

THE WODEN WANDERERS CRICKET CLUB CONSTITUTION



*Ratified by the members of the Woden Wanderers Cricket Club on 25 May 2005
Consolidated version including amendments made by Variation A as ratified by the members of the Woden
Wanderers Cricket Club on 10 May 2007*

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THE WODEN WANDERERS CRICKET CLUB

CONSTITUTION

1 NAME

The name of the Club shall be the “Woden Wanderers Cricket Club” hereinafter designated “**the Club**” (abbreviated, where necessary, to WWCC)

2 DEFINITIONS

2.1 In this constitution unless a contrary intention is expressly stated:

“Annual General Meeting”

means a meeting held in accordance with the relevant clauses in Clause 10.1;

“Associate Member”

means a non-playing Member of the Club who has paid the annual Associate membership fee.;

“Chairperson”

means a person appointed to chair a meeting prior to, or at the beginning of, that meeting, under clause 9.27 or 10.19 as the case requires;

“Club”

the Woden Wanderers Cricket Club and includes all Members, Life Members, Associated Members, the Executive, Club Coach and the Committee;

“Club Coach”

means a person appointed as the Club’s coach under Clause 13.1;

“Club Registrar”

means a Member nominated under Clause 4.7 for the purposes of establishing and maintaining a register of Members;

“Club Selector”

means a person elected as a Club Selector under Clause 13.5;

“Constitution”

means this constitution and includes, without limitation, any appendices and attachments;

“Committee”

means the Members elected under Clause 9.1 and as constituted under the provisions hereof;

“Corporate Member”

means a person or business who provides sponsorship to the Club and granted corporate membership of the Club under Clause 4.3.;

“Cricket Association”

means the Canberra City and Suburban Cricket Association; also referred to as “**the Association**”;

“Executive”

means the Members of the Committee comprising the President, the Vice-President, the Secretary, and the Treasurer;

“General Meeting”

means a meeting held in accordance with the relevant clauses in Clause 10;

“Information Officer”

means a Member appointed under Clause 9.2 for the purposes of distributing information to the Club as directed by the Committee;

“Life Member”

means a person granted life membership of the Club;

“Member”

means a member of the Club who has paid the annual registration fees in accordance with Clause 5;

“Officer of the Club”

means the Member appointed Officer of the Club under Clause 9.21;

“President”

means a person elected under Clause 9 as president of the Club;

“Secretary”

means a person elected under Clause 9 as secretary of the Club;

“Selection Committee”

means a committee comprised of Members specified in Clause 13.1;

“Service”

means notification as the case requires to a Member:

- (a) that they are to be the subject of disciplinary proceedings; or
- (b) of the decision of disciplinary proceedings; or
- (c) of a special resolution confirming a Disciplinary Committee’s decision,
which is sent by the following process:
 - (d) ordinary post to the last known address; or
 - (e) facsimile to the last known facsimile number; or
 - (f) e-mail to the last known e-mail address; or
 - (g) hand delivered to the last known address,

as detailed in the Club’s records, and **“Serve”** and **“Served”** have a like meaning.

“Special Member”

means a person granted special membership of the Club under Clause 4.3;

“Special Resolution”

means a formal determination made by the Club in accordance with Clause 11;

“Standing Orders”

means the Standing Orders of the Club specified in Appendix A;

“Team Captain”

means a person appointed as a team captain under Clause 13.8 or 13.9, as the case requires;

“Treasurer”

means a person elected under Clause 9 as treasurer of the Club;

“Vice President”

means a person elected under Clause 9 as vice president of the Club;

“Web Site”

means the Club’s website that currently has the URL <http://www.wodenwandererscc.com>;

“Year”

means the twelve (12) month period from 1 April.

2.2 In this Constitution, any reference to a Member is also a reference to an Associate Member, Life Member, Corporate Member or Special Member, as the case requires, unless otherwise specified.

3 OBJECTS

3.1 The objects of the Club shall be:

- (a) to encourage, foster, publicise, promote, develop, extend, organise, and administer the sport of cricket for the benefit of Canberra and the surrounding regions;
- (b) to develop, organise and promote sporting competitions between teams and individuals representing the Club and other sporting teams and individuals;
- (c) to encourage and provide opportunities for Members to participate in the sport of cricket at all levels;
- (d) to affiliate with the recognised controlling body for the sport of cricket at Suburban, Regional and/or State level and liaise with other clubs and associations in that sport, where this is in the best interests of Members;
- (e) to advise, inform and consult the Cricket Association of matters pertaining to the sport of cricket;
- (f) to liaise with the Association and ACT Sport and Recreation regarding the provision of equipment, facilities and services to the Club;
- (g) to encourage and assist Members to obtain and enhance administrative, financial, promotional, coaching, umpiring, paramedical and playing skills in support of the Club’s activities;
- (h) the Club shall be a non-profit organisation whose income and property shall be applied solely towards the promotion of its objectives;
- (i) to assist the Cricket Association in the attainment of its goals and objectives; and
- (j) to promote and participate in all aspects of the game of cricket within the community, and to recognise and uphold the official laws of cricket.

3.2 Nothing herein shall prevent the reimbursement of legitimate expenditure properly incurred by a Member on behalf of the Club and the payment in good faith or remuneration, including honoraria, to any officer or employee of the Club or to any Member in return for any services actually rendered to the Club or reasonable and proper rental for premises let by any Member.

