCARTON CRICKET CLUB INC'.
- (b) The Club headquarters shall be domiciled in the section of Hagley Park known as Hagley Oval.
- (c) The name of the Club, or the headquarters of the Club shall not be altered without the concurrence of a majority of the members present at a meeting specially called for that purpose.

### **2. CLUB COLOURS**

- (a) The colours of the Club shall be Green and Gold of approved shades with the Green, a dark emerald colour forming the dominant background.
- (b) The colours of the Club and the format, together with the Club emblem, shall not be altered without the concurrence of a majority of the members present at a meeting specially called for that purpose.

### **3. CONSTITUTION**

The Club shall consist of those members who have been elected or who may, from time to time, be elected in accordance with the Rules of the Club and who retain membership in accordance with the said Rules. On election, all members shall be bound by the Rules of the Club.

### **4. OBJECTS**

The objects for which the Riccarton Cricket Club is established are:

- (a) To foster, control, promote, advance and encourage the game amongst cricketers of all ages while upholding the highest standards of behaviour and sportsmanship at all times.
- (b) To be affiliated and to be bound by the Rules and Regulations of the Canterbury Cricket Association and to uphold the Rules and Regulations of the game of cricket as prescribed from time to time by the Canterbury Cricket Association.
- (c) To consider and adjudicate upon all disputes between the Riccarton Cricket Club and its members, and all matters, whether of misconduct or otherwise arising out of playing, control, organisation or administration of cricket within the Riccarton Cricket Club and to adjudicate on any appeals referred to it.
- (d) To implement disciplinary procedures and to impose sanctions and penalties including the power to impose fines, suspension or disqualification from

playing in any match for the Riccarton Cricket Club played under the jurisdiction of the Canterbury Cricket Association.

- (e) To purchase, take or lease, hire or otherwise acquire and hold real and personal property, rights and privileges which the Riccarton Cricket Club think necessary for the attainment of any of its objects or general promoting, carrying on and fostering the game of cricket.
- (f) To sell, lease, mortgage, charge or otherwise dispose of any of the property of the Riccarton Cricket Club and to grant such rights and privileges there over in such a manner as the Executive Committee may from time to time deem necessary and proper.
- (g) To control and raise money, including the power to borrow money by way of Bank overdraft or otherwise for the purposes of the Riccarton Cricket Club, and to secure the payment thereof by way of mortgage or charge over all or any part of the real or personal property of the Riccarton Cricket Club, or by debenture or bonds payable to bearer or otherwise, and either secured by mortgage in favour of Trustees or otherwise.
- (h) To raise money by subscriptions levies, grants, sponsorship or donations or otherwise and to invest the funds of the Riccarton Cricket Club upon such securities and upon such terms and conditions as may from time to time be determined by the Executive Committee.
- (i) To make regulations and by-laws for the governance, control and management of the Riccarton Cricket Club and to establish and maintain an effective management system in order to implement the objects of the Riccarton Cricket Club.
- (j) To generally do all things whatsoever for the benefit of cricket which may be deemed expedient or which may be directly or indirectly incidental or ancillary to the objects of the Riccarton Cricket Club PROVIDED HOWEVER that the foregoing objects shall in no way limit the rights and powers conferred upon Societies incorporated under "the Incorporated Societies Act 1908" and its amendments.

## **5. MEMBERSHIP**

Any player seeking to become a Playing Member of the Club for a particular season must do so in writing to the Executive Committee at the beginning of that season and if required every subsequent season. The Executive Committee shall have the right to accept and/or decline or impose conditions on any application for Playing Membership.

## **6. LIFE MEMBERSHIP AND HONORARY CRICKET MEMBERSHIP**

The Executive Committee may recommend to a General Meeting of the Club, any person who has made an outstanding contribution to cricket or cricket administration in the Club for election as a Life Member of the Riccarton Cricket Club.

The Executive Committee may recommend to a General Meeting of the Club any person who has rendered distinguished service to cricket or cricket administration for election as an Honorary Cricket Member of the Riccarton Cricket Club.

Life Members and Honorary Cricket Members shall have the same privileges as current playing members of the Club.

