



Payne's Folly, Wood End Rd, Harrow, HA1 3PP  
Affiliated to the ECB, MJCA, MCB, MCCL  
[www.harrowcricketclub.com](http://www.harrowcricketclub.com)

## **Harrow Cricket Club Constitution**

### **Rule 1**

The Club shall be called **HARROW CRICKET CLUB** ("Club") and the address of the Club shall be "Payne's Folly", Wood End Road, Harrow, HA1 3PP.

The aims and objectives of the Club are as follows:

- To promote the amateur sport of cricket, of various standards to all members of the community.
- To offer coaching and competitive cricket to both junior and adults.
- To provide other sports facilities where possible.
- To provide a range of social activities for all members.
- To promote the Club within the local community and in the world of cricket.
- To provide its services in a way that is fair to all members of the club.

### **Rule 2**

The Club may in connection with the sports purpose of the Club:

- Provide suitably qualified coaches;
- Provide or reimburse the costs of coaching courses;
- Provide insurance cover;
- Provide basic medical treatment;
- Make reasonable provision of and reasonable maintenance of Club-owned sports equipment;
- Make reasonable provision of match refreshments for players and match officials;
- To ensure a duty of care to all members of the club by adopting and implementing the ECB "Safe Hands – Cricket's Policy for Safeguarding Children" and any future versions of the Policy;
- To ensure that all members, playing and non-playing, abide by the ECB Code of Conduct which incorporates the Spirit of Cricket and by the Laws of Cricket;
- To ensure a duty of care to all members of the club by adopting and implementing the ECB Cricket Equity Policy and any future versions of the Policy; and
- Provide other ordinary benefits specified from time to time by the Treasury relating to the Club's status as a Community Amateur Sports Club

The Club may purchase alcoholic drinks and sell them to members and their guests on Club premises and register under the Licensing Acts for that purpose as a social benefit arising incidentally from the sporting purpose of the Club.

The Club may also, in connection with the sports purposes of the Club supply and sell sports clothing and equipment to members and their guests on Club premises or direct them as such to approved suppliers of sports clothing and equipment.



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### **Rule 3**

The colours of the Club shall be navy blue and the badge shall be a silver lion rampant.

### **Rule 4**

The Club shall be affiliated to the England and Wales Cricket Board, the Middlesex Cricket Board, the Middlesex County Cricket League, and the relevant Middlesex junior cricket associations.

### **Rule 5A**

Membership of the Club shall be open to anyone interested in cricket or other sports promoted by the Club on application on a non-discriminatory basis and, in particular regardless of any of the following characteristics: sex, gender reassignment, marital status, civil partnership, pregnancy, age, disability, ethnicity, nationality, sexual orientation, race, colour, political beliefs, religion or other beliefs except in relation to sex, age or disability as a necessary consequence of the requirement of the sports offered by the Club.

The Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, guest of a member, volunteer or applicant receive less favourable treatment on the grounds of either any such characteristic or any other discrimination, in relation to membership or participation in the Club's activities or making available the facilities of the Club.

The Officers of the Club will be:

- Chairperson
- Club Secretary
- Treasurer
- Cricket Chairperson
- Bar & Social Chairperson
- Welfare Officer

These officers will form the Club's Executive Committee. The role of the Welfare Officer will be split between two individuals – a male Welfare Officer and a female Welfare Officer.

In addition, the following official roles shall exist:

- Men's Cricket Secretary
- Junior Cricket Secretary
- Women & Girls Cricket Secretary
- Membership Secretary

These four Officers will sit on the appropriate sub-committees.



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No officer can hold more than one official role on any committee or sub-committee at any given time, aside from in exceptional circumstances as determined by the Executive Committee.

An officer holding a similar role in another CASC or similar type of organization shall notify the club. In such instances the club may explore any potential conflicts of interest. The Executive Committee reserves the right to remove any officer from his or her elected position should a conflict of interest arise due to his or her position in another organization.

The classes of membership shall be: -

#### Playing Membership

- Senior Playing Membership – any playing member over the age of 17;
- Student Playing Membership, proof required of enrollment in University or Higher Education establishment for the year of membership and over the age of 17; and
- Junior Playing Membership, being playing members under 17.

#### Non-Playing Membership

- Full Membership, such membership shall be granted at the absolute discretion of the Executive Committee from within the non-playing membership; and
- Adult Associate Membership.

#### Family Membership

- Such membership shall include any member within any class of Playing or Non-Playing membership as specified in Rule 5A above together with their spouse together with any children under the age of 17. A Junior Playing Member cannot be included in a Family Membership.