3.3 The Club shall be non-political, non-denominational and non-discriminatory organisation.

4 MEMBERSHIP

- 4.1 Membership of the Club shall be open to any Member, Associate Member, Special Member, or Life Member of the Club.
- 4.2 The term of membership shall be from the time of payment of the membership fee until:
- (a) when the membership fees for the next season become due, or
 - (b) until any unpaid debts to the Club have been finalised.
- 4.3 Membership of the Club shall also be open to Special or Corporate members of the Club provided they are not members of another cricket club in the same Cricket Association as that in which the Club is affiliated with and the total of Special or Corporate does not exceed, whichever is the lesser of the following:
- (a) 25 % of the total club membership, or
 - (b) any lesser number or proportion set for the Year at the Annual General Meeting by those Members of the Club who are Members or Associate Members of The Club.
- 4.4 Nominations for membership shall be in writing and shall be lodged with the Secretary who shall, as soon as practicable, refer the nomination to the Committee to determine whether to approve or to reject the nomination.
- 4.5 Approval of a nomination shall be entirely at the discretion of the Committee. The Committee may reject any application for membership of the Club without the need to provide an explanation. However, Members and Associate Members of the Club so rejected will have leave to appeal the decision to the Committee.
- 4.6 The Committee shall refuse any nomination from Special or Corporate members of the Club if the effect of acceptance results in either the number or the proportion of such members exceeds the limits specified in Clause 4.3 above. The Committee shall also reject any application received from a Special or Corporate Member of the Club if the person is a member of another club affiliated with the Association.
- 4.7 The Committee shall nominate a Club Registrar, who shall establish and maintain a register of Members, in which shall be entered the relevant details of membership applications. The register of Members must be kept at the principal place of administration of the Club and must be open for inspection, free of charge, by any Member at any reasonable hour.
- 4.8 If the Committee approves the nomination, the Club Registrar shall, as soon as practicable, notify the nominee of that approval and upon receipt from the nominee of payment of the fees payable under these rules by a Member, shall enter the name of the nominee in the register of members.
- 4.9 A person ceases to be a Member of the Club if the person:
- (a) dies; or
 - (b) resigns membership; or
 - (c) is expelled from the club.
- 4.10 A right, privilege or obligation which a person has by reason of being a Member of the Club:
- (a) is not capable of being transferred or transmitted to another person; and

(b) terminates on cessation of the person's membership.

4.11 A person may apply to resign from membership of the Club by writing to the Secretary, who will present it to the Committee. The Committee will grant support and give clearance of such an application only if all membership fees have been paid. A refund or part thereof of the membership fee or fees paid in advance will be at the discretion of the Committee.

Life Membership

4.12 Life Membership of the Club may be conferred upon such persons deemed fit, in recognition of their service to the Club by a two-thirds majority of Members present at the Annual General Meeting.

4.13 The Secretary shall receive nominations for Life Membership from Members no later than twenty-eight (28) days prior to a General Meeting.

4.14 Life Members are exempt from the Membership Fee and shall be deemed to have the same privileges within the Club as Members for the purpose of this Constitution.

5 FEES

5.1 A Member shall, upon admission to membership, pay to the Club the annual fee.

5.2 The annual fee for each Year shall be:

(a) fixed by the Committee by the 7th day of October in any Year; or

(b) if the Committee fails to set a fee under 5.2(a),

the fee for the preceding Year shall be deemed to be the amount payable.

5.3 Members may be required to pay such other fees and charges as may be determined at a General Meeting for the provision of goods and services to Members.

5.4 Once the annual fee is fixed a Member is required to pay the annual fee within thirty (30) days of the membership application being successful or as otherwise agreed by the Committee.

5.5 The Committee reserves the right to waive the annual fee in respect to a Members application to membership.

5.6 Match fees are separate from the annual fee and shall be:

(a) determined by the Committee before the first match of the season; or

(b) if the Committee fails to set a match fee under 5.6(a),

the fee for the preceding Year shall be deemed to be the amount payable.

5.7 Life Members are exempt from paying annual fees, match fees or any fees.

6 MEMBERS' LIABILITIES

6.1 The liability of a Member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the Member in respect of:

(a) membership of the Club as required by Clause 5; or

- (b) any fees outstanding from games played or goods and services rendered.

7 DISCIPLINING OF MEMBERS

- 7.1 There shall be formed a sub-committee of the Committee to be known as the “Disciplinary Committee”.
- 7.2 The Disciplinary Committee shall comprise of a minimum of three (3) Members and a maximum of five (5) Members. Three (3) members of the Disciplinary Committee shall be members of the Executive, and one of those shall be appointed Chairperson, with all said elections being held at the first Committee Meeting after the Annual General Meeting..
- 7.3 The term of office of the Disciplinary Committee shall be from when the appointments are made at the first Committee Meeting after the Annual General Meeting until when nominations are called for at the first Committee Meeting after the next Annual General Meeting.
- 7.4 In the event of a position becoming vacant during the term of office the Committee may appoint a replacement at its own discretion.
- 7.5 A quorum at a Disciplinary Committee Meeting shall be two (2) members. If a quorum is not present at a Disciplinary Committee Meeting within thirty (30) minutes after the time set as commencement, the Disciplinary Committee Meeting shall be reconvened for a date within fourteen (14) days.
- 7.6 A maximum of three (3) members of the Disciplinary Committee may sit at any Disciplinary Committee Meeting.
- 7.7 Only members of the Disciplinary Committee that are present at a Disciplinary Committee Meeting may vote, with each member of the Disciplinary Committee entitled to one (1) vote. In the event of the equality of votes the Chairperson shall have the casting vote.
- 7.8 The Chairperson as elected by Clause 7.2 shall chair all Disciplinary Committee Meetings. In the absence of the Chairperson, the members of the Disciplinary Committee present shall appoint one of their numbers to the Chairperson.
- 7.9 The Disciplinary Committee may be convened by:
 - (a) means of a written request to the Secretary from a Member stating the accused Member’s name and the alleged offence, to be received by the Secretary no later than fourteen (14) days after the alleged offence, or
 - (b) under the direction of the Committee.
- 7.10 A Member must be Served with notice that they are the subject of disciplinary proceedings no later than the date of relevant the Disciplinary Committee Meeting.
- 7.11 The Disciplinary Committee shall have the power to limit, suspend or expel, the rights and privileges of any Member if it is satisfied that the Member:
 - (a) has refused or persistently neglected to comply with the provisions of this constitution or the rules of the Club; or
 - (b) has acted in a manner prejudicial to the interests of the Club;provided the Disciplinary Committee:
 - (c) has caused notice of the complaint to be served upon the Member concerned; and

