

THE CONSTITUTION OF THE LITTLETON CRICKET CLUB

Clause I: The name of the organization shall be "The Littleton Cricket Club, (Littleton CC; LCC).

Clause II: This organization is a non-profit sports organization. The specific goals of the organizations are:

- To spread the game of cricket among the people of the Greater Denver community, surrounding city, State of Colorado and surrounding states.
- To help create necessary infrastructure in order to facilitate the playing of cricket.
- To imbibe a spirit of hard work, honesty and happiness in all cricket players.
- To follow the laws and spirit of cricket as set by the ICC (International Cricket Council) and The Colorado Cricket League (CCL).
- To promote, recruit and educate the community about the game of cricket and foster sportsmanship among LCC members.

Clause III: The organization and its members shall rigorously follow all the rules and regulations laid-down by the LCC Committee of Office Bearers (COB).

Clause IV: Neither the organization nor any part of its activities shall have any religious bias and shall not support any particular religion. There shall be no discrimination whatsoever on the basis of gender, race, caste, creed, color, mental/physical disabilities and sexual orientation. No violence, whether provoked or unprovoked will be tolerated. English would be the official language of communication and its use is strongly encouraged at all activities associated with LCC.

Clause V: The property of this organization is irrevocably dedicated to spreading the game of cricket in the community and no part of the net income or assets of the organization shall ever insure to the benefit of anyone. On the dissolution of the organization, its assets remaining after payment of all debts and liabilities of the organization shall be donated to a local non-profit organization.

SECTION I: MEMBERSHIP OF THE ORGANIZATION

Article I (of Section I): Members

- Membership to the organization shall be open to all individuals, irrespective of their race, gender, color, sexual preference, mental/physical disabilities, creed, religion, or nationality.

- The COB of the organization reserves the right to approve, deny and/or revoke membership at any time. A list of members shall be updated periodically and will be kept for the purposes of informing the members of projects, activities and needs of the organization.
- Members have an obligation to adhere to the rules of the organization and the rules of game(s), tournament(s) and league(s) that the club chooses to participate in.

Article II (of Section I): Term of all the members of the club

- Membership of the club will be for the duration of one season and will have to be renewed yearly within the time limits defined by the laws of LCC.
- A season is defined as the period beginning March 1st till the end of the last day of February of the next year. Accordingly, the Annual General Meeting (AGM) of the club shall be on the last Saturday of the month of February.

Article III (of Section I): Financial Dues for the members

- As required by the club, the organization shall collect membership dues of at least \$100 per person from all the members of the organization. This fee may vary as the COB decides every year at the AGM. Such yearly dues will have to be in the club treasurer's possession within two weeks after the pre-season AGM. Alternate arrangements for payments can be made only with the express written permission of the COB.
- Members selected to play in any game as part of playing 11 shall pay the club \$15 every instant. Such dues will have to be in possession of the treasurer prior to the start of the game/match a player is selected to play. In addition, every member of the club who anticipates playing for the club will pay the club an advance game fee of \$15 that will remain with the club as a deposit to be returned to the member at the end of the season. There will be no other refund of membership dues.
- If any individual joins the Club in the middle of the season, their membership dues shall be prorated based on the remaining months of the competitive season.
- If any member opts to withdraw his Club membership during the season, their membership dues will not be refunded.

Article IV (of Section I): Voting rights and standing for elections of members

- To be eligible to vote, a member is required to maintain at least six months of membership with the club prior to the annual AGM.

- The duration of membership will be monitored by the joining date on the members application form.
- To be eligible for a nomination to stand for a post in the COB, a member is required to maintain his membership for at least one complete season prior to the AGM.
- A member who wishes to participate as a voter or a nominee at the annual AGM is required to be present at the AGM in person. Proxy voting or any other form of voting will be allowed at the AGM or any other GBM by the sole discretion of the COB. Special instruction regarding proxy voting will be posted at least two weeks prior to the AGM or GBM.

Article V (of Section I): Membership Forms

- All members shall duly complete and sign, on a yearly basis, a membership form of the club provided to them by the secretary of the organization. Forms are due two weeks after the preseason AGM or for new members, within one week of joining the club.
- Membership to the club will not be accepted solely with payment of annual dues and without a completed membership form.

Article VI (of Section I): Additional Membership:

Honorary Member:

From time to time, on approval by the COB, honorary membership may be granted to a person or organization in recognition of their substantial contribution to cricket in general and well being of LCC. Such members shall duly complete and sign, on a yearly basis, a membership form of the club provided to them by the secretary of the organization (Article V (of Section I)). Examples of such membership could be, but not limited to, sponsors of LCC. Honorary members will have no voting rights. Honorary membership can only be granted for a maximum duration of one year. Honorary members cannot participate in any games organized by the club.