Where reference is made to age, such age shall be taken as being on 1<sup>st</sup> September in the preceding year.

### Rule 5B

Application for playing membership of the Club shall be by completion of a membership application form.

The Club may have different classes of playing membership and subscription on a non-discriminatory and fair basis. The Club is committed to an equitable pricing policy and will keep subscriptions at levels with the intent so that the cost of membership does not pose a significant obstacle to people participating.

The Cricket sub-committee reserves the right to limit the number of playing members within the Club, at its sole discretion.

Rule 10 and Rule 12 of this constitution remains unaffected by this provision.

### Rule 5C

Every candidate for non-playing membership shall be proposed and seconded by existing members of the Club. His/her full name and address and the names of the proposer and seconder shall be communicated to the Club Secretary, who shall cause these particulars to be exhibited prominently in the Club premises in a part frequented by the members for a period of at least two clear days prior his/her election as a member.



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Until the candidate is elected as a member, he shall not be entitled to any privileges of the Club. Candidates for non-playing shall be elected by the Bar and Social sub-committee at a duly convened meeting.

The Bar & Social sub-committee reserves the right to limit the number of non-playing members within the Club, at its sole discretion.

## **Rule 6**

The membership year (in this rule referred to as year) shall be from April 1<sup>st</sup> until the following 31<sup>st</sup> March. The membership fee will be set annually and agreed by the Executive Committee and it may fix different levels of fees for different classes of membership, provided that the level of fees and any other costs associated with membership of the Club for any year to be borne by members do not represent a significant obstacle to membership or use of the Club's facilities or participation in its activities. The annual membership fee shall not exceed the amount (specified from time to time by the Treasury) which is the maximum annual membership fee which a Club may charge without losing its status as a Community Amateur Sports Club.

All fees shall be paid annually, and no later than 15<sup>th</sup> April of the membership year starting on 1<sup>st</sup> April.

Members who have not paid their membership fees by 15<sup>th</sup> April of that membership year shall forfeit their membership status. If they wish, they may re-join the Club upon payment of the fees outstanding and acceptance by the Executive Committee of a membership application form accompanying their payment of those fees.

Any member deemed to have forfeited their membership will remain liable for any unpaid membership fees. Such persons may be re-admitted to membership on the sole discretion of the Executive Committee, subject to the immediate payment of any unpaid subscription and completion of a membership form accompanying the payment of those fees.

Any change in the rate of subscription applicable to each class of membership, and any change in the playing levy to be imposed, shall be determined at a duly convened Executive Committee meeting. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

## **Rule 7**

All members will be subject to the Rules and the Club shall make the Rules available for viewing on its website. The Rules shall be deemed to mean the provisions of this constitution together with the rules and regulation made from time to time by the Executive Committee and the Club's sub-committees.

By applying to become a member, a person will be deemed to accept that, upon acceptance of his/her application, the Rules will apply to him/her and will form a binding agreement between that member and all other members

Any member may resign at any time by giving notice in writing to the Club Secretary.



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## Rule 8

The term of office of an Officer shall be until retirement at an AGM (see below) or if sooner, resignation, death or removal pursuant to Rule 5A, Rule 10 or Rule 24.

In the event of any of the above offices becoming vacant due to resignation, death or removal, a replacement who is eligible may be appointed by the Executive Committee to serve until retirement at the next AGM or if sooner, until resignation, death or removal.

Each Officer in post at the date of each AGM will retire at that AGM but shall hold office until the conclusion of that AGM whereupon elections of Officers held at the AGM shall take effect.

Any person who has ceased to be an Officer shall be eligible for re-election at an AGM.

The President shall be elected at an Annual General Meeting ("AGM") of the Club for a term of three years when he/she shall retire, and not be eligible for re-election until a period of three years has elapsed from the date of their retirement. All holders of the office of President shall on retirement of that office be accorded the title of Past President.

The President of the Club shall be an ex-officio member on all committees including the Executive Committee and all sub-committees.

No Officer (in the capacity as Officer of the Club) or President, past or present, shall receive any remuneration from the Club in money or money's worth with the exception of out of pocket expenses.

A person shall only be eligible to hold office as an Officer if he/she is a member of the Club and shall automatically cease to hold that office if he/she ceases to be a member.

Life membership may be granted at the absolute discretion of the Executive Committee.