- (d) has given the Member an opportunity to appear before the Disciplinary Committee and be heard in his defence with such meeting being convened no sooner than fourteen (14) days from the time the notice is served, and
 - (e) has taken into consideration all submissions made by both parties in connection with the complaint.
- 7.12 A Member who is the subject of disciplinary proceedings must be Served with notice of the findings of the Disciplinary Committee within three (3) working days of the relevant Disciplinary Committee Meeting.
- 7.13 Any such decision to expel a Member shall operate as a suspension until the next General Meeting of the Club when, if ratified by Special Resolution, the expulsion will be confirmed.
- 7.14 A Member that has been expelled under Clause 7.13 must be Served with notice of their expulsion within three (3) working days of the relevant General Meeting.
- 7.15 Notwithstanding anything contained herein to the contrary, the Standing Orders shall be observed at all Disciplinary Committee Meetings
- 7.16 For its own proceedings, the Disciplinary Committee may draw up and enforce rules not inconsistent with this Constitution and the Standing Orders.
- 7.17 In this Clause 7, Service of a notice will be deemed to have taken place three (3) working days from the date of the notice.
- 7.18 The balance of the Year's fees of a Member expelled from the Club under Clause 7.11 must be refunded to that Member on a pro rata basis.

8 RIGHT OF APPEAL

- 8.1 A Member may appeal to the Committee against a decision by the Disciplinary Committee under Clause 7, within seven (7) days after notice of the findings of the disciplinary proceedings are Served on the Member, by lodging with the Secretary a notice to that effect.
- 8.2 On receipt of a notice from the Member under Clause 8.1, the Committee must convene a Committee Meeting within fourteen (14) days after the date on which the Secretary received the notice.
- 8.3 At the Committee Meeting convened under Clause 8.2:
- (a) no business other than the question of the appeal is to be transacted; and
 - (b) the Disciplinary Committee and the Member must be given the opportunity to state their cases orally, or in writing, or both; and
 - (c) the Committee present are to vote by secret ballot on the question of whether the decision should be confirmed or revoked; and
 - (d) if the decision of the Committee was to expel the Member then the decision shall operate as a suspension until the next General Meeting of the Club when, if ratified by Special Resolution, the expulsion will be confirmed.
- 8.4 A Member may appeal to the Club in a General Meeting against a resolution of the Disciplinary Committee under Clause 7, or Committee under Clause 8.3 within seven (7) days after notice of the resolution is served on the Member, by lodging with the Secretary a notice to that effect.

- 8.5 On receipt of a notice from the Member under Clause 8.4, the Committee must convene a General Meeting within fourteen (14) days after the date on which the Secretary received the notice.
- 8.6 At the General Meeting convened under Clause 8.5:
- (a) no business other than the question of the appeal is to be transacted; and
 - (b) the Disciplinary Committee and \ or Committee and the Member must be given the opportunity to state their cases orally, or in writing, or both; and
 - (c) the Members present are to vote by secret ballot on the question of whether the decision should be confirmed or revoked; and
 - (d) the decision by the Disciplinary Committee and \ or Committee to expel must be supported by Special Resolution to be confirmed.

9 COMMITTEE

- 9.1 There shall be a committee of management consisting of office bearers, all being Members, and other Members. The Committee must consist, as a minimum, of the Executive (as defined) and as a maximum, the Executive (as defined) plus a maximum of one (1) normal committee member for each team the Club fields with the Association plus one (1).
- 9.2 The Committee may appoint a Member as the Information Officer.
- 9.3 At all times, the majority of elected members of the Committee shall be Members, Associate Members or Life Members of the Club.
- 9.4 Any Member of the Club who holds a position on a committee of another cricket club or a cricket association shall not be eligible to stand for election to the Executive.

Powers

- 9.5 The Committee shall control and manage the affairs of the Club in such manner as appears necessary and desirable for the proper management of the Club and for the promotion of the objects of the Club, and may exercise any function or power of the Club except those which are required by these rules to be exercised by Members in general meeting.
- 9.6 The Committee shall make rules for the administration of the Club and conduct of its Members none of which shall be inconsistent with this Constitution or the rules or constitution of the Club.
- 9.7 The Committee may delegate any of its functions other than the power of delegation or any function required by law to be exercised by the Committee to Sub-Committees. Any such delegation may be subject to conditions, and the powers so delegated may still be exercised by the Committee notwithstanding the delegation. The Committee may call upon any Sub-Committee to report to it at any time and may revoke, suspend, or alter any delegation without notice at any time.
- 9.8 The committee may at its discretion appoint a sub-committee for a purpose not exceeding the duration of the committee's term.

Election of Committee Members

- 9.9 Subject to Clauses 9.3, 9.4, 9.5, 9.6, 9.7 and 9.8, any Member of the Club shall be eligible for election to the Committee.
- 9.10 The committee members shall be elected annually at the Annual General Meeting.

- 9.11 Nomination of candidates for election to the Committee shall be made in writing, signed by two (2) members of the Club, include the written consent of the candidate and delivered to the Secretary of the Club not less than seven (7) days before the date fixed for the holding of the Annual General Meeting.
- 9.12 If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held. The person or persons with the largest number of primary votes shall be elected.
- 9.13 If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- 9.14 If insufficient further nominations are received, any vacant position remaining on the Committee shall be deemed to be a casual vacancy.
- 9.15 Members of the Committee shall take office immediately following the Annual General Meeting at which they are elected and shall remain in office until the end of the next Annual General Meeting.
- 9.16 The Cricket Association is to be notified in writing of any change in the membership of the Committee within fourteen (14) days of such change.

