

# **The Constitution of the North West Cricket Officials Association (NWCOA)**

## **1. Name.**

The organisation shall be called the North West Cricket Officials Association (hereafter referred to as NWCOA) and shall appoint officers as in point 4 below.

## **2. Aims of the Association.**

The primary aims of the Association shall be...

- a) To provide a panel of umpires to meet the needs of the North West Cricket League (NWCL) or, any other league or, competition that the Committee of the Association (see point 5 below) shall deem appropriate.
- b) To encourage all Members to become qualified umpires and scorers, improve their abilities and aid their personal development.
- c) To liaise with any League/Competition Committees, as defined in 2a above, on all matters relating to the umpiring of matches under their jurisdiction.
- d) Arrange such activities as the members may, from time to time, decide.
- e) To promote equality, diversity and inclusion within cricket.

## **3. Membership.**

Membership will be by an annual subscription, open to all and an application shall not be refused without due cause (which shall be notified to the applicant in writing). Annual subscriptions become due after the AGM and should be paid by the 1st of April whereupon membership may be terminated.

Members who wish to be appointed as umpires to matches are required to hold a valid Enhanced Disclosure Certificate from the Criminal Records Bureau (known as 'DBS') and be a full member of the ECB Association of Cricket Officials (ACO) with proof being given to the Association's Secretary and/or Appointments Secretary. On an as required basis, the Association may appoint umpires who are not members of the Association or the ACO. However, after 6 such appointments in any 12 month period, an umpire will be expected to join both the Association and the ACO.

Members' Meetings, for which a quorum will be 8 (including officers) will be held at times and locations determined by the Committee and notified to members in writing (deemed to include but not limited to post, email, text, web-site announcement etc.) at least 7 days before the meeting date. However, in general there will be at least 4 meetings during the year

Subject to the Disciplinary and Appeals Procedure (Appendix A), the Committee shall be empowered to expel or, suspend from membership or, refuse membership to any individual it considers at its' sole discretion, to have behaved in such a way as to bring the NWCOA, NWCL or the game of cricket into disrepute.

#### **4. Officers.**

The officers of the Association shall be a Chairperson, vice-Chairperson, Secretary, Treasurer, Appointments Secretary, Scorer's Representative and Training Officer . The Chairperson must retire after 12 months and will be replaced by the vice-Chairperson who will be elected by a simple majority of members attending the Association's Annual General Meeting (AGM). The Secretary, Treasurer and Appointments Secretary will retire every 3 years but may offer themselves for re-election at the AGM.

#### **5. Committee.**

A committee shall manage the affairs of the Association and it shall consist of the Officers who will be elected by a simple majority of members attending an AGM. The committee will vote first and in the case of a tied vote the Chairperson shall have the casting vote. The Chairperson's decision on any Point of Order at the AGM, SGM, committee meeting or, general meeting of members shall be final. Each individual on the committee shall be entitled to one vote only regardless of how many roles they occupy. The quorum at any meeting of the committee shall be five. The committee shall have the power to-

- a) Co-opt any number of additional members for specific purposes.
- b) Fill vacancies that occur between AGM's.
- c) Form any sub-committees they may consider necessary to carry out specific functions e.g. grading of umpires.
- d) Elect a member to represent the Association with the NWCL.
- e) Determine any matter not provided for in these Rules.

#### **6. Vice-Presidents.**

- a) Any person, whether member or not, who is deemed to have given outstanding support and/or service to cricket umpiring/scoring in general, may be designated a Vice-President of the Association following a resolution duly passed at an AGM.
- b) Nominations for Vice-Presidents must be received by the Association's secretary on or before 31<sup>st</sup> December of each year.
- c) Vice Presidents may be elected to membership of the Committee but otherwise, have no automatic rights to membership thereof.
- d) Vice Presidents are not required to pay an annual subscription although they make a donation.

#### **7. Finances.**

- a) The expenses of the Association shall be met by the annual subscriptions of members.
- b) The Committee shall recommend the level of annual subscription to the AGM.
- c) Expenses paid by cricket competitions to members will be levels agreed with or, notified by the respective league/competition management etc.
- d) The Association's financial year shall commence on January 1<sup>st</sup> .

