



(Founded 1878)

# Thatcham Town Cricket Club

## TTCC Constitution v3.0

Community Amateur Sports Club Registration No 03681

<b>Author</b>	Ian Redmond
<b>Date</b>	19 <sup>th</sup> December 2022
<b>Name of Document</b>	TTCC Constitution v3.0.docx
<b>Version</b>	3.0

## Table of Contents

<b>1</b>	<b>Name .....</b>	<b>4</b>
<b>2</b>	<b>Premises .....</b>	<b>4</b>
<b>3</b>	<b>Objectives.....</b>	<b>4</b>
<b>4</b>	<b>Membership.....</b>	<b>5</b>
4.1	<i>Full Member.....</i>	5
4.2	<i>Junior Membership .....</i>	5
4.3	<i>Social Membership .....</i>	5
4.4	<i>Life Membership .....</i>	6
4.5	<i>Affiliated Members .....</i>	6
<b>5</b>	<b>Annual Subscriptions and Match Fees.....</b>	<b>6</b>
<b>6</b>	<b>Trustees.....</b>	<b>6</b>
<b>7</b>	<b>President.....</b>	<b>7</b>
<b>8</b>	<b>Management Committee .....</b>	<b>7</b>
<b>9</b>	<b>General Meeting &amp; Voting Rights .....</b>	<b>9</b>
<b>10</b>	<b>Affiliations .....</b>	<b>10</b>
<b>11</b>	<b>Club Colours .....</b>	<b>10</b>
<b>12</b>	<b>Selection .....</b>	<b>10</b>
<b>13</b>	<b>Guests.....</b>	<b>11</b>
<b>14</b>	<b>Visiting Teams.....</b>	<b>11</b>
<b>15</b>	<b>Social Functions .....</b>	<b>11</b>
<b>16</b>	<b>Supply of Intoxicating Liquor .....</b>	<b>11</b>
<b>17</b>	<b>List of Members .....</b>	<b>11</b>
<b>18</b>	<b>Finance .....</b>	<b>12</b>
<b>19</b>	<b>Credit.....</b>	<b>12</b>
<b>20</b>	<b>Suspensions and Expulsions .....</b>	<b>12</b>
<b>21</b>	<b>Rules .....</b>	<b>12</b>
<b>22</b>	<b>Alteration and Review of TTCC Constitution .....</b>	<b>12</b>

23	Interpretation.....	13
24	Bye Laws and Regulations .....	13
25	Club Becoming Non-Viable.....	13
26	Non-Distribution to Members .....	13

## Revision History

Version	Updated by	Comments	Date of Release
V1.0	Ian Redmond	Publication of policy	9 <sup>th</sup> January 2019
V1.1	Iain Cottingham	Reviewed in readiness for 2020 AGM	25 <sup>th</sup> October 2020
V2.0	Iain Cottingham	Updated and approved 2020 AGM	7 <sup>th</sup> December 2020
V3.0	Iain Cottingham	Updated and approved 2022 AGM	19 <sup>th</sup> December 2022

## **1 NAME**

The Club shall be called the Thatcham Town Cricket Club (TTCC) and will be affiliated to England & Wales Cricket Board and Berkshire Cricket Foundation.

## **2 PREMISES**

The address of TTCC shall be The Pavilion, Browns Sports Field, Brownsfield Road, Thatcham, Berks, RG18 4HF.

## **3 OBJECTIVES**

- The objectives of TTCC shall be to promote participation of the whole of the community in Thatcham and surrounding areas in the game of cricket and to afford such facilities to its members.
- TTCC membership shall be open to all.
- TTCC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity. Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- TTCC respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social / economic status.
- TTCC is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. All TTCC members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- TTCC will deal with any incidence of discriminatory behaviour seriously, according to TTCC disciplinary procedures.

