

THE CONSTITUTION
OF
Nepean Cricket Club

NCC mission statement:

“Develop a sustainable and a successful cricket community environment, which allows cricketers to develop and progress to the highest level”

OTTAWA, CANADA

Revision History

Revision #	Date	Comments
0.1	22 Nov. 2007	First Draft
0.2	09 Feb. 2008	Second Draft
0.3	14 Oct 2008	Final
0.4	May 07 2009	<ul style="list-style-type: none">i) Inclusion of assistant treasurer and sports coordinator and their Roles and Responsibilitiesii) Changes in Webmaster and Statistician Position and their Roles and Responsibilities

CONSTITUTION OF THE NEPEAN CRICKET CLUB

OTTAWA, CANADA

ARTICLE I

TITLE

The Club shall be known as "**Nepean Cricket Club**" and its address for mailing purposes shall be that of the Secretary in office.

ARTICLE II

PATRON

The Patron of the Club will be nominated in the annual general meeting. (AGM)

ARTICLE III

OBJECTIVES

- i) To compete in friendly rivalry with neighboring clubs in the Ottawa Valley Cricket Council (OVCC)
- ii) Strive to win A and B division trophies in Ottawa Valley Cricket Council league
- iii) Produce at least one best batsman, best bowler and an all rounder in OVCC league per season
- iv) To develop cricketers within the club, aiming for high standards of performance and sportsmanship.
- v) To develop individual cricket skills, team participation and personal growth in club members.
- vi) To create a winning mentality and a culture of long term success to identify and develop cricketers capable of competing successfully at league, provincial and national levels
- vii) Build links with provincial level through pre-season matches
- viii) Plan and organize events and activities for the family members of the club.
- ix) Develop juniors by providing coaching clinics and billeting programs so that they play at their highest level.
- x) To promote and foster cricket in Ottawa area
- xi) To provide social amenities and facilities for members
- xii) To provide sound administration and a well structured harmonious club suitable to accommodate senior and junior cricketers and their families.

ARTICLE IV

INSIGNIA

The Club colours shall be Blue, White, and Red in such Combinations as may be from time to time adopted. The Club badge to be worn on cap or blazer shall be modified only with the two third majority votes in an AGM.

ARTICLE V

MEMBERSHIP

There shall be the following classes of membership:

1. FULL MEMBERSHIP

A full Member pays the full membership and is eligible for the consideration for all the games.

2. STUDENT MEMBERSHIP

Student or Junior Member shall enjoy full playing privileges and such social privileges as are within legality. Student Member shall be one who is attending a full-time course of instruction at a recognized place of learning.

4. ASSOCIATE MEMBERS

An associate member is one who pays lesser fees than the full member and is considered for team selection if full or student members are not available. The Associate member shall have the same voting and other rights as a full member.

ARTICLE VI

LIFE MEMBERSHIP

A Life Member may be created at any General Meeting of the Club by a majority vote of those present and entitled to vote. Life membership will be awarded to a person who in the opinion of the General Meeting has rendered outstanding services either to the Club or to Cricket in the

Ottawa

Valley. A Life Member shall enjoy the full privileges of the Club and shall not be liable for payment of any membership fees.

ARTICLE VII

NOMINATION FOR MEMBERSHIP

1. Any two members in good standing may nominate a person for any category of membership of the Club. Nominations must be made in Writing and be duly proposed and seconded, and forwarded to the Secretary for consideration. The Executives may exercise the right to refuse any nomination and shall not be called upon to reveal their reason for doing so.

ARTICLE VIII

MEETINGS

1. An **Annual General Meeting** (AGM) shall be called by the Secretary before the end of the year. Members entitled to attend shall be notified by the Secretary of the date and venue of such Meeting by either regular or electronic mail to their last known address no later than four weeks prior to the date of the Meeting.
2. A **GENERAL MEETING** (GM) may be called at any time by the Secretary with the notice given as mentioned above. The Secretary is to receive instructions from the Executive when in their opinion it is considered essential to the best interests of the Club that a meeting be convened. The General Membership may request of the Secretary to call such a meeting by presenting the Secretary with a minimum of 10 signatures or 50% of Members in good standing, whichever is less. The Secretary shall provide a minimum of 2 days notice. Discussion will be limited to only the essential business requested.