## Rule 9

The role of the Executive Committee is as follows:

- For the general management and conduct of all aspects of the Club's business, activities and administration on behalf of its members;
- to maintain a bank account for the Club;
- to keep accounts in respect of the Club;
- to arrange and carry out hearings of members pursuant to Rule 12 and take action of suspension or withdrawal of membership or exclusion from activities following such hearings;
- to exclude any member pursuant to Rule 12;
- to make rules and regulations consistent with this constitution (which together with this constitution form the Rules) for the regulation of the conduct and affairs and management and well-being of the Club;
- to purchase goods and services on behalf of the Club;
- to establish and delegate the general interest of the Club to specific sub-committees as detailed in Rule 11A; and



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- to duly discuss and ratify, or otherwise, recommendations of duly convened sub-committees.

The Executive Committee shall meet at regular intervals during the year, as required by the business to be transacted and as convened by the Club Secretary or Chairperson at least four times per year normally once every three months throughout the year.

Additional meetings may be called by the Club Secretary on instruction from either the Chairperson or from not less than four Officers.

The quorum for an Executive Committee meeting is four Officers without which no decisions can be taken or ratified

The position of Welfare Officer on the Executive Committee shall be filled by one of the two Club's welfare officers, who shall alternate attendance to the Club's Executive Committee meetings. If both Welfare Officers attend the same Executive Committee meeting, together they shall be counted as one Officer for all Executive Committee meeting purposes.

The Executive Committee may make decisions based on a simple majority vote of those Officers present except that where such decision is to suspend or withdraw membership from a member pursuant to Rule 12 or exclude a member pursuant to Rule 12. In these circumstances a 75% majority vote is required of those Officers present.

In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

Minutes of all proceedings of the Executive Committee must be taken.

The following Officers shall be authorised to sign Club cheques: two from the Chairperson, Treasurer and/or Club Secretary.

The Executive Committee may invite persons to attend any of its meetings or that of a sub-committee's as an observer without the power to vote or be counted in the quorum.

## **Rule 10**

Officers of the Club, be they be Executive or sub committee members, are duty bound to regularly attend the duly convened meetings. Any Officer that fails to regularly attend such duly convened meetings may be removed from his/her position by the Executive Committee.

## **Rule 11A**

The Executive Committee shall set up sub committees to assist in its obligations as set out in Rule 1 above. Such sub committees shall report to the Executive Committee, who shall have the power to ratify or decide otherwise any recommendation of such sub committees. The sub committees shall be as follows:

The cricket interests of the Club shall be vested in the Cricket Committee. The membership of this committee shall consist of the

- Cricket Chairperson



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- Men's Cricket Secretary
- Junior Cricket Secretary
- Women & Girls Cricket Secretary
- Membership Secretary

The interests of the grounds and premises shall be vested in the Grounds and Premises Committee. This committee shall consist of:

- Club Secretary: and
- two other members of the Club elected at the AGM.

The bar and social interests of the Club shall be vested in the Bar and Social Committee. The members of this committee shall consist of:

- Bar & Social Chairperson; and
- two other members of the Club elected at the AGM.

The terms of reference of all such sub committees shall be agreed from time to time with the Executive Committee and copies thereof displayed in that part of the Club premises to which all members have access.

#### **Rule 11B**

The Executive Committee shall have the power to create additional sub committees at its sole discretion.

The Executive Committee and its sub-committees will have due regard to disability, non-discrimination, diversity, inclusivity and safeguarding.

#### **Rule 12**

All members are expected to behave with tolerance and care towards other members, staff, volunteers, guests of members, visitors and guests of the Club. The Club is committed to everyone having the right to enjoy themselves free of intimidation, harassment or abuse.

Any discriminatory conduct or harassment by any member against any other member or guest of a member on the grounds of any such characteristic or any other discrimination may be treated by the Executive Committee as gross misconduct resulting in immediate exclusion by it (from the Club's premises and activities) of the member guilty of such conduct or harassment and, in accordance with this Rule, termination of his/her membership.

If, acting consistently with Rule 5, the Executive Committee concludes that any member is in breach of any of the Rules or has behaved in a manner it considers detrimental to the enjoyment or safety of other members, or likely to cause substantial prejudice to the Club or bring the Club or the sports offered by the Club into disrepute, the Executive Committee may at a regular Executive Committee meeting, resolve to suspend or withdraw his/her membership or exclude him/her temporarily otherwise from an activity. Any such member will be given at least seven days prior written notice of the intent of the Executive Committee to convene a meeting as outlined below with details of the date and time of the meeting, and the complaint against him/her.