## **4 MEMBERSHIP**

- All members will be subject to the rules and regulations of TTCC and by joining TTCC will have deemed to accept the Constitution and the codes of conduct and discipline that TTCC has adopted.
- The Management Committee shall have the final decision on whether an application for membership of any class is approved.
- TTCC, as an affiliated member of the England and Wales Cricket Board Ltd (ECB) through the Berkshire Cricket Foundation, is committed to ensuring that all young people who play Cricket have a safe and positive experience.
- TTCC has adopted and abides by the ECB Anti-Discrimination Code (ECB EDI Policy) and the ECB Safe Hands Policy to ensure that participants of all ages, backgrounds and abilities are provided with appropriate support and protection. It is the duty of TTCC to ensure that its officials, members, and all other individuals working or volunteering for TTCC, and participating in or watching TTCC activities, are treated fairly and be free from discrimination, harassment, or intimidation. It is essential that there is equal access and opportunity for all those individuals who wish to participate, and are lawfully eligible to participate, in TTCC's activities.

### **4.1 Full Member**

Any person wishing to play or to promote the cause of Cricket in Thatcham and surrounding areas is eligible as a Full voting<sup>1</sup> member of TTCC, provided they have attained 18 years of age. Full membership entitles his / her spouse / partner and his / her children to Social Family (4.3(ii)) non-voting membership.

### **4.2 Junior Membership**

Juniors under the age of 18 shall be eligible as members of TTCC but will not be a voting member. Junior membership entitles his / her parents / guardians and his / her siblings to Social Family non-voting membership.

### **4.3 Social Membership**

There shall be two levels of Social membership i) Single person voting member and ii) Family non-voting member including any children or those under 18 who do not play cricket. All adults (i.e. those over the age of 18) shall be eligible to be a Single person voting member of TTCC.

---

<sup>1</sup> Voting member is entitled to vote at a TTCC Annual / Extraordinary General Meeting

#### **4.4 Life Membership**

The Management Committee will recommend from time to time as the occasion arises, that suitably qualified TTCC members will be elected as Life Members. These members will have full voting rights and can be elected at an Annual General Meeting (AGM) to serve on committees or be elected an officer of TTCC. These members may be co-opted to serve on any committee or subcommittee of TTCC.

#### **4.5 Affiliated Members**

Fully paid up members of other societies, affiliated societies or clubs approved by the Management Committee of the Cricket club who use the premises or ground will be eligible as Social non-voting members of TTCC.

### **5 ANNUAL SUBSCRIPTIONS AND MATCH FEES**

- a) The AGM shall determine the annual rate of subscription and match fees. The Management Committee at its discretion, may waive all or part thereof in respect of any TTCC member.
- b) The annual subscription for all classes of membership covers the calendar year and falls due on 1<sup>st</sup> January. The club reserves the right to exclude from selection playing members who have not paid their subscriptions by 31<sup>st</sup> May. Playing subscriptions may be paid on a direct debt or standing order basis with the agreement of the Finance Committee providing these subscriptions are paid in full by before the end of the playing season i.e. 31<sup>st</sup> August.
- c) The AGM shall have the power to reduce the Junior membership for second and subsequent siblings.
- d) Subscriptions for Affiliated (4.5) members, the rates and terms, shall be determined by the Management Committee.

### **6 TRUSTEES**

- a) The Trustees of TTCC shall be appointed by the Management Committee and at least one shall be represented on the Management Committee but is not eligible to vote.
- b) The number of Trustees shall not be more than four or less than two and the property of TTCC (other than cash which shall be under the control of the Treasurer) shall be vested in them. They shall deal with the property of TTCC as directed by resolution of the committee (of which an entry in the Minute Book shall be conclusive evidence) and they shall be indemnified against risk and expense out of TTCC property.