Casual Vacancies

- 9.17 A casual vacancy in the office of a member of the Committee occurs if:
- (a) the member dies, resigns or ceases to be a Member;
 - (b) is absent from Committee meetings without the consent of the Committee for three (3) consecutive meetings;
 - (c) is removed from office under Clause 9.25 or becomes mentally incapacitated; or
 - (d) insufficient further nominations are received for a vacancy pursuant to Clause 9.15.
- 9.18 Casual vacancies on the Committee shall be filled by Members of the Club appointed by the Committee to hold office, subject to these rules, until the end of the Annual General Meeting next following the date of appointment, excepting in the case of the position of President, which shall be filled only by nomination and acceptance at a general meeting called no later than fourteen (14) days after the vacancy has occurred.

Suspension of the Committee

- 9.19 The Club may, by special resolution passed by two-thirds ($\frac{2}{3}$) majority of those present at a Committee meeting, General Meeting or Annual General Meeting, as the case may be, suspend the Committee or any member of the Committee if the Club is of the opinion that the Committee or that member of the Committee:
- (a) has persistently refused or neglected to comply with:
 - (i) the provisions of this Constitution;
 - (ii) the rules of the Club; or
 - (iii) the rules of the Association; or
 - (b) has acted in a manner prejudicial to:

- (i) the Club; or
- (ii) the Association,

and may suspend the Committee or that member of the Committee for a period to be specified.

9.20 The period of suspension applied to the Committee or a member of the Committee suspended under Clause 9.19 must be:

- (a) a minimum of fourteen (14) days; or
- (b) until new office bearers of the Committee are elected,

which ever is the lesser.

9.21 In the event the whole Committee is suspended under Clause 9.19, the members of the Club present at the meeting, other than the members of the Committee, must appoint a Member, Associate Member, Life Member, Special Member or Corporate Member as the Officer of the Club until:

- (a) such time as the suspension of the Committee ceases; or
- (b) new office bearers of the Committee are elected.

9.22 Any member of the Committee who is suspended under Clause 9.19 shall cease to be a signatory to the accounts of the Club whilst under suspension.

9.23 In the event that the entire Committee is suspended, no payments shall be made from the accounts of the Club without the approval of the Officer of The Club in each and every instance.

9.24 The Club shall determine what action is to be taken against the members of Committee suspended by the Membership of The Club, at a general meeting convened within twenty-eight (28) days after the date on which notice is received from The Club.

Removal of a Member of the Committee

9.25 The Club in a general meeting may by Special Resolution remove any member of the Committee from office before the expiration of the member's term of office and may elect in accordance with Clauses 9.11 and 9.12 another person to hold that office until the expiration of the term of office of the member so removed.

9.26 A member of the Committee who is the subject of a motion of removal from office referred to in Clause 9.25, is entitled to make representations in writing to the President or Secretary of the Club and to have these representations read out at the meeting at which the motion is to be considered.

Meetings and Quorum

9.27 The Committee shall meet at least six (6) times a Year. The President or his delegate shall be the Chairperson for each meeting.

9.28 The first Committee meeting shall be convened after the Annual General Meeting but prior to the commencement of the Cricket Association competition. Additional meetings of the Committee may be convened by the Executive or by any two (2) members of the Committee.

9.29 A quorum for Committee meetings shall be half plus one of the members of the Committee.

- 9.30 No business shall be transacted by the Committee unless a quorum is present and if within thirty (30) minutes of the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same time of the same day in the following week unless otherwise determined by the Committee in consultation.

Voting and Decisions

- 9.31 Questions arising at a meeting of the Committee or of any Sub-Committee appointed by the Committee shall be determined by a majority of the votes of members of the Committee or Sub-Committee present at the meeting.
- 9.32 Each member of the Committee shall be entitled to one vote only on any question except that, in the event of the voting being equal on any question, the Chairperson shall have the casting vote.
- 9.33 Subject to Clause 9.29, the Committee may act notwithstanding any vacancy on the Committee.
- 9.34 Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a Sub-Committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or Sub-Committee.
- 9.35 No member of the Committee will participate in the discussion of or vote on any matter before a General Meeting or the Committee or any Sub-Committee in which that member has a personal interest leading to a possible conflict of interest and in particular will not participate in any discussion or voting relating to the appointment of any official or selection in a team where the member is a candidate for the position or for selection.

Agendas and Minutes

- 9.36 The agenda for all meetings of the Committee shall be forwarded with the notice of the meeting no later than the Saturday immediately prior to the Committee meeting.
- 9.37 The minutes of all meetings shall be forwarded to all members of Committee and made available to the Club within four (4) days of such meetings.

10 GENERAL MEETINGS**Annual General Meeting**

- 10.1 The Annual General Meeting shall be held within two (2) months of the end of the regular Association season on a date to be specified by the Committee, for the purposes of the business contained in this section, and the transacting of such other business as may have been notified to the Secretary no later than seven (7) days before the meeting.
- 10.2 At least twenty-eight (28) days notice of the Annual General Meeting shall be given to all adult Members accompanied by:
- (a) the agenda;
 - (b) minutes of the previous Annual General Meeting; and
 - (c) notification of any proposed rule or constitutional changes.
- 10.3 In addition to any other business that may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:
- (a) apologies;

- (b) to confirm the minutes of the previous Annual General Meeting and of any special general meeting held since that meeting;
- (c) to receive from the Committee reports upon the activities of the Club during the last financial year;
- (d) to elect office-bearers of the Club and other members of the Committee;
- (e) to elect delegates to the Cricket Association and delegates to the annual general meeting of the Cricket Association in accordance with Clause 15.2;
- (f) to appoint a Patron if the meeting so desires;
- (g) to appoint an Auditor who shall not be a Member of the Club; and
- (h) to receive and consider a duly certified financial statement from the Committee which is not misleading and which gives a true and fair view for the last financial year of the Club's:
 - (i) income and expenditure;
 - (ii) assets and liabilities; and
 - (iii) mortgages, charges and other securities.

