

# **CONSTITUTION OF THE CHESHIRE CLUBS' CRICKET COMMITTEE**

## **1. NAME**

The Cheshire Clubs' Cricket Committee ("CCCC").

## **2. OBJECTIVES**

To oversee recreational cricket in Cheshire.

## **3. MEMBERSHIP**

Any Club ('a Member') playing cricket that pays a subscription or affiliation fee to the CCCC or under the auspices of the Cheshire Cricket Board ("CCB").

## **4. THE EXECUTIVE**

4.1 The business of the CCCC shall be managed and all rights and responsibilities of the CCCC shall be exercised and performed by the Executive.

4.2 The composition of the Executive shall be:-

4.2.1 Officers:

- (a) Chair
- (b) Honorary Secretary
- (c) Honorary Treasurer
- (d) Men's and Women's League Representatives
- (e) Representatives of all Associations and Groups promoting the development of cricket in Cheshire including but not exclusively the Cheshire Cricket Board Limited, Clubs and Participation Manager, Cheshire Women's and Girls Manager and Cheshire County Safeguarding Officer, Cheshire Youth Cricket, Cheshire Association of Groundsmen, Cheshire Cricket Board Coaches Association, Cheshire Disability Cricket Club, Cheshire Association of Cricket Officials, Cheshire Women's County Cricket Club and Cheshire Men's County Cricket Club.

4.2.2 The Officers that are listed at a, b and c above shall be elected by the Representatives (and not by the Members) at the Annual General Meeting ('AGM'). Each Officer listed at a, b and c above shall have one vote. Any vacancies for Officers or Representatives shall be confirmed by the Executive at any time during the course of a calendar year.

4.2.3 League Representatives

Each League that contains a minimum of 5 Members shall be entitled each year to appoint one Representative to the Executive (and shall in addition appoint an alternative Representative for the year to attend any meeting the appointed Representative is unable to attend).

4.2.4 All Members who play in a league that does not qualify to appoint a Representative, (that is, a league which has 4 members or less) shall be represented by the Clubs and Participation Manager of the CCB Ltd or, if unable to attend, by a representative appointed by the Clubs And Participation Manager.

4.3 Each Representative on the Executive shall have one vote. The Chairman shall have a casting vote.

4.4 The Executive shall appoint a Competitions Secretary on an annual basis who shall have responsibility for organising the Cheshire County Cricket Competition(s) each season. The Competitions Secretary may establish a sub-committee to assist in the running of any competitions.

4.5 The Executive may invite ex-officio non-voting persons to serve on the Executive.

4.6 An appointment of a Representative to the Executive shall be effective when received in writing by the Honorary Secretary.

4.7 The Executive may establish such sub-Committees as it shall from time to time think fit and may delegate to them such functions, powers and duties as it shall from time to time determine. Each sub-Committee shall appoint its own Chairman and each sub-Committee shall have the power to co-opt.

4.8 All recommendations and decisions of sub-Committees shall be subject to ratification by the Executive.

## **5. EQUITY DIVERSITY AND INCLUSION**

5.1 The Executive shall adhere to the CCB's Diversity and Inclusion Policy as in place from time to time so far as it relates to and affects the activities and role of the Clubs' Committee.

5.2 In accordance with the ECB Anti-Discrimination Code, the Clubs' Committee will act to tackle discrimination and to promote inclusion and diversity in all its activities.

## **6. SAFEGUARDING**

6.1 The Executive shall act in accordance with the CCB's Safeguarding Development Plan as in place from time to time. Any safeguarding concerns relating to children should be directed initially to the County Safeguarding Officer who is available for help and advice.

6.2 The CCCC is committed to ensuring that all young people (aged under 18) and adults involved with cricket in Cheshire have a safe, welcoming and positive experience. The CCCC will operate within the framework of ECB's overarching "Safe Hands" policy which promotes good practice, helps raise awareness and ensures people know what the CCCC do if they have a concern about children and adults in cricket.

6.3 CCCC, as a constituent member of the CCB adopt and implement the ECB Safe Hands Policy for safeguarding children in cricket and any future versions of the policy.

6.4 CCCC also adopt the CCB's Safeguarding Policy Statements for safeguarding children and adults.

## **7. ADMINISTRATION**

Minutes of all meetings shall be produced and made available to the CCB and other agreed cricketing organisations within Cheshire.

## **8. FINANCE**

8.1 The Honorary Treasurer shall ensure that proper accounting records be kept of all transactions, assets and liabilities which shall give a clear and accurate view of the financial position of the CCCC.