- c) The Trustees shall hold the property of TTCC as Trustees for TTCC.
- d) The Trustees shall hold office for a time limit of 9 years or until death or resignation or until removed from office by a resolution of the Management Committee which may for any reason which may seem sufficient to a majority of the members of the Management Committee present and voting at any meeting remove any Trustees or Trustees from the office of Trustee.
- e) Where by reason of any such death, resignation or removal it shall appear necessary to the Management Committee that a new Trustee or Trustees shall be appointed or if the Management Committee shall deem it expedient to appoint an additional Trustee or additional Trustees the Management Committee shall by resolution nominate the person or persons to be appointed the new Trustee or trustees.
- f) For the purpose of giving effect to such nomination the Chair of TTCC is nominated as the person to appoint new Trustees of TTCC within the meaning of the Trustee Act 1925 Section 36<sup>2</sup> or any amending or substituting legislation and shall by Deed appoint the person or persons nominated by the Management Committee as the new Trustee or Trustees of TTCC and the provision of the Trustees Act 1925 or any amending or substituting legislation shall apply to any such appointment. Any statement of fact in any such Deed of Appointment shall in favour of a person dealing bona fide and for value with TTCC or the Management Committee be conclusive evidence of the fact so stated.

## **7 PRESIDENT**

- a) The President shall be nominated by the Management Committee and approved by the first AGM after nomination and be appointed for a term of 3 years or until such time as they may offer their resignation whichever is earlier. In the event of a death, an interim President may be appointed by the Management Committee and approved at the subsequent AGM.
- b) The President can attend any sub-committee or Management Committee meetings but is not eligible to vote.

## **8 MANAGEMENT COMMITTEE**

- a) TTCC shall be managed by the Management Committee of TTCC who are to be elected at the AGM.
- b) The Management Committee shall be assisted by sub committees comprising of Finance (chair – Treasurer) , Cricket (chair – Cricket Manager), Grounds, Buildings & Land, Bar & Social, and Social Media committees and other sub committees as deemed necessary and approved by the Management Committee.

---

<sup>2</sup> <https://www.legislation.gov.uk/ukpga/Geo5/15-16/19/section/36>

- c) The Management Committee shall consist of the Chair, Vice-Chair, Secretary, Treasurer and the Cricket Manager. A representative of the Trustee's (6) shall serve on the Management Committee but is not eligible to vote. Between AGMs the Management Committee shall have the power to fill any vacancy on the Management Committee that may occur and co-opt approved members with their approval onto the Management Committee as necessary for the benefit of TTCC. A representative of Thatcham Town Council nominated by the Town Council shall sit on or be invited to the Management Committee as a non-voting member.
- d) The Management Committee shall appoint in the following order a Fixtures Secretary, a Safe Guarding and Equality Diversity and Inclusion Officer, a Senior coach subject to the approval or on the recommendation of the Cricket Committee.
- e) The Management Committee will be responsible for the purchase and sale of all intoxicating liquor, but may if desired, delegate this to the relevant sub-committee.
- f) The Management Committee reserve the right to approve or reject budgets submitted by any of the various sub-committees.
- g) All officers and sub-committee members shall be fully paid up Full (4.1) or Social Single (4.3(i)) or Life (4.4) voting members of TTCC.
- h) Non-playing Full (4.1) or Social Single (4.3(i)) or Life (4.4) members can be elected to Management Committee of TTCC.
- i) All officers shall retire each year but will be eligible for re-election at the AGM.
- j) The Chair shall have a second or casting vote only on an issue before the Management Committee which results in an equal number of votes being cast for and against.
- k) The Management Committee shall meet on such dates and times as they may determine and a quorum must be formed. A quorum shall consist of not less than three members. There shall be not less than 6 meetings a year.
- l) Members shall elect at the AGM, such sub-committee chairpersons as they deem necessary for the efficient running of TTCC.
- m) Each sub-committee chairperson shall form a committee of responsible Full (4.1), Social Single (4.3(i)) or Life (4.4) members and may co-opt members throughout the year as necessary for the benefit of TTCC and committees.
- n) The chairperson of each sub-committee shall have a second or casting vote only on an issue before the sub-committee, which results in an equal number of votes being cast for and against.



- o) Each sub-committee shall meet on such dates and at such times as they may determine and a quorum must be formed. A quorum shall consist of not less than three members or if a committee of three members at least two shall form a quorum.