General Meetings

- 10.4 The Committee may, whenever it thinks fit, convene a General Meeting of the Club.
- 10.5 The Committee shall, on requisition in writing of not less than seven (7) Members, convene a General Meeting of the Club, within six (6) weeks of the date on which the requisition was lodged. The request must state the nature of the business to be transacted at the General Meeting.

Notice

- 10.6 Except as provided herein for General Meetings which require a Special Resolution of the Club, at least fourteen (14) days notice shall be given to Members for all General Meetings and notices of motion. The notice shall specify the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 10.7 At least twenty-one (21) days notice shall be given to Members of any General Meeting that requires a Special Resolution of the Club.
- 10.8 No business other than that specified in the notice shall be transacted at a General Meeting.
- 10.9 Notice of a general meeting of the Club shall be given by being displayed on The Club notice boards and on the Clubs Website.

Procedure

- 10.10 No item of business shall be transacted at a general meeting unless a quorum of Members entitled under these rules to vote is present during the time the meeting is considering that item.
- 10.11 Only Members, Associate Members and Life Members of the Club are entitled to vote and observers shall have no voice except by permission of the Chairperson.

- 10.12 The quorum at General Meetings shall be one-third ($\frac{1}{3}$) of Members or twenty (20) Members whichever is the lesser.
- 10.13 If within thirty (30) minutes an hour after the appointed time for the commencement of the general meeting a quorum is not present, the meeting shall be adjourned.
- 10.14 On any question arising at a General Meeting of the club a Member has one vote only.
- 10.15 All votes must be given personally and proxies shall not be permitted.
- 10.16 Voting at general meetings shall be by show of hands unless a secret ballot is demanded.
- 10.17 All decisions at General Meetings shall be made by a simple majority vote except for those matters that must be decided by Special Resolution where a two-thirds ($\frac{2}{3}$) majority is required.
- 10.18 The President or, in the President's absence, the Vice-President, shall preside as Chairperson at each General Meeting and Committee meeting of the Club.
- 10.19 If the President and the Vice-President are absent from a meeting or unwilling to act, the Members present shall elect one of their number to preside as Chairperson.
- 10.20 The Chairperson shall not be able to move motions and shall have a casting vote only.

Adjournment

- 10.21 The Chairperson of a General Meeting may adjourn the meeting with the consent of the majority of the Members present at the meeting.
- 10.22 No business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 10.23 If the meeting is adjourned for fourteen (14) days or more, notice of the adjournment shall be given by being displayed on the Club notice board and on the Website.

11 SPECIAL RESOLUTION

- 11.1 A Special Resolution of the Club is passed if it is passed by a two-thirds ($\frac{2}{3}$) majority of those members of the Club who are present and entitled to vote at a General Meeting of which twenty-one (21) days notice has been given in accordance with this Constitution.

12 FINANCE

- 12.1 The financial year shall commence on the first day of May each Year.
- 12.2 The funds of the Club shall be derived from annual fees and match fees paid by Members and Associate Members, donations and, subject to any Special Resolution passed by the Club in a General Meeting, such other sources as the Committee determines.
- 12.3 All monies received shall be paid into a banking account. The Treasurer shall have the power to authorise the issue of receipts for all moneys received.
- 12.4 All disbursements of the Club other than payments from petty cash shall be in the form of cheques, which shall bear the signature of any two (2) members of the Executive.
- 12.5 The Treasurer shall present a written and signed statement of income and expenditure at each meeting of the Committee together with a bank statement for all accounts held by the club.

- 12.6 The audited financial statement for the previous financial year shall be submitted to the Annual General Meeting and shall be circulated to all Members as soon as it becomes available.
- 12.7 All budgets for forthcoming financial year shall be presented by the Committee for the consideration of Members at the Annual General Meeting.
- 12.8 No Member shall simply by reason of membership have any transmissible or assignable interest by operations of law or otherwise in the property of the Club. In terminating membership, the interest of the Member in the property of the Club shall pass and belong to the remaining Members of the Club.
- 12.9 Any Member who is in debt to the Club and who fails to repay this debt within thirty (30) days of written notification to do so, shall be automatically suspended from participating in all activities under the control of the Club until this debt has been paid.

13 SELECTION COMMITTEE

- 13.1 The Committee shall appoint a Selection Committee that shall comprise two (2) Club Selectors or subject to the appointment of a Club Coach who accepts the position of Club Selector, the Club Coach and one (1) Club Selector and the Team Captains of each grade team in accordance with this Clause 13.
- 13.2 For its own proceedings, the Selection Committee may draw up and enforce rules not inconsistent with this Constitution (“**Selection Policy**”).

Election of Selection Committee

- 13.3 Any Member of the Club shall be eligible for election as a Club Selector or Team Captain.
- 13.4 Nominations for the position of Club Selector can be called from members at the Annual General Meeting and shall be received in writing by the Secretary no later than the six (6) weeks prior to the commencement of the season.
- 13.5 If the number of nominations for Club Selector received exceeds the number of vacancies to be filled, a ballot is to be held. The person or persons with the largest number of primary votes shall be elected.
- 13.6 If insufficient nominations for Club Selector are received, any vacant position for Club Selector remaining on the Selection Committee shall be deemed to be a casual vacancy.
- 13.7 Nominations for the position of Team Captains can be called from members at the Annual General Meeting and shall be received in writing by the Secretary no later than the six (6) weeks prior to the commencement of the season.
- 13.8 The Committee shall appoint the Captain for the First team after nominations close, but prior to the commencement of the season.
- 13.9 The Committee shall appoint captains for the remaining grade teams after nominations close but prior to the commencement of the season. Such appointments shall be deemed provisional until a Team Captain can be elected from the players of the respective teams, which will be held prior to the commencement of the fourth (4th) Round.
- 13.10 Members of the Selection Committee shall take office immediately following their respective nominations being successful and shall remain in office until the end of the next Annual General Meeting.

