



## **The Constitution**

### Article A

#### Identification:

1. The name of the club is “*The Columbus Cricket Club*” alias “*CCC*” and may also be referred to as “the Club” in this document.
2. This following shall be the official CCC logo:



Only the elected members of the Club’s committees are authorized to use or authorize usage of this logo.

3. The official CCC letterhead will be used for all official communication involving the club.

### Article B

#### Objectives:

1. To promote the sport of *Cricket* in Central Ohio.
2. To introduce the sport and provide semi-professional level facilities and coaching to the youth and the uninitiated to the sport of Cricket.
3. To promote values such as team-spirit, consideration for others, integrity and respect towards each other as well as the opponents among CCC members on and off the Cricket field.
4. To play Cricket at both competitive and friendly levels and strive to achieve the highest levels of professionalism and excellence both on and off the Cricket field.
5. To create and consistently maintain a transparent, democratic, and constitutionally driven and accountable management structure for the club.

### Article C

#### Management & Responsibilities:

1. An “*Executive Committee (EC)*” is the authorized body to make decisions and direct all activities relating to the club. The EC has the final authority and responsibility to commit the financial resources of the club. The EC’s decisions shall be made, preferably unanimously, but where divergent opinions exist by a simple majority.

2. The executive committee is elected only by the *current members\** of the club present at the schedule time at the Annual General Meeting (AGM).
3. The executive committee comprises of:
  1. President –
    - a. The President is elected by the *current members\** of CCC.
    - b. The President’s tenure starts from the AGM that he/she was elected in till the next AGM.
    - c. The President should be a member of CCC for at least 12 months before the AGM.
    - d. The President’s duties include setting the agenda for the club, organizing activities to accomplish the items on the agenda, scheduling meetings and organizing tournaments for CCC during his/her tenure.
    - e. The President shall assign organizational tasks to members/ other EC members.
    - f. The President shall participate in all major decisions taken on behalf of the club.
    - g. The President shall enhance and promote the name of “CCC” at all times.
    - h. The President shall present a report highlighting the key activities/accomplishments/failures from the most recently concluded season to the members at the AGM.
  2. Treasurer –
    - a. The Treasurer is elected by the current members of CCC.
    - b. The Treasurer’s tenure starts from the AGM that he was elected in till the next AGM.
    - c. The Treasurer should be a member of CCC for at least 12 months.
    - d. The Treasurer is the only member of the club authorized to sign checks from the club’s bank account.
    - e. The Treasurer’s duties include management of CCC’s funds and maintaining books of account with utmost transparency and integrity. This would include organizing and preserving documentation such as receipts, payment stubs, invoices etc. to support all significant receipts and payments in the books of account.
    - f. The Treasurer shall provide updates of the books of account and summary financial status at least once in two months or as requested by any member of the EC or Board of Trustees (BoT).
    - g. The Treasurer shall present a comprehensive Receipts and Payments statement, Bank Reconciliation, Bank Statement, and any outstanding liabilities and receivable report at the AGM.
    - h. The Treasurer shall alert members of EC and BoT regarding any unusual financial activity or any payments made to him/her within a week or less of the activity.
    - i. The Treasurer has the overall responsibility to conceive and advise the EC and BoT regarding financial strategies to enhance the financial strength of the club.
  3. Captain –