## **9 GENERAL MEETING & VOTING RIGHTS**

- a) An AGM shall be held no later than 30<sup>th</sup> November each year and 15 months shall not elapse without a General Meeting.
- b) The AGM shall receive the Treasurer's report and a Financial Statement of Accounts for the previous financial year ended 31<sup>st</sup> October, approve the budget and Emergency Fund Cash Reserve<sup>3</sup> for the future financial year ahead ending 31<sup>st</sup> October, elect officers, members of the Management Committee, all team captains and chairpersons of the sub-committees for the ensuing year and transact any other business.
- c) Twenty-one (21) day's notice of the meeting shall be given to all members of an AGM.
- d) At General Meetings only Full (4.1), Social Single (4.3(i)) and Life (4.4) members are entitled to vote.
- e) The President (7), Affiliated (4.5), Social Family (4.3(ii)) and Junior (4.2) members are not entitled to vote.
- f) An Extraordinary General Meeting (EGM) may be called at the request of the Management Committee and shall be called by the secretary or, upon receipt by him of a written requisition signed by any 6 Full (4.1), Social Single (4.3(i)) and Life (4.4) members of TTCC, the secretary giving 14 days' notice before the date of any such meeting.
- g) The business of an EGM may be conducted by electronic mail or post or video conference where the Management Committee believes the business can be properly and fully dealt with in that way. If at least 6 Full (4.1), Social Single (4.3(i)) and Life (4.4) members, on receiving such notice, inform the secretary in writing that they believe a meeting<sup>4</sup> would be more appropriate the secretary shall convene a meeting giving members 14 days' notice.
- h) All elected officers and captains shall be elected by the AGM and shall be elected on a majority vote by a show of hands and if a tie there shall be second vote by ballot.
- i) Any resolution put before the AGM shall be passed on a majority vote and if a tie the Chair or his elected representative shall have a second and casting vote.

---

<sup>3</sup> Per TTCC's Emergency Fund Cash Reserve Policy

<sup>4</sup> a coming together in person / an assembly of persons to discuss or decide on matters

---

- j) Any proposals to be considered by an AGM submitted by fully paid Full (4.1), Social Single (4.3(i)) or Life (4.4) members of TTCC, shall be forwarded in writing with a seconder to the Management Committee not later than four weeks prior to the meeting, (see clause 23).
- k) Any vote must take account of the objectives of TTCC as stated in clauses 3 and 4.

## **10 AFFILIATIONS**

TTCC shall be affiliated to The England & Wales Cricket Board, Berkshire Cricket Foundation, Club Cricket Conference and such cricket leagues in which any of its teams play.

## **11 CLUB COLOURS**

TTCC colours shall be white and navy.

## **12 SELECTION**

- a) The cricket committee shall be responsible for the selection of all teams together with the Cricket Manager / Senior Coach should one be appointed and shall have powers to co-opt any fully paid up Full (4.1) or Social Single (4.3(i)) and Life (4.4) Members it may require in order to carry out its affairs.
- b) Discipline with regard to club playing members and all cricket related matters shall be the responsibility of the Disciplinary and Appeals Committee and all decisions made in this respect shall be ratified by the Management Committee.
- c) All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Disciplinary and Appeals Committee will meet to hear complaints within three days of a complaint being lodged. The Disciplinary and Appeals Committee has the power to take appropriate disciplinary action including the termination of membership. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing. There will be the right of appeal to the Disciplinary and Appeals Committee following disciplinary action being announced. The committee should consider the appeal within seven days of the Secretary receiving the appeal.

### **13 GUESTS**

Full (4.1), Social Single & Family (4.3), Life (4.4) and Affiliated (4.5) members may introduce up to two bona fide guests into TTCC premises at any one time and will be responsible for the conduct of their guests. Such guests shall during their visit enjoy the full rights and privileges of the members of TTCC, but shall be subject to TTCC rules. The names and addresses of all guests and the name of the member signing 'them in' shall be entered into a book maintained for that purpose and such a book must be kept on the premises and be available for inspection at all times.

### **14 VISITING TEAMS**

Members, umpires, scorers, officials and bona-fide supporters of teams visiting TTCC for the purposes of playing a league matches or other matches authorised by the Management Committee may be admitted to TTCC premises and be permitted to purchase and be supplied with intoxicating liquor by or on behalf of TTCC.