ARTICLE IX

OFFICERS OF THE CLUB

1. All Officers of the club, shall be elected at the Annual General Meeting for a one year term. No person shall be elected for more than one position within the Executive. No person shall be elected for more than one position within the Team Management. The Officers of the Club shall be as follows:

- (a) Patron
- (b) Life Members
- (c) The Executive
 - i. President
 - ii. Vice-President
 - iii. Secretary

- iv. Assistant Secretary
- v. Treasurer
- vi. Assistant treasurer**
- vii Social Chairperson
- viii Web Master and Public Relation
- ix. Sports Coordinator**

(d) Team Management

- i. Captain and Vice Captain for Challenge Trophy League
- ii. Captain and Vice Captain for Citizen Trophy League
- iii Captain and Vice Captain for Twenty20 League
- iv. Two Selectors
- vii. Equipment Manager
- viii. Team Manager
- ix. Statistician

2. The **Duties of the Executive** shall be as follows:

(a) The **President** shall be elected annually and he shall:

- i. act as Chairman at General Meetings and at meetings of the Executive and Membership Committees. If he is unable to be present the Vice-President will deputize for him;
- ii. be the exofficio member of all Committees;
- iii. be the first delegate to all O.V.C.C. and R.H.C.A. meetings;
- iv. at Club meetings have a casting vote only.
- v. be the Second Signing Officer

(b) The **Vice-President** shall be elected annually and shall:

- i. act as President at the request of or in the absence of the President. In the event of the resignation or incapacity of the President, perform the duties of the office until an EGM is called to elect a replacement;
- ii. attend meetings of the Executive and Club;
- iii. be the second delegate in succession to all R.H.C.A. and O.V.C.C. meetings;
- iv. perform such other duties as may be assigned to him by

- the Executive or the President.
v. be the Third Signing Officer

(c) The **Secretary** shall be elected annually and shall:

- i. notify the Club Members in writing for all Club meetings;
- ii. prepare the Agenda when necessary and take minutes of all Club meetings;
- iii. conduct correspondence arising and keep records of all business;
- iv. maintain all up to date register of members of the Club and provide same to the Secretary of the O.V.C.C.. Conduct correspondence pertinent to transfer "in" and "out" of playing members in accord with O.V.C.C. Committee;
- v. act as Vice-President (VP) in the absence, resignation or incapacity of the VP until an EGM is called to elect a replacement;
- vi. be the Chairman of the Constitution as...
- vii. attend Club meetings;
- viii. be the third delegate in succession to all O.V.C.C. and R.H.C.A. meetings.

(d) The **Assistant Secretary** shall be elected annually and shall:

- i. act as Secretary at the request of or in the absence of the Secretary. In the event of the resignation or incapacity of the Secretary, perform the duties of the office until an EGM is called to elect a replacement;
- ii. attend meetings of the Executive and Club;
- iii. perform such other duties as may be assigned to him by the Executive or the President.

(e) The **Treasurer** shall be elected annually and shall:

- i. present an annual audit of financial statement to the AGM of the Club and an interim financial statement to each Executive meeting;
- ii. have the AGM financial statement audited by an auditor appointed by the club Executive. This auditor shall be a person who is not part of the club Executive.
- ii. prepare a Budget for consideration and approval by the Executive;

- iii. collect all monies payable to the Club and deposit same to an approved financial institution;
- iv. be responsible for the disbursement of all funds duly authorized and approved by the executive of the Club in settlement with applicable debts;
- v. no Club funds are to be released by the Treasurer before receiving Executive approval.
- vi. maintain all financial records of the Club in accord generally accepted accounting principles;
- vii. report to the Executive and Selection Committees any defaulting members;
- viii. may co-opt an assistant with the approval of the Executive;
- ix. attend meetings of the Selection Committee to input members not in good standing;
- x. assume the chair at Club meetings in the absence of the President and the VP;
- xi. attend all Club meetings;
- xii. be the fourth delegate in succession to all O.V.C.C. and R.H.C.A. meetings.
- xiii. be the First Signing Officer

- (f) The **Assistant treasurer** shall be elected annually and shall
- i. act as treasurer at the request of or in the absence of the treasurer. In the event of the resignation or incapacity of the treasurer, perform the duties of the office until an EGM is called to elect a replacement;
 - ii. attend meetings of the Executive and Club;
 - iii. perform such other duties as may be assigned to him by the Executive or the President

- (g) The **Social Chairperson** shall be responsible for all entertainment and fund raising efforts of the club.

- (h) The **Web Master and Public Relations:** He shall also maintain the club's website and post relevant information as approved by the club Executive to the public. He shall also be responsible for club's public relations.