Casual Vacancies

13.11 A casual vacancy in the office of a member of the Selection Committee occurs if the member:

- (a) dies, resigns, ceases to be a Member of the Club;
- (b) ceases to be member of the Cricket Association;
- (c) is absent from Selection Committee meetings without the consent of the Selection Committee for three (3) consecutive meetings;
- (d) is removed from office under Clause 9.19 if a member of the Committee; or
- (e) becomes mentally incapacitated.

13.12 Casual vacancies on the Selection Committee under Clause 13.11 shall be filled by the Committee and shall hold office, subject to these rules, until the end of the Annual General Meeting next following the date of appointment.

Powers

13.13 Each Team Captain and Club Selector/s shall have the power to select members into a grade team according to the Selection Policy as adopted by the Selection Committee.

Voting and Decisions

13.14 Each grade team shall be selected by the Team Captain of that team and the Team Captain of the grade:

- (a) immediately below it in the case of the highest team; or
- (b) immediately above it in the case of the lowest team,

with each Team Captain each having one (1) vote.

13.15 The Club Selector nominated for the particular grade shall only have a casting vote for the selection of a Member in the event of the Team Captains not reaching an agreement.

13.16 Once discussion and voting has been completed, the Team Selections shall be placed on the Website.

14 CLUB COLOURS

14.1 The colours of the Club shall be yellow and red.

15 CRICKET ASSOCIATION

15.1 The Club shall be an affiliated club of the Cricket Association.

15.2 The Club shall elect from the members present at the Annual General Meeting two (2) delegates to the Cricket Association and a delegate per Club team to the Cricket Association Annual General Meeting

16 NON-PROFIT STATUS

16.1 The income and property of the Club shall only be used in pursuance of the objectives of the Club in such manner as the Committee determines.

- 16.2 No portion of the Club's income and property shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of any profit to its Members or relatives of Members of the Club.

17 STANDING ORDERS

- 17.1 Standing orders as set out in Appendix A shall apply at all meetings of the Club.

18 ALTERATION OF THE CONSTITUTION

- 18.1 No alteration in, addition to, or deletion from the Constitution or Standing Orders shall be made except by a two-thirds ($\frac{2}{3}$) majority of the votes cast by those present and entitled to vote at a duly convened General Meeting provided that notice of intention to so amend the Constitution is given to the Secretary by a Member in writing or by the Committee in meeting at least seven (7) days prior to the General Meeting at which the Special Resolution is to be put.
- 18.2 Changes to this Constitution or Standing Orders approved by a General Meeting of the Club under Clause 19.1 shall have no effect unless ratified by the no less than two-thirds ($\frac{2}{3}$) of the Club Membership.

19 DISSOLUTION

- 19.1 The Club shall dissolve at any time if requested to do so by a vote at a General Meeting in accordance with clause 10.17 of at least two-thirds ($\frac{2}{3}$) of its Members.
- 19.2 Upon dissolution of the Club the surplus property of the Club, if any, shall be:
- (a) transferred to a charity by a two-thirds ($\frac{2}{3}$) majority of the votes cast by those present and entitled to vote; or
 - (b) divided as evenly as it practically can amongst the charities preferred by the Members.

20 ROLES AND RESPONSIBILITIES

- 20.1 For the avoidance of doubt, the roles and responsibilities of all Members are described in Appendix B.

APPENDIX A

STANDING ORDERS

1. All business, discussion and debate shall be conducted through the Chairperson.
2. Any Member wishing to address the meeting shall indicate such to the Chairperson. When recognised by the Chairperson, the Member shall then proceed to speak.
3. The Chairperson shall recognise the mover of any motion that is within the general nature of business as specified in the notice of that meeting.
4. If the motion is seconded, the Chairperson shall call upon the mover to speak to the motion.
5. The Chairperson shall then call for a speaker against the motion.
6. If there is no speaker against the motion, the Chairperson shall then put the motion.
7. If there is a speaker against the motion, the Chairperson shall then call upon speakers for and against the motion alternately.
8. If there is no further speaker wishing to argue contrary to the position of the previous speaker, the Chairperson shall, subject to the mover's right of reply, put the motion without further debate.
9. The mover of a motion, but not the mover of an amendment to a motion, shall have the right of reply. If exercised, the right of reply must be limited to answering the arguments advanced against the motion without introducing any new matter.
10. Apart from the mover of the motion in his reply, no Member shall speak more than once to the same motion without leave of the meeting.
11. When a motion has been moved and seconded, it shall not be withdrawn without the leave of the meeting.
12. A motion may be amended by variation, omission or addition provided that the amendment is relevant to the motion, does not alter substantially the nature of the motion and is not direct contradiction to the motion.
13. When the amendment to a motion is moved and seconded, the Chairperson shall ask the mover and the seconder of the motion if the amendment is acceptable. If the amendment is acceptable, the mover of the motion may, with leave of the meeting, alter the motion accordingly.
14. When the amendment is not acceptable to the mover or the seconder of the original motion, the Chairperson shall call upon the mover of the amendment to speak to the amendment.
15. The Chairperson shall then call for a speaker against the amendment.
16. If there is no speaker against the amendment, The Chairperson shall then put the amendment without further debate.
17. If there is a speaker against the amendment, the Chairperson shall then put the amendment to debate.
18. If there is no further speaker wishing to argue contrary to the position of the previous speaker, the Chairperson shall put the amendment without further debate.