A Life Member and an Honorary Cricket Member may, with or without notice, attend any meeting of the Riccarton Cricket Club and may take part in any discussion at such meeting and shall be entitled to move or second motions or to vote.

The membership of a Life Member or of an Honorary Cricket Member may be terminated by a resolution of the Executive Committee.

## **7. TERMINATION OF MEMBERSHIP**

- (a) Any Member may at any time resign from the Club on giving the Secretary notice in writing of his intention to do so but such member so resigning shall remain liable for the payment of any subscription or other sum due by him for that or any previous financial year. The Member will not be entitled to any refund for any subscription paid or other monies paid by him in advance.

PROVIDED THAT the Executive Committee may at its discretion refund to any Member so resigning any portion of his subscription as it shall think fit.

- (b) Any Member who is nine months or more in arrears with his annual subscription or any monies due by him to the Club shall be liable to have his Membership terminated by the Executive Committee. Any such member shall not be released from his liability for any such arrears of subscriptions or other monies due as at that date of such termination.

## **8. ANNUAL SUBSCRIPTION**

- (a) Subscriptions shall be fixed for the following sections of the Club for the ensuing season by a Resolution of Members present at the Annual General Meeting or at a Special General Meeting of the club.

### The Groupings of Subscriptions are

1. Senior Men/Women
2. Junior Men/Women
3. Full-time University, Polytech and Training College Students
4. Secondary School Students
6. Primary School Students
7. Casual
8. Team Subscription
9. Supporters

- (b) Any Member who is not able to play throughout the season either because of absence from Christchurch or for other reasons shall be entitled to apply to the Executive Committee for a reduction (if any) in his subscription. The amount of such reduction (if any) shall be at the discretion of the Executive Committee.
- (c) The subscriptions of all Playing Members shall be due and payable on the opening day of competition play as set down by the Canterbury Cricket Association and shall be paid in advance and not later than on 31 March each year.

- (d) The Executive Committee may at its discretion remove from the list of Members the name of any Member whose subscription or any part thereof for the current season shall be unpaid by the 30<sup>th</sup> day of November in any year. Such a Member shall thereupon cease to be entitled to the privileges of Membership without, however, being released from his liability for the arrears of subscription due.
- (e) The subscription of Playing Members elected during the season shall be due and payable immediately upon their election. The amount of such subscription shall be at the discretion of the Executive Committee.
- (f) At the beginning of a new season and at any time thereafter, no player shall be eligible to play nor shall be selected in any club team in any competition match until any outstanding subscription (s) in full have been paid to the Club.

## **9. ANNUAL GENERAL MEETING**

- (a) The Annual General Meeting of members of the Club shall be held during August each year.
- (b) The business of the Annual General Meeting shall be:-
  - i. To receive apologies (Note: Proxies at General Meetings will not be acceptable)
  - ii. Confirmation of Minutes and Business arising.
  - iii. Election of Life and Honorary Cricket Members
  - iv. Acceptance of Resignations.
  - v. To Receive and adopt the Annual Report.
  - vi. To Receive and adopt the audited Statement of Financial Performance and Statement of Financial position for the previous financial year.
  - vii. To elect Officers.
  - viii. To elect an Auditor.
  - ix. To consider motions of which notice has been given.
  - x. To transact general business.
- (c) The order in which the business is transacted shall be determined by the Chairman..
- (d) Printed notice of all General Meetings shall be given to Members at least seven days before the meeting.

## **10. SPECIAL GENERAL MEETING**

A Special General Meeting of members may be called at any time by the Executive Committee or by requisition signed by not less than eight (8) financial members. The requisition shall be addressed to the Secretary and shall set out specifically the business for which the Special General Meeting is required. Upon receipt of such a requisition the Secretary shall forthwith take the necessary steps to convene the meeting. The notice to members of a Special General Meeting shall be the same as that prescribed for the Annual General Meeting. At a Special General Meeting only the business set out in the notice convening the meeting shall be considered, provided that the meeting may, be unanimous vote, permit the consideration of additional business.