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Any complaints relating to non-welfare related cricket matters should be initially lodged with the appropriate Cricket Secretary (Men's Cricket Secretary, Women's & Girls Cricket Secretary, Junior Cricket Secretary). All welfare related complaints should be initially lodged with the Club's Welfare Officer. Any other complaints regarding the behaviour of members, guests of members, guests of the Club, or volunteers should be lodged in writing with the Club Secretary.

The Executive Committee shall appoint a disciplinary sub-committee (Disciplinary Sub-Committee) who will meet to hear complaints within 21 days of a complaint being lodged. The Disciplinary Sub-Committee shall be formed of five Officers of the Club, chosen at random by the Chairperson of the Club. Any such member requested to attend a Disciplinary Sub-Committee may attend if he/she wishes to explain his/her conduct or speak in his/her own defence. Any such member shall be entitled to be accompanied by a friend or other representative and to call witnesses.

The outcome of the disciplinary hearing shall be put in writing to the member who lodged the complaint and the member against whom the complaint was made within fourteen days following the hearing.

The Disciplinary Sub-Committee has the power to resolve to suspend or withdraw membership or exclude him/her from an activity on behalf of the Executive Committee.

There shall be a right of appeal within fourteen days of receipt of the letter detailing the outcome of the disciplinary hearing.

The Committee shall appoint an Appeals committee ("Appeals Committee"). The Appeals Committee shall have a maximum of three Officers which shall not include the Officers involved with the initial disciplinary hearing but may include non-members of the Club. The Appeals Committee shall consider the appeal within 21 days of the Club Secretary receiving the appeal. The member who submitted the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses. The decision of the Appeals Committee shall be final and binding on all parties.

### **Rule 13**

All classes of membership shall be entitled to attend any General Meeting of the Club but only the President, Past Presidents, Life Members, Officers of the Club, Full Members, Senior Playing Members, Student Playing Members and Adult Associate Members shall have the right to vote.

From the non-playing membership class, only Full Members shall have the right to vote on matters relating to cricket.

Adult Associate Members shall have the right to vote on non-cricket related matters only.

### **Rule 14**

An Annual General Meeting ("AGM") shall be held every year after the close of each sporting season, in no case no later than the 31<sup>st</sup> December or 15 months since the previous AGM, whichever is later.

The Club Secretary shall give no less than 21 clear days written notice of the AGM to all members by sending a copy of this notice to each of them at their home address or by email or by posting notice on the Club notice board but shall not give notice of the AGM to any person who is not a member.



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Members must advise the Club Secretary in writing of any business to be considered at the AGM at least seven clear days before the date of the AGM meeting

The Club Secretary shall provide a copy of the agenda for the AGM to all those members to whom notice of the AGM is sent and shall be deemed to have been sent in the same manner as the notice of the AGM not less than seven clear days before the meeting.

Nominations by members for Officers shall be sent to the Club Secretary at least fourteen days prior to the AGM and must be seconded by another member.

The business of the AGM shall be to:

- Confirm the minutes of the previous AGM and any other General Meeting held since the last AGM;
- Receive the accounts from the Treasurer;
- Receive the annual report of the Executive Committee from the Club Secretary;
- Elect the officers of the club, and President (when necessary)
- Transact such other business received in writing by the Club Secretary in accordance with this rule from voting members and included on the agenda; and
- Transact such other business, except any business for which an Extraordinary Meeting is required, which the Chairperson in his/her discretion admits with the common consent of the meeting.

At all AGMs and other General Meetings, the chair will be taken by the Chairperson, or in his/her absence, by the Club Secretary.

Every matter to be decided by members at an AGM, except where this constitution provides otherwise, shall be determined by a simple majority of members present and entitled to vote. An abstention shall be recorded but shall not count as a vote.

In the case of equal votes at an AGM the chair of the meeting shall have a second and casting vote.

Minutes of all AGMs and other General Meetings shall be kept and formally adopted.

#### **Rule 14B**

The requirements for a quorum at a General Meeting shall be as follows:

At an AGM, subject to this Rule:

- The quorum shall consist of the lesser of 25% of the members or six members; and
- The number shall include at least three Officers (of whom at least two are any of the Chairperson, Club Secretary and Treasurer)

At an extraordinary meeting, subject to this Rule, the quorum shall be the same as for the AGM.

Where an extraordinary meeting or AGM considers a resolution for:

- Alteration of this constitution, the quorum shall be whichever number is lesser, either 30% of the members or twelve members



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- Dissolution of the Club, the quorum shall be 50% of the members.

#### **Rule 15**

An extraordinary meeting may be convened and held at any time by the Executive Committee or on the requisition of ten members of the Club and shall be convened within five weeks of such requisition. Such

requisition must state the purpose for which such meeting is required to deal with any special matter such as the alteration of this constitution or dissolution of the Club

Notices and procedures for extraordinary meetings will be the same for the AGM.