### **15 SOCIAL FUNCTIONS**

Intoxicating liquor may be sold to persons attending TTCC premises for social or other functions organised or authorised by the Management Committee of TTCC, but no function shall be permitted to which admission may be obtained by payment of money at the door whether by ticket or otherwise.

### **16 SUPPLY OF INTOXICATING LIQUOR**

No intoxicating liquor shall be sold or supplied otherwise than to:

- a) Life (4.4), Full (4.1), Social Single & Family (4.3) and Affiliated (4.5) members.
- b) Their bona fide guests.
- c) Persons admitted to TTCC in accordance with club rules 14 and 15.
- d) No intoxicating liquor shall be supplied for consumption off the premises except to a member in person.
- e) No intoxicating liquor shall be supplied to a person under the age of 18 years.
- f) TTCC shall be opened as determined by the Management Committee and Thatcham Town Council. The permitted hours for the sale and supply of intoxicating liquor at TTCC premises shall be at times in accordance with the current Licensing laws.

### **17 LIST OF MEMBERS**

A list of names and addresses of all members of TTCC shall be maintained and kept on the premises.

## **18 FINANCE**

- a) The Management Committee shall have final responsibility for the funds of TTCC and the day to day running of the finances shall be delegated to the Finance sub-committee.
- b) The appointed Trustees (6) shall act as trustees for all TTCCs premises and property.
- c) The annual accounts should be made up to 31st October each year and the Annual Financial Statement<sup>5</sup> prepared there from.
- d) Audited accounts for the year shall be available as from the 31st December.
- e) The Management Committee will nominate at least 2 members of the Management Committee who are named on TTCC's bank mandate and will be authorised to have full on-line banking access and to be a cheque signatory. All TTCC on-line banking and cheques payments shall be approved or signed by two of the nominated members.

## **19 CREDIT**

No credit of any kind shall be given by TTCC or its agents.

## **20 SUSPENSIONS AND EXPULSIONS**

The Management Committee shall have the power to suspend or expel members for objectionable conduct per TTCC Disciplinary and Appeals Process. Any member so expelled shall have no claim on the funds of TTCC. For the purpose of this rule the vote of 80% of the whole Management Committee shall be necessary. A member who has been suspended or expelled from TTCC or any person whose application for membership has been refused shall not be permitted to make use of TTCC or its facilities whether as a guest or otherwise.

## **21 RULES**

Each member of TTCC shall be provided with a copy of the Constitution by which he / she will be bound. Copies of the Constitution are available on TTCCs web site.

## **22 ALTERATION AND REVIEW OF TTCC CONSTITUTION**

Alteration and amendment to the Constitution shall not be made except at an AGM or at an EGM. At least four weeks notice in writing of any such proposed alteration or amendment shall be given to the secretary before any such meeting and any such alteration is to be proposed and seconded by four Fully paid members (4.1, 4.3(i)) & 4.4) of TTCC.

---

<sup>5</sup> Annual Financial Statement to include the Treasurer's report, the Annual Accounts, the proposed next year's budget and Emergency Fund Cash Reserve

---

The secretary shall give 14 days' notice to the members in writing of any such meeting and the proposed alterations and amendments.

## **23 INTERPRETATION**

In the event of any question as to the interpretation of this Constitution the decision of the Management Committee is final.

## **24 BYE LAWS AND REGULATIONS**

The Management Committee shall have full powers to formulate and issue byelaws and regulations from time to time governing any matter not specifically covered by this Constitution and every member shall conform to them.

## **25 CLUB BECOMING NON-VIABLE**

In the event that TTCC becomes non-viable through insolvency or any other cause, the secretary shall call an EGM, giving members 14 day's notice in writing of such a meeting.

Upon dissolution of TTCC any remaining assets shall be given or transferred to another registered Community Amateur Sports Club, a registered charity or the sport's governing body for use in community related sports. The meeting shall conduct any other associated business.

## **26 NON-DISTRIBUTION TO MEMBERS**

TTCC is a non-profit making organisation and all surplus income or profits are to be reinvested in TTCC.

No surpluses or assets will be distributed to members or third parties.

**THE END**