## **8. Annual General Meeting.**

The AGM will be held no later than the third Tuesday in February each year. The Secretary will notify members in writing of the agenda, copies of the minutes of the previous AGM, the written reports specified in the agenda, together with duly audited accounts at least 21 days prior to the date of the AGM.

## **9. Business of the AGM.**

- a) The business of the AGM shall be...
  - i. To confirm the Minutes of the previous AGM.
  - ii. To confirm any matters arising from those Minutes.
  - iii. To discuss a written report from the Secretary.
  - iv. To discuss a written report from the Appointments Secretary.
  - v. To discuss a written report from the Treasurer.
  - vi. To agree the member's subscription for the following year.
  - vii. To elect Officers who need to be elected.
  - viii. To appoint an auditor or auditors if required.
  - ix. To discuss any other business notified to the Secretary within 7 days of the meeting.
- b) Only business notified on the agenda shall be discussed at an AGM.
- c) All nominations should be proposed and seconded by members and received in writing by the Secretary no later than 31<sup>st</sup> December. Nominations may be made at the meeting for any positions for which written nominations have not been received.

## **10. Special General Meeting (SGM).**

Any member may request a Special General Meeting of the Association with the support of 5 members. This request which must state the item(s) of business to be discussed, should be made to the Association's secretary in writing as should the requests of the supporting members.

The secretary will notify all members in writing of the date, time, location and business to be discussed at the meeting within 21 days of receiving the request which will be chaired by the Association's chairperson or, in their absence the vice-chairperson or, a member of the committee as decided by the committee.

The only item of business to be discussed and decided upon at a SGM will be that specified on the notification. Decisions will be made by a simple majority of members in attendance and a quorum shall be 12 with the chairperson to have a casting vote if required.

## **11. Dissolution.**

In the event of the dissolution of the Association, any assets remaining shall be passed as determined by the Committee, to a similar body involved in the provision of training and encouragement to all who may wish to become qualified cricket official and/or cricket charity involved in the promotion of cricket and in particular with youth or junior cricket.

## **Appendix**

### **NWCOA Disciplinary & Appeals Procedures.**

1. The Committee has jurisdiction only over members or, those who wish to become members.
2. All members are expected to uphold the 'Aims of The Association' at all times.
3. If any member is deemed at the absolute discretion of the Committee to have brought the NWCOA, the NWCL or, the game in general into disrepute, they will be subject to the disciplinary procedures within this appendix.
4. All complaints regarding the behaviour of any member shall be lodged in writing with the Association's secretary.
5. The committee shall appoint a disciplinary sub-committee and its' chairperson which shall hear complaints within 14 days of their receipt.
6. Any member requested to attend a disciplinary sub-committee hearing shall be entitled to receive copies of all evidence to be reviewed at the meeting, to call their own witnesses and to be accompanied a friend or, other representative. The disciplinary sub-committee has absolute discretion as to the form and content of the hearing including but not limited to whether to hear witnesses and to limit the number of witnesses attending and speaking.
7. The Association's committee or, its' duly appointed sub-committee, has the power to take appropriate disciplinary action including the termination or suspension of membership.
8. The outcome of the disciplinary hearing shall be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 3 days following the hearing.
9. There shall be a right of appeal to the committee of the Association against either the finding or the sanction imposed or both following disciplinary action being taken.
10. All appeals shall be lodged in writing with the Association's secretary within 7 days of the outcome of the disciplinary hearing being conveyed.
11. The committee shall appoint an Appeals Committee (minimum of 3 and a maximum of 5) with an independent chairperson which shall not include any member involved with the initial disciplinary hearing but may include non-members of the Association.
12. The Appeals Committee shall consider the appeal within 30 days of the appeal being lodged.
13. At an appeal hearing the individual submitting the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses.
14. The Appeals Committee shall have the power, at its' absolute discretion, to uphold, reverse or, otherwise alter the decision of the disciplinary and such power to include the power to increase any imposed sanction.
15. The decision of the Appeals Committee shall be final and binding on all parties with no further right of appeal.