Social Member:

Social membership shall be granted to those individuals who apply to the Club for active membership with intentions of participating in the promotion of the game in general and to be involved in all social aspects of the club. Such members shall duly complete and sign, on a yearly basis, a membership form of the club provided to them by the secretary of the organization (Article V (of Section I)). Social members will have no voting rights. Social membership can only be granted for a maximum duration of one year. Social members cannot participate in any games organized by the club.

Article VII (of Section I): Rejoining Fee

- All members of LCC can change affiliations to other clubs within the Colorado Cricket League Affiliates; however, it can only be done at the end of the season. Failure to comply will result in immediate expulsion from the club. In addition, any member transferring his/her membership to another club in the CCL will have the option to return to the LCC only after the end of the ongoing season and will also have to pay a rejoining fee. This rejoining fee will be equal to the membership fee prevalent at such time and will be in addition to the regular membership fee prevalent at such time.

Article VIII (of Section I): Termination of Membership

On approval by the COB, all members and memberships to LCC could be terminated due to non-payment of dues or match fees unless members have made prior arrangements with a written consent from the COB (also see Article VIII, Section I). Membership will be terminated with immediate effect for acts contrary to the constitution and laws and bylaws of the club, such as but not limited to actively playing or participating in "other cricket clubs' activities, unless such authorization as been approved by the COB of LCC. Such members have 15 days to appeal the ruling in writing to the COB. If requested, terminated members will be provided with a written letter of past participation in club activities with an explanation of the reasons for termination of his/her membership with LCC.

Article IX (of Section I): Disciplinary proceedings for membership

a. Instigation

Any member of the club may instigate the disciplinary process. They should do so by submitting written details of the complaint to the Club Secretary within two weeks of the incident(s). The details must include when applicable, the name(s) of the plaintiffs, the name(s) of the parties involved and any witnesses, the date, time and location of the incident(s) and a full description of the facts.

b. Review

The COB shall review the complaint to determine whether disciplinary action should be taken against a member or members as a result of breaches of the Club's Constitution or Bylaws or of the Club Rules. Such disciplinary action might include removal from the club, suspension of membership (for a specified period or indefinitely), and/or a fine. Before any such action is implemented, the matter must be discussed at a Disciplinary Session of a COB meeting.

c. Disciplinary Sessions

Any member against whom disciplinary action is contemplated at a meeting of the COB shall be invited to attend that portion of the meeting in which the member's behavior and the resulting disciplinary action to be discussed, in order that they might plead their case. A Member against whom disciplinary action has been taken shall

have the right to request in writing, a rehearing at a second committee meeting. Such a meeting shall be held no less than two weeks.

d. Repeat and Persistent Offenders and Plaintiffs

Any member(s) who are persistently and/or repeatedly subjected to disciplinary action may be dismissed from the Club permanently by majority vote of the COB. Any member who persists in making unfounded complaints may also, at the discretion of the COB be subjected to disciplinary action.

Article X (of Section I): Role of the Treasurer regarding memberships

Treasurer shall be responsible to inform the members, the amount and time of payment of the club dues and collect the amount payable. The Treasurer of the organization shall maintain detailed record(s) of the membership dues received by the organization and shall coordinate with the secretary to inform the club of defaulting members and also members not in good standing.

SECTION II: OFFICE BEARERS

Article I (of Section II):

Any member of the LCC, in good standing as defined in Article IV (of Section I) can be the office bearer(s) of the organization. All office bearer(s) of the organization shall fulfill the requirements laid down by the LCC constitution, its laws and by-laws.

Article II (of Section II):

The President, the Vice President, the Secretary and the Treasurer, shall form the COB. The tenure of each of the office bearer shall be one year (see Article II of Section I), unless the office bearer resigns, or is impeached from the organization (See section IV). Unless appointed uncontested at the annual AGM, all members aspiring to be a part of the COB will be elected by secret ballot at the AGM.

Article III (of Section II):

The COB will elect the captain and the vice captain of the club at the yearly AGM. In case of more than one person vying for the post, elections will be held at the AGM.

Article IV (of Section II):

The president with the support from a majority of the COB can decide on making new posts or sub committees (and so nominating a club member(s) to that post(s) if and when it is felt that the workload dictates the creation of that new post, but that new post, shall cease to exist when the term of that COB is over. The appointed sub-committee will not be a part of the COB.

Article V (of Section II):

The nominated sub committee member, if any, shall abide by all the rules as dictated in this constitution and bylaws. Since the nominated sub committee member is not elected by a meeting composed of all the club members, they will not have voting powers in the COB. The COB with a majority vote in its favor has the full powers to dismiss the nominated sub committee member and/or remove the temporary post created whenever it is felt to do the same. In essence, the nominated post and member are temporary.