8.2 The Financial Year shall commence on **1<sup>st</sup> December** annually and end on the following **30th November**.

8.3 The accounts for each year, together with the Auditors report thereon, shall be available for the scrutiny of the Executive and of the Members no later than the **31st May** in each year.

8.4 The CCCC shall submit its audited accounts to the CCB no later than **31st May** in each year.

8.5 The Auditors shall be appointed by the Executive on the recommendation of the CCB.

## **9. MEETINGS OF THE EXECUTIVE**

9.1 The Executive shall meet at least four times a year.

9.2 A Quorum shall be not less than six of the current Representatives entitled to vote on the Executive.

9.3 At least 14 days notice of meetings of the Executive shall be given to Officers and Representatives on the Executive.

## **10. ANNUAL REPORT**

The Executive shall furnish an Annual report to the CCB, in such form as the CCB may from time to time reasonably require.

## **11. ANNUAL GENERAL MEETING**

11.1 The AGM shall be held, on a date to be fixed by the Executive, being not later than the **31st May** in each year and the Honorary Secretary shall give Members, Officers and Representatives at least 14 days notice.

11.2 Each Member or Representative shall be entitled to one vote. Proxy or postal votes will not be allowed.

11.3 The ordinary business of the AGM shall consist of the presentation of the Annual Reports, the adoption of the Annual Accounts, the election of the Officers and the election of the Representatives under Rule 4.2.2 (b), with such elections in each group being by way of a secret ballot, if requested by two or more Members entitled to vote.

11.4 Nominations for the Officers shall be proposed and seconded by Representatives and submitted to the Honorary Secretary not later than 28 days prior to the AGM. If no nomination for any office is received by such date then a nomination duly proposed and seconded by Representatives may be made at the AGM.

If only one person is duly nominated for an office such person shall be deemed to be elected.

If more than one person is nominated for an office the Representatives shall hold an election by secret ballot for such office. In the event of a tie the Chairman shall have a casting vote.

11.5 The Chairman of the Executive shall act as Chairman of the AGM and shall have a casting vote.

11.6 All business to be transacted at the AGM must be specified in the Notice of the meeting.

Members wishing to raise matters for discussion must give notice in writing not later than 28 days prior to the AGM.

11.7 A Quorum for the AGM shall be not less than six of the current Representatives on the Executive.

## **12. SPECIAL GENERAL MEETINGS**

12.1 Special General Meetings (“SGM”) can be called at the request of :-

- (a) The Executive or
- (b) At least two Leagues who appoint their representatives to the Executive or
- (c) At least 10 Members Clubs

12.2 At least 14 days notice of an SGM shall be given by the Honorary Secretary to the Members and the Notice shall state the purpose of the meeting.

12.3 A Quorum shall be not less than six of the current Representatives on the Executive.

12.4 The Chairman of the Executive shall preside at the SGM.

## **13. AMENDMENT OF THE CONSTITUTION**

13.1 The Constitution of the CCCC may only be amended, revoked or dissolved at an Annual or Special General Meeting.

13.2 A proposal for amendment, revocation or dissolution must be proposed by

- a. The Executive or
- b. At least two Leagues who appoint their representatives to the Executive or
- c. At least ten Member Clubs

13.3 A proposal must be notified in writing to the Honorary Secretary at least 28 days before the date of an Annual or Special General Meeting.

13.4 A proposal must be approved by a majority of not less than two-thirds of the Representatives present and voting.

## **14. SUBSCRIPTIONS**

14.1 Members shall pay an annual subscription or affiliation fee either directly to the CCCC or to the CCB as the Executive shall direct, of such amount and by such date as the Executive shall decide from year to year, either by itself or in conjunction with other member organisations of the CCB.

14.2 The Executive shall have the power to agree with other member organisations of the CCB as to the amount of any subscription to be collected from Members and as to the apportionment of any sum collected by the CCB from Members as between the CCCC and any other member organisations of the CCB.

## **15. BYE-LAWS**

15.1 The Executive shall have the power to make such Bye-Laws and Rules of Procedure as are necessary for the proper administration of the business of the CCCC and the working of the Executive and each sub-Committee shall have like powers in relation to its business.

15.2 The decision of the Executive and of each sub-Committee on matters of procedure shall be final.

**Hon. Secretary's Note :**

It was proposed at the CCCC AGM held on **29<sup>th</sup> February 2024** that the 1998 Constitution be revoked and replaced by the above Constitution dated 29<sup>th</sup> February 2024. This was agreed unanimously.