19. When the vote on the amendment has been taken, debate shall resume on the motion, either in its original form if the amendment is lost or in its amended form if the amendment is carried.
20. A Member shall not be precluded from speaking to an amendment by reason of his participation in the previous debate on the original motion.
21. The Chairperson shall not accept an amendment to an amendment. However, during the course of debate on an amendment, a Member may foreshadow his intention of moving a subsequent amendment.
22. During the course of debate on any motion or amendment, any Member who has not taken part in the debate may move the closure motion, "That the vote be now taken". If seconded and accepted by the Chairperson, the closure motion shall be put without further debate. The Chairperson may decline to accept such a motion if he feels there has been insufficient debate.
23. If the closure motion is carried, the Chairperson shall invite the mover of the motion (but not the mover of an amendment) to exercise his right of reply and immediately thereafter shall put the motion.
24. If the closure motion is not carried, debate on the motion or the amendment shall resume.
25. During the course of debate on any motion, any Member may ask that the motion be read. During the course of debate on any amendment, any Member may ask that the amendment or the original motion be read. In each case, the Chairperson shall read the motion or the amendment to the meeting.
26. A Member, who considers that, in the course of the meeting, there has been a departure from these Standing Orders, may call to the Chairperson "Point of Order".
27. The Chairperson shall immediately suspend debate and call upon the Member to raise his Point of Order.
28. Where a Member considers that another speaker has misrepresented him during the course of debate on a motion or an amendment, he may indicate to the Chairperson and await recognition.
29. The Chairperson shall immediately suspend debate and call upon the Member to identify the misrepresentation without entering into the subject being debated. The debate shall then resume.
30. No speaker shall, without leave of the meeting, speak for longer than five minutes. The mover of the motion exercising the right of reply shall not speak for longer than three minutes.
31. The Chairperson shall call to order any Member who departs from the subject or violates the courtesies of debate or proper meeting decorum.
32. Any Member may move a motion of dissent from a ruling by the Chairperson and if seconded, such a motion shall be put without further debate.
33. All voting shall be decided on a show of hands by a simple majority of those present that are entitled to vote, unless otherwise required by the Constitution.
34. Proxy voting shall not be permitted.
35. The Chairperson shall not cast a primary vote on any question arising at a meeting, but in the event of any equality of votes, the Chairperson shall have a casting vote.
36. The Chairperson shall not move, second or speak to a motion or an amendment, but may suggest that a motion or an amendment be moved.

37. Any person other than a Member may not address the meeting without leave of the meeting.

NB In this Appendix A, 'meeting' may mean any Committee meeting, a General Meeting or Annual General Meeting.

APPENDIX B

ROLES AND RESPONSIBILITIES

1 ALL MEMBERS

- 1.1 Comply with the rules and decisions of the Club.
- 1.2 Pay the annual membership fee (Clause 5.4).
- 1.3 Ensure all fees are paid on time (Clause 5.4).
- 1.4 Promote the good name of the Club.
- 1.5 Support the Club's sponsors where possible.
- 1.6 Assist and support the Club fund raising activities whenever possible.
- 1.7 No person is to be reimbursed or reimburse themselves for items purchased on behalf of the Club. Reimbursement will only take place by the Treasurer upon presentation of a receipt or other supporting evidence.
- 1.8 It is preferable that no purchases on behalf of the Club should take place where prior approval has not been given. No purchases over the value of \$50 will be reimbursed without prior approval for this expenditure by the Committee.

2 COMMITTEE

- 2.1 Determine the cost of Club fees for the upcoming season (Clause 5).
- 2.2 Set standards for Club awards.
- 2.3 Determine how many teams the Club should field in the Association and in which grades teams should be entered.
- 2.4 Selection of Club Selector, Club Coach and Team Captains (Clause 13).
- 2.5 Updating the Players information packs.
- 2.6 Updating the Captain packs.
- 2.7 Nominate a Club Registrar (Clause 4.7).
- 2.8 All other things necessary for the smooth and effective running of the Club.

3 THE PRESIDENT

- 3.1 Chair Club meetings (Clause 10.18).
- 3.2 See that the business is conducted in accordance with the Standing Orders (Clause 17).
- 3.3 Represent the Club on all formal occasions.
- 3.4 Have only a casting vote at all meetings (Clauses 10.20 and SO 35 & 36).
- 3.5 Negotiate sponsorship or delegate another person agreed by the Committee to negotiate sponsorship on behalf of the Club.

4 THE VICE PRESIDENT

- 4.1 Chair meetings in the absence of the President.
- 4.2 Have the same powers and rights as the President in their absence.

5 THE SECRETARY

- 5.1 Record and distribute the minutes of each meeting available within 7 days (Clause 9.36).
- 5.2 Act as the initial external contact for the Club.
- 5.3 Be responsible for all correspondence, the notice of all Committee meetings, General Meetings, agenda and minutes of meetings.
- 5.4 Be the initial contact person for new Members and enquiries when possible.
- 5.5 Sending out the agenda for each Committee Meeting a minimum of two (2) days prior to the relevant Committee meeting (Clause 9.35).
- 5.6 Notifying the Association of changes to the committee (Clause 9.15).
- 5.7 Check the Club's mail (electronic / paper) on a regular basis and distribute / respond as required in a timely manner.
- 5.8 Send notice of the Annual General Meeting to all Members (Clause 10).

6 THE TREASURER

- 6.1 Keep a correct record of all moneys received and expended.
- 6.2 Provide to each Committee meeting a financial report, a statement of all accounts due for payment and a budget analysis (Clause 12.5).
- 6.3 Pay accounts due for payment only on receipts or off an invoice.
- 6.4 Receive all fees, fines and other moneys tendered by the Club's Teams or Members and pay all moneys received into the Club's bank account as approved by the Committee.
- 6.5 Prepare a draft Budget for consideration by the Committee and monitor the Budget during the course of the financial year.
- 6.6 Ensure that all cheques drawn on the Club's accounts are signed by two (2) signatories approved by the Executive.
- 6.7 Ensure that the Club maintains insurance cover for its activities at a level and against such risks as shall have been determined by the Committee.
- 6.8 Provide an audited financial statement at the Annual General Meeting (Clause 12.6).

7 ALL COMMITTEE MEMBERS

- 7.1 Attend Committee and General Meetings.
- 7.2 Actively participate in the meetings.
- 7.3 Assist in the organisation of Club events and functions.