## **11. QUORUM**

- (a) At all general meetings of members of the Club the quorum shall be eight (8) financial members of the Club. If after the expiration of such time as the Chairman shall decide from the time appointed for the commencement of the meeting there is no quorum present, the Chairman shall adjourn the meeting to a date and time to be determined by the meeting. Notice of the new date and time shall be given by the Secretary in the manner prescribed for notice of a general meeting. If at the resumed meeting there is still no quorum present then those present shall constitute a quorum and shall be entitled to transact the business of the meeting.
- (b) In the case of a Special General Meeting called by requisition of members, if there is no quorum present the Chairman shall have discretion to adjourn the meeting in the manner prescribed in Section 1 hereof or to declare such meeting lapsed.
- (c) At all meetings of the Executive Committee the quorum shall be four.
- (d) At all sub-Executive Committee meetings the quorum shall be as decided by the sub-Executive Committee.

## **12. VOTING**

At all meetings of the Executive Committee and at all General Meetings of members voting shall be on the voices, save where a vote is challenged, when a show of hands shall be taken.

## **13. CHAIRMAN**

At all general meetings of members and at all meetings of the Executive Committee the Chairman shall have a deliberative vote, and in the event of equality of voting a casting vote in addition. The Chairman's ruling shall be final on any point of order. The Chairman shall be elected by the Executive Committee from time to time but in any event at the first meeting following the Annual General Meeting in each year.

## **14. FINANCIAL YEAR**

- (a) The Financial year of the Club shall conclude on the 31<sup>st</sup> May each year, and commence on the 1<sup>st</sup> June each year.
- (b) A report of the year's activities together with a Statement of Financial performance shall be prepared by the Executive Committee for presentation to the Annual General Meeting
- (c) The Auditor shall be a current member of the New Zealand Accountants Society and preferably a practising Chartered Accountant.

## **15. OFFICERS**

The Officers of the Club shall consist of a Patron, President, Vice-Presidents, Club Captain, Secretary and Treasurer. One or more of the above offices may be held by one person.

## **16. ELECTION OF OFFICERS AND MEMBERS OF EXECUTIVE COMMITTEE**

- (a) The Officers of the Club and Members of the Executive Committee shall be elected at the Annual General Meeting and shall continue in office until their successors are appointed.
- (b) Any vacancy occurring during the year can be filled by the Executive Committee
- (c) No member whose subscription is in arrear or who is otherwise unfinancial may be elected to any office in the Club.
- (d) A candidate for office in the Club must be proposed by one member and seconded by another. If the candidate is not present at the meeting, then the person proposing him must produce evidence satisfactory to the Chairman that such candidate is willing to accept office.
- (e) Where the number of candidates is greater than the number of offices to be filled, a ballot shall be held. Scrutineers for the conduct of the ballot shall be appointed by the Chairman.

## **17. EXECUTIVE COMMITTEE**

- (a) The Executive Committee shall consist of the Officers of the Club and no less than five (5) other Members elected as per Rule 16. Life Members shall be members of the Executive Committee ex-officio.
- (b) The Executive Committee shall have the Management of the Club affairs and shall have power to make, alter or rescind by-laws not repugnant to the Rules. All regulations made by the Executive Committee shall be binding on every member of the Club until set aside by a General Meeting of the Club.
- (c) Meetings of the Executive Committee may be called by the Secretary at any time or on such dates as the Executive Committee shall determine. They shall be held at least once each calendar month during the cricket season.
- (d) Should any member of the Executive Committee, with the exception of the Patron, President and Vice-Presidents, be absent from three ordinary meetings without an explanation in writing, duly accepted by the Executive Committee by resolution as satisfactory, he shall be deemed to have vacated his office.
- (e) The Executive Committee shall inform members of all regulations made by it and report same to the next General Meeting of the Club. It shall also make a report to the Annual General Meeting on the state of the Club generally.

## **18. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

The role of the Executive Committee is to ensure that cricket is managed according to the objects of the Club. The Executive Committee shall have the following duties.