#### **Rule 16**

Any proposal for altering the Rules of the Club shall be submitted, in writing, to the Club Secretary at least fourteen days before a General Meeting. The Secretary shall then display prominently in the Club any proposed rule change at least seven days before the meeting.

#### **Rule 17**

All Club monies shall be banked under the name of Harrow Cricket Club. The Treasurer shall be responsible for the finances of the Club.

The financial year of the Club will end on 31 August.

The Executive Committee must keep accurate accounts of the finances of the Club through the Treasurer.

As soon as practical after the end of the financial year and before every AGM a set of accounts will be delivered for review and examination by the other Officers appointed to the Executive Committee and made available for inspection at the Annual General Meeting.

#### **Rule 18**

The Club may be open as per the hours on the Club's license on each day, provided that the Executive Committee shall have the power by resolution to apply to the Local Authority to extend these hours for any specific occasion.

#### **Rule 19**

The permitted hours for the supply of intoxicating liquor shall be within the terms of any current licensing laws and as deemed appropriate by the Executive Committee as under the recommendation of the Bar and Social sub committee.



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## Rule 20

The Club's opponents at cricket, other bona-fide sports or quizzes, and their supporters shall be deemed to be members of the Club for the time that they are on the Club's premises to fulfil such activities.

## Rule 21

A person (other than a member whose membership has been suspended or withdrawn) may attend any Club premises or event or activity as a guest of a member who has introduced him. That member shall be allowed up to four guests on any one occasion and must accompany his/her guest and shall be entirely responsible for his/her guest's behavior. The name and address of each guest shall be entered into the visitor's book. A guest of a member may attend on a maximum of 20 occasions in any one membership year. Such non-members shall include partners who are not members in their own right, or partners and children not included in family membership. Each guest shall on each visit pay such visitor's fee, if any, as decided from time to time by the Bar and Social sub-committee.

## Rule 22

Save as provided in this Rule, at all times:

- In no circumstances may any assets of the Club or any surplus income or gains of the Club be paid or distributed to or received by any member or third party or be used for the direct or indirect private benefit of any member or third party; and
- All surplus income or gains of the Club shall be reinvested in the Club to further its objects.

The Club may:

- Make donations to any charities or clubs registered as Community Amateur Sports Clubs; and
- On an arm's length basis employ any members or third parties and purchase goods and services from any members or third parties, as it deems necessary.

If a resolution is passed to dissolve the Club, thereupon or on such date as is specified in the resolution, the Executive Committee shall proceed to realise the assets of the Club and discharge all debts and liabilities of the Club (including the repayment of any unspent grant to a grant-making body where it was a condition of the original grant that it be repaid)

After discharging all debts and liabilities of the Club pursuant to this Rule, the remaining assets shall be:

- Dealt with as follows, and shall not be paid or distributed (in cash or kind) amongst any members or, except as follows, to any third parties; and
- Applied for such sporting or charitable purpose as are approved by either the Executive Committee or by the members at a General Meeting and, upon the remaining assets being so applied, the Club will be dissolved.

For the purposes of this Rule, 'sporting or charitable purpose' means the purpose of either:

- The governing body of the eligible sport for the purposes of which the Club existed, for use in the related community sport; or
- Another registered Community Amateur Sports Club; or
- A charity.



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### **Rule 23**

Except as provided in this Rule, each Officer and each member shall be entitled to be indemnified by the Club to the extent of those of its assets which may lawfully be so applied against all costs, expenses and liabilities whatsoever reasonably incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club

No Officer or other member shall be entitled to be indemnified in accordance with this Rule in any case where the costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust by that Officer or other member or where his/her purported discharge of duties has not been properly authorized by the Executive Committee.

### **Rule 24**

An Officer may be removed from the Executive Committee or a sub-committee (with the exception of Rules 5A & 10), or the Club's constitution may be altered, or the Club may be dissolved, by a resolution at an extraordinary meeting or at an AGM but not otherwise.

The following, together with Rule 14B, shall apply to any proposal to pass such a resolution:

- It must be proposed by a member and must be seconded by another member;
- It shall only be passed if not less than three quarters of those members eligible to vote and who are present; and
- In the case of equal votes, the chair of the meeting shall have a second and casting vote.

**END**

### **Appendix**

- (1) This updated version of the Constitution was approved unanimously and formally adopted at an EGM of the club held on 9<sup>th</sup> February 2020.