- a. The Captain is elected by the current members of the club.
  - b. The Captain's tenure starts from the AGM that he was elected in till the next AGM.
  - c. The Captain shall lead the CCC cricket team during all cricket matches. When he/she is not playing in particular game/match, unless the AGM has previously elected a Vice-captain, the Captain has the authority to designate any member of the club as the Captain for that particular game/match.
  - d. The Captain has the final authority to determine game strategies as well as the authority to discipline or eject a player not conforming to his/her game strategy.
  - e. The Captain's duties include promoting the practice of "*fair Cricket*" at all times.
  - f. The Captain shall promote and encourage maximum possible participation and rotation in the games, subject to his/her discretion according to the strategy for the game.
  - g. The Captain shall ensure a healthy mix of fun, participation, and competitiveness during matches.
  - h. The Captain shall promote and encourage maximum possible participation and rotation in the games, subject to his/her discretion according to the strategy for the game.
4. The executive committee is authorized to appoint any other sub-committees to manage a specific task that it deems fit.
  5. The Board of Trustees (BoT) is a group of member(s) that are selected by the members of the club at the AGM. The role of the members of the Board of Trustees include:
    - a. To help the transition between the old and the new executive committees.
    - b. To monitor the club's activities on a quarterly basis and provide feedback and suggestions to the EC.
    - c. To specifically approve and review all payments in excess of \$250 each and provide feedback to EC, including the treasurer.
    - d. Advise and counsel the EC on any matters relating to the club and Cricket in general. The BoT does not have the executive authority or responsibility to decide or direct any specific activity relating to the club.
  6. The Secretary can be appointed by the Executive Committee to assist in administrative tasks for the club:
    - a. The Secretary conducts researches and advises about all aspects to improve the club.
    - b. He/She shall be working along with the President to fulfill all the administrative duties of the club
    - c. He/She promotes fairness in the club, growth of the club, friendly relations with other clubs and shall be the club's Public Relations Officer.
    - d. He/She shall own responsibility for running the club Bulletin and shall select/appoint the Bulletin Editor every year.

- e. The Secretary shall prepare records and paper work for the club in an accurate, thorough, up-to-date, useable and prompt manner
  - f. He/She shall preserve the records and all other administrative paper work of the club
7. The selection committee (SC):
- a. Current members elect the selection committee at the AGM.
  - b. The selection committee shall comprise of at least three current members\*.
  - c. The SC's primary responsibility is to select twelve players for each upcoming game/match from the available list of players. Selection decisions by the SC are final for the game – neither EC nor BoT have the authority to influence or advise the SC in any decisions pertaining to team selection.
  - d. The Selection Committee shall publish the selection guidelines that are approved by the EC at the beginning of the season and shall ensure that all the selection decisions are based on these Selection guidelines.
  - e. Selection to the CCC cricket team will be based on a healthy mix of performance, participation in practice and rotation.
  - f. Club members shall elect a Vice-Captain from the 3 members of the Selection Committee at the AGM.

#### Article D

##### Membership:

1. Any person/individual who has an interest to play Cricket is welcome to be a member of CCC.
2. The executive committee is authorized to determine membership fees each year. EC may consult BoT in this regard.
3. Membership fees include three categories:
  - a. Regular – This is the regular type of membership for everybody else except for the following two types of categories below. Regular members are eligible for selection to all games/matches played by CCC and to attend all practice sessions.
  - b. Student – If the potential individual is a full-time student at the local school or university. Student members are also eligible for selection to all games/matches played by CCC and to attend all practice sessions.
  - c. Associate – This type of member is a part-time member who is eligible to attend all practice sessions but is eligible to play games only if sufficient Regular or Student members are not available for selection.
4. All members can attend the AGM.

#### Article E

##### Meetings:

1. The executive committee shall organize the Annual General Body meeting (AGM) during the off-season+.
2. All current members will be invited to the AGM and will be a part of the decision-making and elections made during the AGM. The AGM meeting notice

- shall be posted on the CCC website and such a posting shall be construed as invitation to all members.
3. The AGM date, time and venue shall be notified to the members at least two weeks in advance.
  4. The minimum required attendance at the AGM is 50% of the total membership. Unless the EC and the election officer unanimously agree, no valid AGM can be conducted with less than 50% attendance.
  5. The executive committee can call any other Extra-ordinary General meetings (EGM) of the members, as they deem necessary. No decisions made at the EGM are valid unless at least 50% of the membership is present. Members need to be notified at least one week in advance before conducting the EGM.