- (a) To adopt and regularly review a strategic plan for the Riccarton Cricket club which includes goals and objectives for the Club and measures of short term and long term success. Any strategic plan for the Riccarton Cricket club shall be circulated to members for comment not less than 28 days prior to the Executive Committee Meeting where it will be considered for adoption.

- (b) To adopt an annual plan and budget for financial performance and to monitor results against the annual plan and budget.
- (c) To make, repeal and amend all such by-laws and regulations (including a Code of Conduct) as it thinks expedient for the management of the Riccarton Cricket Club or for the furtherance of its objects including rules and regulations to govern.
- (d) To adopt clearly defined delegations of authority from the Executive Committee to the Secretary or Treasurer and to confirm any delegations below this to the members of the Executive Committee.
- (e) To impose any penalty upon any Member thereof who are found guilty of breaching any of the rules, by-laws, (including any Code of Conduct), or of refusing to give effect to any resolution passed by any General meeting of the Riccarton Cricket Club
- (f) To control expenditure and to raise any money as provided by the objects of the Riccarton Cricket Club.
- (g) Generally to carry out the objects of the Riccarton Cricket Club and to deal with any matter not provided for in these rules.
- (h) To determine the process to apply in respect of appointment of Selectors, Managers, Coaches, Captains and Vice Captains of club teams.
- (i) To ensure that the Riccarton Cricket Club has in place the necessary and appropriate internal reporting systems and controls together with the means of monitoring performance and results.
- (j) To ensure that the Riccarton Cricket Club meets its Club and Association obligations.
- (k) To review the Executive Committees own processes and effectiveness.
- (l) To ensure that the communication with all its members and interested parties is of the highest standard.
- (m) To recommend any changes in the rules and regulations of the Club.
- (n) Generally to do all things it deems necessary to uphold the law of cricket and the spirit of the game.

The Executive Committee shall have, in addition to all such administrative powers as may be necessary for properly carrying out the objects of the Riccarton Cricket Club as herein before set forth, the following particular powers and authorities:

- (a) To appoint Subcommittees from within its own number or otherwise and to delegate to them such powers and responsibilities as it shall determine. The Subcommittees shall report as directed by the Executive Committee. The Chairperson of the Executive Committee or a Executive Committee Member nominated by him or her shall have the right to attend any meeting of any Subcommittee.
- (b) To hold an enquiry or appoint a person or persons to hold an enquiry into and impose such punishment as it thinks fit in case of misconduct by any team, player or official while under the direct control of the Riccarton Cricket Club or for such other reason as the Executive Committee shall decide. For

the purposes of such enquiry to summon witness to appear and give evidence and in the event of failure or refusal to attend to impose such penalty as the Executive Committee may consider fit.

- (c) In fulfilling the objects of the Riccarton Cricket Club to invest any of the property, assets and income in a manner appropriate for a professional trustee operating under New Zealand law. The Executive Committee may by resolution delegate the investment and management of its investments to a Fund Manager.
- (d) To open and operate in the name the Riccarton Cricket such banking accounts as deemed necessary.
- (e) To enter into any agreement in the name of and on behalf of the Riccarton Cricket Club for sharing profits, or for mutual assistance with any affiliated Member, person or persons or body corporate which it may seem to the Executive Committee is capable of directly or indirectly benefiting the Riccarton Cricket Club.
- (f) To fill any vacancy on the Executive Committee which may occur by death, resignation or otherwise of an Executive Committee Member or to co-opt any Member to the Executive Committee that it sees fit at any time.
- (g) To call Special General Meetings of the Riccarton Cricket Club.
- (h) If any case should occur which is not, or which in the opinion of the Executive Committee is not, provided for by these Rules, it shall be determined by the Executive Committee in such manner as it shall think fit, and it may (if it thinks fit to do so) report the case with its decision to a General Meeting of the Riccarton Cricket Club for confirmation.
- (i) To admit any person to membership and to terminate such membership

#### **19. PECUNIARY GAIN**

No Member of the Club shall derive any pecuniary gain (except by way of honorarium for services rendered voted by a General Meeting of Members) from any property or operations of the Club.