8 CLUB REGISTRAR

- 8.1 Shall maintain the Club Register, being the Club's record of membership.
- 8.2 Collection and collation of membership forms into a register.
- 8.3 Keep an up to date printed copy of the Club's register at the Club's rooms, namely the West Deakin Hellenic Bowling Club (Clause 4.7).
- 8.4 Advising the Association of new Members to the club.
- 8.5 Maintaining the Club equipment register (Kits, Laptop, Software).
- 8.6 Maintaining and auditing the Club kits.

9 WEBMASTER

- 9.1 The webmaster is responsible for the upkeep of the Club website at the direction of the Committee.
- 9.2 Maintaining the Club mailing lists.
- 9.3 Maintaining the Club e-mail accounts.
- 9.4 Updating the club website under the direction of the committee.

10 SELECTION COMMITTEE

- 10.1 The team selections for the upcoming game.
- 10.2 The updating of the Club website with the team selections and game details.
- 10.3 Notify players of team selections. Currently via the Club mailing list and website.

11 TEAM CAPTAINS

- 11.1 Attend training sessions for the purposes of assessing players in relation to team selections.
- 11.2 Be in charge of all game related issues on the day of the match including those specified in item 12 of this Appendix B.
- 11.3 In consultation with senior members of the team, make important on field decisions and maintain team spirit.
- 11.4 Make the team scorebook available for the Club Statistician and for the 'call of the card', if held.
- 11.5 Organise a new ball for each game.
- 11.6 Select the team in consultation with the Selection Committee (Clause 13).
- 11.7 Getting any fill-ins or new player full details on a club registration form to ensure proper registration with the Association and Club prior the commencement of the game. (Captains pack item.)
- 11.8 In case of forfeit by the opposition, complete the scoresheet and alert team to the forfeit.

- 11.9 In conjunction with the opposing Captain, make the decision to play or not in case of rain or suspected dangerous ground.
- 11.10 Responsible for the correct completion of all scoresheets at games end. All scoresheets are to be signed, complete and correctly filled out.
- 11.11 Report any damage to the grounds, amenities or surrounds on the scoresheet.
- 11.12 Report on any rubbish present at the ground prior to the team arrival, ie from the previous game, on the scoresheet to ensure the Club is not unfairly penalised for the state of the ground.

12 TEAM VICE CAPTAINS (OR CAPTAIN'S DELEGATE)

- 12.1 Although this section is not specifically designated as the Team Captains' roles, the Team Captain is ultimately responsible / accountable for all items in this section. This section does not imply that one person, e.g. the Vice Captain, does all of the items listed here. These items may be delegated between a number of players.
- 12.2 Assist the team Captain in their duties as required.
- 12.3 Bring the kit to the game.
- 12.4 Fill and bring the esky to each the game in consultation with the drinks organiser.
- 12.5 Ensure the sportsground facilities are secured at game end for all games designated as home games. This primarily means the toilets as per Association guidelines.
- 12.6 Collect and accurately record all match fees from all players on game day, preferably prior to the commencement of the game. (Captains pack item).
- 12.7 Players' player voting slips to be handed out and collected at games end. (Captains pack item.)
- 12.8 Bring gazebo, if available, to games, set up and pack up.

13 ALL PLAYERS

- 13.1 By signing up to be a player and Member of the Club each player agrees to making themselves available, wherever possible, to requests for assistance as may be required by the Club or Association. This not only includes the regular season but in the finals as well. E.g. when the Club is to provide umpires during finals matches, each player joins this Club on the understanding they may be requested to make themselves available for such activities.
- 13.2 Are responsible to keep themselves informed. Most communication will be carried out via e-mail and via postings on the club web page.
- 13.3 To respond to e-mails accordingly, especially in matters of team selection.
- 13.4 Wear cricket whites and the team shirt during matches.
- 13.5 To be at the ground by 12.00pm, this being 30 minutes prior to the start of the game. If unable to arrive at the ground by 12.10 players are required to notify their Captains of their location so as allow sufficient time to arrange a 12th man if required.
- 13.6 Properly return any equipment used to the kit bag so that other players can find any equipment they need, even if you are upset at getting out!

- 13.7 Assist in the post-game cleanup namely, packing the Club kit and removal of all rubbish, irrespective if the rubbish was from a previous game as the Club will be fined if this is not done.
- 13.8 To pay games fees on the day of the game, preferably prior to the commencement of play.
- 13.9 To complete Players player nomination at the end of each game prior to leaving the ground.
- 13.10 Learn how to score and umpire. It is unfair to your team mates to expect to play and not participate in the running of the game.
- 13.11 Assist new team members in learning to score and umpire.
- 13.12 Provide reasonable assistance on match days to a Captains request. Players deliberately ignoring such requests may be subject to disciplinary action.

14 CLUB COACH

- 14.1 Organise a training venue.
- 14.2 Organise and run drills and/or exercises.
- 14.3 Assist in the team selections (Clause 13).

15 STATISTICIAN

- 15.1 Collecting the original scoresheets each round.
- 15.2 Ensure all scoresheets have been completed correctly.
- 15.3 Adding the statistics to the Club's statistics database.
- 15.4 Exporting the statistics for emailing to the Association.
- 15.5 Exporting the statistics for emailing to the Web Administrator.
- 15.6 Storing all the scoresheets in a safe location.
- 15.7 Bringing all the scoresheets for the past season to the AGM.
- 15.8 Bringing the up to date statistics database to the AGM.
- 15.9 Scanning of the scoresheets into electronic format (pdf / jpg) and their storage.

16 DRINKS ORGANISER

- 16.1 Organise the Club eskies to be delivered to each team.
- 16.2 Organise stock for the eskies.

17 NOTES

- 17.1 All reference to clauses in this Appendix B refer to the relevant clauses in the Constitution.
- 17.2 SO means Standing Orders as defined by the Constitution.