- (i) The **Sports Coordinator** shall be elected annually and shall
- (i) Coordinate friendly games with other clubs and or Organizations
 - (ii) Coordinate other sports activities than cricket, such as soccer, volleyball, badminton etc. for the purpose of fund raising and to expand the sports activities of the club

3. The **Duties of Team Management** shall be as follows:

- (a) The **Club Captains** shall be elected annually. They shall be responsible for the control of the play and conduct of the Club team upon the field of play. They will serve on such O.V.C.C. and R.H.C.A. Committees as may be required by their official position as Captain. They shall be responsible for the proper use and control of all Club's equipment. They shall report any deterioration or damage of equipment to the Equipment Manager. They will sit on the Selection Committee and be entitled to one vote each. They will be responsible for collecting game fees.
- (b) The **Vice-Captains** shall be elected annually and they shall deputize for the Captain at any time when that officer is unable to be present.
- (c) **Two Selectors** shall be elected annually and they shall be responsible for selecting the teams along with the captains of the team to be selected as stated in the club selection policy (Appendix 1)
- (d) The **Equipment Manager** shall be elected annually and shall be responsible for maintaining Club playing equipment in serviceable and presentable condition. He shall present a report at the General Meeting describing the status of the equipment and his recommendations for new equipment for the next season. The Captains are responsible for the care and protection of any equipment during practices and matches.
- (e) The **Team Manager** shall be elected annually and will be responsible for planning, designing, organizing and constructing techniques for both on and off the field play. He will be responsible for Player Improvement Programs and will act as the Players Representative to the Executive. He will act as Ombudsman of the Players and will report to the Executive any discontent brought by players for resolution.
- (f) The **Statistician** shall keep records of the Club and individual member's playing statistics for all games played under

the Club's jurisdiction. He shall from time to time present a summary of the season's final statistics in time for the AGM.

ARTICLE X

COMMITTEES OF THE CLUB

1. The **Executive Committee** shall consist of the President, Vice-President, Secretary, Assistant Secretary, Treasurer, Social Chairperson, and Web Master and Statistician. The Committee will meet at such times as is necessary to conduct business of the Club.
2. The **Selection Committee** shall consist of the two selectors and the Captain of the team being selected. They shall meet as required to select the representative (Club's) teams. If one of the selectors is not available the Executive shall appoint a replacement.
3. **Special Committees** may be appointed by the Executive as deemed necessary from time to time.

ARTICLE XI

TERMINATION OF MEMBERSHIP

1. The Treasurer shall report to the executive any members who are in default of payment of their annual dues and or any match fees.
2. Treasurer shall be instructed to demand payment in the form of registered letter delivered to the defaulting member at the last known place of residence. In the absence of a satisfactory explanation, it shall be within the powers of the Executive to terminate the Membership of a member who has not complied with such a demand within a period of thirty days from the date of mailing.
3. The Secretary shall report to the O.V.C.C. the name of the defaulting Member of the Club whose membership has been terminated by the condition of Article XIII(a)

4. The Executive, after careful deliberation and study, may decide that any Member is continually and knowingly acting in a manner considered to be injurious to the good name of the Club or to the enjoyment of the membership as a whole, shall have the authority, after due warning has been given, to request the resignation of such a Member, or to terminate such membership.

ARTICLE XII

CODE OF CONDUCT

The Code of Conduct incorporated as part of the By-Laws of the O.V.C.C. shall be strictly adhered to and shall constitute the Club's Code of Conduct. No Member bound by the Code of Conduct shall engage in disorderly or improper behaviour. Such conduct or behaviour includes but is not restricted to any person.

ARTICLE XIII

DISCIPLINE

1. All matters of discipline and complaint are to be submitted in writing to the President for review by the Executive Committee who shall take whatever action it deems appropriate and necessary in the best interest of the Club.
2. The Executives has the judicial as well as administrative and regulatory authority of the Club and shall have the power to discipline Members for contraventions of the Constitution.
3. The Executives reserves the right to suspend, expel, or establish financial penalties for any Member found to have violated any condition of membership, the Constitution, or the Club's Rules of Procedure or By-Laws.
4. An accused shall receive a written charge / indictment from the Executives and shall have the right to defend himself before the Executives on any charge which may be made against them.
5. The President shall reclude himself from all disciplinary hearings and discussions of a disciplinary nature to protect the integrity of the President's appellate judicial role.
6. Upon receiving a written notice of a disciplinary decision by the Executive, a Member reserves the right to appeal the decision of the Executive to the President.

7. The President, as the appellate judicial authority of the Club, will convene a meeting of the accused and one representative of the Executive who will present the Executive's case.
8. After hearing both the cases for and against a disciplinary decision, the President will issue a decision / resolution, which must be consistent with the Constitution, which cannot be appealed, and will be binding on both parties.

ARTICLE XIV

AMENDMENTS TO THE CONSTITUTION

Any Member wishing to propose an amendment to this Constitution must do so by sending to the Executive, through the Secretary, his proposal in writing. Any such proposal must be received by the Secretary not less than three weeks before the date of a General Meeting. Any amendment shall require a two thirds majority at the General Meeting. Approved amendments shall be reviewed and accepted by the board of directors of Nepean Cricket Club Inc. for any changes to take effect on the original constitution.