#### **20. MINUTE BOOK**

The Secretary shall keep a Minute Book of all proceedings of the Club which shall be produced at every General Meeting and every Executive Committee Meeting.

#### **21. BY-LAWS**

The Executive Committee shall have power to make, amend, rescind and enforce by-laws for the good management of the Club and such by-laws shall be notified to Members by notice affixed to the pavilion at Hagley Oval or shall notify Members of such by-laws in such other manner as the Executive Committee shall see fit.

#### **22. DISCIPLINE AND COMPLAINTS**

- (a) Any Members or persons having any complaint to make concerning the club or any of its Members shall, at the earliest opportunity, state his complaint in writing addressed to the Secretary stating fully the grounds of such

complaint. The Secretary shall then call a meeting of the Executive Committee and shall notify the Member or person making the complaint and the Member or Members against whom such complaint is made, requesting those Members to attend such meeting. The complaint will be considered by the Executive Committee according to the evidence submitted to them by the Member or person making the complaint and the Members against whom such complaint is made.

- (b) The Executive Committee shall have power to discipline any Member or Members and shall have power to terminate the Membership of any Member or Members for conduct prejudicial to the good name and interest of the Club in terms of the penalties provided herein.
- (c) Upon receipt of any such complaint against any Member or Members and pending a hearing of any such complaint as foresaid the Executive Committee shall have power to suspend each Member or Members pending the consideration of the Executive Committee of such complaint, PROVIDED ALWAYS that no such suspension under this Rule shall remain in force for a period exceeding twenty-one (21) days.
- (d) The Executive Committee shall have power to nominate a person or persons to hear the complaint on its behalf.
- (e) Penalties – the Executive Committee or its Nominee pursuant to this clause shall have the power to impose the following penalties:
  - i provide a warning or censure to the Member; or
  - ii impose a fine not exceeding \$500.00 and/or;
  - iii suspend or terminate the Membership of the Member; or
  - iv impose a suspended sentence on the Member.

## **23. CUSTODY AND USE OF COMMON SEAL**

The Club shall have a Common Seal, which shall be kept in the custody of the Secretary, and shall only be affixed to documents at a meeting of the Executive Committee or in pursuance of a resolution of the Executive Committee. The affixing of the Common Seal shall always be attested by at least one other Member.

As regards third parties, the Common Seal shall be deemed to have been duly affixed if the affixing thereof purports to be attested by one other Member of the Executive Committee, and that notwithstanding an invalidity in the appointment of any Member of the Executive Committee or any irregularity in the Meeting at which the Common Seal is affixed or any other matter connected with the affixing of the same. And as regards third parties, the signatures of the persons purporting to attest the affixing of the Common Seal, shall be sufficient evidence that those persons are members of the Committee.

## **24. ALTERATION OF RULES**

With the exception of a Resolution to wind up the Riccarton Cricket Club pursuant to Rule 26 herein, no existing Rule shall be altered or repealed nor shall new Rules be added without the consent of the majority of the Members present at the Annual General Meeting, or at a Special General Meeting called for that purpose, and unless at least seven (7) days notice of such proposed alteration, repeal or

addition shall have been given to each Member by the Secretary in writing clearly defining the proposed change.

**25. INTERPERATION OF RULES**

The decision of the Executive Committee on the interpretation of Rules or any matter or things not contained in these Rules, and pertaining to the Club, its property or interests, shall be conclusive and binding on all members until revoked at a Annual General Meeting or a Special General Meeting.

**26. WINDING UP**

The Riccarton Cricket Club shall not be dissolved except upon a motion passed by a 75% majority of the votes recorded at a General Meeting called in the manner provided in these Rules. Upon a dissolution any surplus funds available after the payment of all liabilities of the Riccarton Cricket Club shall be distributed to such organisation (s) having the same or similar charitable objects as the Club in such proportions as the Members may resolve at the General Meeting which passes the resolution dissolving the Riccarton Cricket Club provided however that no part of the income or other funds of the Riccarton Cricket Club shall be used for the private pecuniary profit of any individual person.

Constitution amended August 2006  
Constitution adopted at AGM on 29 August 2006.