



## **KEMPTON PARK JUNIOR CRICKET CLUB** **CONSTITUTION**



### **1. NAME**

The name of the club shall be KEMPTON PARK JUNIOR CRICKET CLUB (Hereinafter referred to as the CLUB).

### **2. AFFILIATION**

The club shall be affiliated to the Eastern Junior Club Cricket Association. (EJCCA). Further the club shall be a sub-section of the Kempton Park Cricket Club. (Main Club).

### **3. AIM**

The aim of the club is:

- 3.1 To strive to become representatives of the South African society
- 3.2 To foster and promote the game of cricket
- 3.3 To abide by the rules and Constitution of the EJCCA and the Main Club.
- 3.4 To implement the policies that may from time to time be determined by the EJCCA and the Main Club.
- 3.5 To provide facilities for the mental and physical upliftment of the members.

### **4. COLOURS**

The colours of the club shall be the same as the Main Club.

### **5. SUBSCRIPTIONS**

- 5.1 Subscriptions shall be as determined by the elected committee of the Club from year to year.
- 5.2 Subscriptions shall be determined before the first league match of the season and may not be altered during the season.
- 5.3 Members joining the Club after the 31st December of each year shall pay one half (1/2) the laid down subscription fee.
- 5.4 Members are allowed thirty (30) days from the date on the Club's application form to pay subscriptions.
- 5.5 Members joining the Club within thirty (30) days of the last match of the season must pay subscriptions within two (2) days from the date on the Club's application form.
- 5.6 Members may, after obtaining permission from the elected committee, pay subscriptions in five (5) equal monthly instalments.
- 5.7 Under no circumstances are subscriptions refundable.

5.8 The committee shall be entitled to grant exemption of the payment of subscriptions to members, whose parents are prepared to assist in a way that the committee deems to be of benefit to the Club. (Exempt members).

## 6. **MEMBERSHIP**

6.1 Only applications received on the prescribed Club membership form shall be considered.

6.2 The Club's elected committee shall have the right to refuse membership.

6.3 Resignation from the Club must be given in writing and must be addressed to the secretary.

6.4 A member may only request a transfer to another Club after fulfilling his financial obligations to the Club.

6.5 A member's transfer shall conform to the rules laid down from time to time by the EJCCA.

## 7. **ANNUAL GENERAL MEETING**

7.1 The Annual General Meeting of the Club must take place before the 31st March of each year.

7.2 Notice of the date, time and venue of the Annual General Meeting must be mailed at least fourteen (14) days before the date of such meeting.

7.3 Only the parents of fully paid up members or parents of exempt members shall have voting rights at the Annual General Meeting. No proxy votes shall be allowed.

7.4 Ten (10) parents of members who are eligible to vote shall form a quorum.

7.5 The parents of members shall have one (1) vote at the Annual General Meeting with the Chairman having a casting vote.

7.6 Minutes must be taken of the Annual General Meeting and retained for inspection by the members.

7.7 The Chairman shall table a report of the year's activities and achievements.

7.8 The treasurer shall table a financial report showing income and expenditure.

7.9 *Election of the committee:*

7.9.1 The committee shall consist of:

7.9.1.1 Chairman

7.9.1.2 Secretary

7.9.1.3 Treasurer

7.9.1.4 Club coach

7.9.1.5 Ordinary members will consist of four portfolios. The committee will have the authority to co-opt two additional members if they so choose.

- 7.9.2. The nomination of the committee members shall be carried out by the proposer and seconded method
- 7.9.3 Only parents of fully paid up members or exempt members shall be eligible for election to the committee.
- 7.9.4 If more than one (1) nomination per post is received there shall be a vote either by show of hands or by ballot.
- 7.9.5 The secretary shall then inform the EJCCA and the Main Club in writing of the elected committee.

## **8. SPECIAL GENERAL MEETING**

- 8.1 Special General Meetings may be called at any time by the committee or by notice signed by at least one third (1/3) of the parents of fully paid up members.
- 8.2 The notice must clearly set out the purpose of the meeting.
- 8.3 The notice must be mailed to the members at least fourteen (14) days before the date of the Special General Meeting.
- 8.4 The quorum shall consist of at least ten (10) parents of members present who are fully paid up members of the Club.