#### Article F

##### Usage of funds:

1. The treasurer is responsible for the collection and usage of funds on behalf of CCC.
2. The funds can be used for the following, but not restricting the use to only these:
  - a. Tournament participation fees for CCC.
  - b. Purchase of equipment for the club use.
  - c. All celebrations that include members and are approved by other members of the executive committee.
  - d. Food expenses during matches.
  - e. Recognition of members for outstanding performances.
  - f. Organization of any tournaments on behalf of the club.
3. All members of the executive committee must collectively approve any usage of funds. This approval is given in the form of response to the published accounts.
4. Any club expense over \$250.00 will need to be pre-approved by the Board of Trustees
5. Any club expense over \$2000.00 will need to be pre-approved by the Board of Advisors

#### Article G

##### Team Behavior:

1. During Matches:
  - a. All members should play fair Cricket.
  - b. The members should exhibit courtesy to all members of the opposition team whether CCC is hosting the match or is the visiting team.
  - c. The members should demonstrate punctuality during matches. It is important to respect others' time.
  - d. Any change of commitments due to personal reasons should be communicated to the appropriate person.
  - e. All members should adhere to the appropriate dress code during matches.
  - g. Any disputes on the ground during matches should be addressed through the Captain.

- h. Any other disputes or grievances should be directed to the President of the club or any member specifically appointed by the President to resolve such disputes or grievances.

## 2. During Practice Sessions

- a. All members should attend practice sessions regularly unless genuine circumstances prevent the member from doing so.
- b. Members should exhibit disciplined behavior during practice sessions.
- c. Members should follow directions of practice coordinator in order to maximize the gains from the practice sessions.
- d. Any disputes or grievances should be directed to the President of the club or any member specifically appointed by the President to resolve such disputes or grievances.

## Article F

### Election Process:

1. An election officer will be selected by the executive committee to conduct the elections at the AGM. Unless otherwise decided by the EC, any BOT member may be the election officer.
2. Any nomination to the executive committee position will need two members' proposal. The nominator will nominate, which will be seconded by another member.
3. The nominee will be unanimously elected if no other member is nominated for the position.
4. If there is more than one nomination for 1 position, then there will be elections by secret ballot, unless any other method is decided by the election officer.
5. One member cannot nominate more than 1 name for a single position.
6. In case of a tie, a re-election is required. In case of tie in the re-election, the election officer has the right to cast a deciding vote.
7. The executive committee members are open for re-election to a maximum of three consecutive years, unless two-thirds of the members vote (by secret ballot) to allow such a re-election beyond three years.
8. The executive committee composition will consist of President, Treasurer, and Secretary.
9. The executive committee can select any other sub-committees that it deems fit.
10. The election officer shall maintain a list of all members in attendance at the AGM or EGM for at least one year after the AGM. The election officer shall declare the results of the election immediately up on completion of balloting. The election officer is required to allow sufficient and equal time for each candidate to make his/her presentation and allow for a fair and transparent conduct of the election process.

## Article G

### Amendments:

1. Any regular member of the club can request an amendment to the constitution only at the AGM. All such requests should be emailed to the Executive

- Committee in appropriate and articulate detail along with the justification for the change at least 10 days before the AGM date.
2. This request will need to be seconded by another member.
  3. The Executive Committee should email all the amendment requests that are received to the members of the club at least 5 days before the AGM so that the club members get an opportunity to see, understand and make a decision prior to the AGM.
  4. All members of the club will need to vote on the amendment request for its approval or rejection at the AGM.
  5. The amendment will be made to the constitution only if it is approved with a two-thirds majority of the members present at the AGM.
  6. The President will have the right to cast a deciding vote, if required.

#### Definitions

\**Current Members* – A member (regular, student or associate) will be deemed current if he/she has paid the membership dues in the previous cricket season.

\*\*Season – CCC season consists of: Cricket season and Off-season.

#Cricket Season – CCC cricket season starts from March and ends in November (depending on the weather conditions).

+Off-season – CCC off-season starts from December and ends in February (depending on the weather conditions).