## **9. POWERS AND DUTIES OF THE COMMITTEE**

- 9.1 It shall be the duty of the committee to manage and control the Club and it's affairs in accordance with the provisions of the constitution and rules of the Club.
- 9.2 The committee may, at it's discretion, co-opt further members on the committee without voting powers for such periods as it may deem necessary.
- 9.3 Whenever a vacancy occurs on the committee during its term of office, the committee shall be entitled to fill such vacancy at it's discretion.
- 9.4 Each member of the committee shall be entitled to one (1) vote, the Chairman shall, however, in addition, be entitled to exercise a casting vote.
- 9.5 Three (3) members of the committee shall form a quorum.
- 9.6 The committee shall, at its discretion, be entitled to confer the status of Honorary Life Membership to any member or parents of members rendering outstanding service to the Club. Such a member shall be exempt from subscriptions.
- 9.7 The committee may make such rules it may deem necessary for the proper management and control of the Club provided they are not in conflict with the EJCCA's and Main Club's rules and regulations.

## **10. DUTIES OF COMMITTEE MEMBERS**

### **10.1 CHAIRMAN**

The duties of the Chairman are to:

- 10.1.1 Chair Annual General Meetings, Special General Meetings and committee meetings.

10.1.2 Attend meetings of the EJCCA, representing the interests of the Club. The Chairman may delegate this function to any other person if circumstances do not permit the Chairman to attend.

10.1.3 Be responsible for press liaison.

## 10.2 **SECRETARY**

The duties of the Secretary are to:

10.2.1 Assume the chairmanship in the event of the Chairman not being available.

10.2.2 Be responsible for receiving, answering and keeping a record of all correspondence.

10.2.3 Record and retain minutes of Annual General Meetings, Special General Minutes, committee meetings and any other meetings that may be in the interests of the Club.

10.2.4 Receive and retain all applications for membership.

10.2.5 Keep all records of the club that may be necessary.

## 10.3 **TREASURER**

The duties of the Treasurer are to:

10.3.1 Issue a receipt for all monies received. Deposit all monies into the Club's bank account.

10.3.2 Keep a record of all revenue and expenditure.

10.3.3 Retain receipts for all money expended.

10.3.4 Be responsible for obtaining sponsorships.

10.3.5 Have records ready for inspection by the parent of any member at any reasonable time.

10.3.6 Prepare a balance sheet for tabling at the Annual General Meeting.

10.3.7 Prepare a budget at the beginning of each new season.

10.3.8 Generally see that the Club maintains a healthy financial profile.

## 10.4 **ADDITIONAL MEMBERS**

The committee shall determine the duties of the additional members from time to time.

## 11. **SUB-COMMITTEES**

The committee may appoint sub-committees to assist in the implementation of its duties with such powers and duties as the committee may, at its discretion, deem necessary.

## 12. **CLUB COMMITTEE MEETINGS**

The Club's elected committee shall meet once per month from September to March and at other times, as determined by the committee, to discuss Club issues.

### **13. APPOINTMENT OF COACHES**

The committee shall appoint the coaches.

### **14. PROPERTY, EQUIPMENT AND FUNDS**

14.1 The Club shall acquire such funds as it may deem necessary for the purpose of the Club.

14.2 The funds of the Club shall be deposited in a bank account in the name of the Club, and withdrawals shall be subject to the signatures of both the Treasurer and the Chairman.

14.3 The Club may acquire such moveable property as it may deem necessary for the use of the Club.

14.4 The property and equipment shall be subject to the control of the committee.

### **15. DISCIPLINE**

The committee shall be responsible for ensuring that all parents, coaches and members are informed of the disciplinary policy and the consequences of transgressions of the policy.

### **16. HONOURS COLOURS**

Honours colours will be awarded to any member of the Club who:-

16.1 Has played five (5) consecutive seasons for the Club.

16.2 Has, in the opinion of the committee, rendered outstanding service to the Club, over an extended period.

16.3 Honours colours will be as determined by the committee from time to time.

### **17. AMENDMENTS, ALTERATIONS AND ADDITIONS**

The constitution may be amended, altered or added to at the Annual General Meeting or Special General Meeting.

### **18. CONSTITUTION**

Members shall, on request, be entitled to receive a copy of the constitution