Article VI (of Section II): Duties of President of the Organization

The President is responsible for:

1. Overall management of the club.
2. Representing the club at events and meetings here at the club or outside the club.
3. The President shall call the Annual General Meeting (AGM), giving members a minimum of two weeks notice. The President shall preside over all meeting and functions including the AGM.
4. All major decisions regarding the club such as participation in tournaments, organizing tournaments and games representing the club here and outside.
5. Arranging committee meetings and hearings and approval of minutes of such meetings.
6. Maintaining a score sheet and other detailed information for every game organized and participated by the club and its members.
7. Responsible for overseeing that the Club keeps accurate scoring records of the matches played by the Club, as well as ensuring that statistical records of a players performance are kept.
8. Provide to the Club members a current analysis of the players and side(s) on a regular basis.
9. Responsible for the maintenance and safe-keeping of the Club scorebook(s) and Palm Scorer.
10. Tabulating the data from these games to decide on the honors given to the best players.

11. Represent the club in any meetings or ceremonies inside and outside the club.
12. Any other duties not allocated to other committee members.

In general, the responsibilities of the President shall be (but not limited to) to follow all the relevant clauses of this constitution and subsequent By-Laws.

Article VII (of Section II): Duties of the Vice President of the Organization

The Vice President is responsible for:

1. The office of the President in his absence due to but not limited to incapacitation or removal.
2. Assisting the President with his assigned duties.
3. Reporting to the President.
4. Attending all committee meetings announced by the president.
5. Encouraging participation of all club members in club related activities.
6. Fund raising activities and sponsorship efforts.
7. Organize and supervise campaign efforts to recruit new members and promote the club.
8. Any other duties not allocated to other committee members.

In general, the responsibilities of the Vice President shall be (but not limited to) to follow all the relevant clauses of this constitution and subsequent By-Laws.

Article VIII (of Section II): Duties of Secretary of the Organization

Secretary shall be responsible for:

1. Contacting all members and other individuals not related to the club depending on the circumstance, regarding club activities, meetings and other pertinent activities organized by the club.
2. Disseminating membership form of the club to all prospective and returning club members.
3. Disseminating the minutes of any meetings via the club website, email and club groups page.

4. Maintaining an up to date member list with help from the Treasurer to keep current with all member contacts and aid Captains in team selection by communicating any membership issues to them.
5. Attending all committee meetings announced by the president.
6. Managing food and beverages in club functions and home games and tournaments.
6. Management, preparation and maintenance of the cricket ground for home games and home tournaments.

In general, the responsibilities of the secretary shall be (but not limited to) to follow all the relevant clauses of this constitution and subsequent By-Laws.

Article IX (of Section II): Duties of Treasurer of the Organization

Treasurer is responsible for:

1. Prepare annual budget for the club based on past expenditure records, current inflations and other pertinent club needs.
2. Collecting membership dues from all existing members as well as new members and maintaining the relevant information till the expiry of the committee's term.
3. Provide an up to date member list to the COB and Captains for the purpose of membership benefits and team selection as new members join the club or existing members leave the club throughout the season.
4. Tabulating all monetary benefits gained and spent by the club.
5. Keeping an orderly and truthful data regarding all financial dealings of the club.
6. Sending the ledger regarding income and expenditure of the club once in a month to all the committee members and uploading a monthly spreadsheet of the ledger on the website/groups page.
7. Reimbursing players who have spend money on the club's behalf.
8. Wisely spending money towards all club activities.
9. Collecting applicable fees from all teams participating in a tournament organized by the club before the first game of the tournament.
10. Collecting applicable match fees in the timely manner from all playing members.

11. Maintaining the cricket kit(s) and other club resources.
12. Attending all committee meetings announced by the president.
13. Participating in organizing tournaments conducted at the Club and outside.
14. The Treasurer shall ensure that the rules and regulations of the club regarding the financial transactions, budget and all the accounting matters are strictly followed.

In general, the Treasurer of the organization shall perform all duties incident to the office of Treasurer and such other duties as may be required by law, or by these bylaws, or which may be assigned to him/her from time to time.

Article X (of Section II): Duties of the Captain(s) of the Team(s)

1. The Captain shall have the primary responsibility for managing the team(s) on the field of play at all time and the maintenance of good conduct and discipline of all players on and off the field during the entire duration of the game, such as proper attire, time maintenance etc.
2. The Captain shall inform players selected to play at or no later than the Thursday midnight of the week prior to the game. In the event of inclement weather conditions or other unusual circumstances where the original game schedule is modified, the Captains shall contact and inform their respective team members the night prior to or no later than 8:00 am on the day of the game about any decision regarding playing.
3. The Captain shall be present for all scheduled team practice sessions. In the absence of the Captain, this duty shall fall upon the Vice Captain of the team.
4. The Captain shall have the responsibility to communicate with opponent team or club regarding any arrangements for the scheduled games. The Captain will then relay any pertinent information to the COB and effected players/members as applicable in a timely manner.
5. The Captain shall be responsible for providing the match ball and assuring a scoring mechanism has been implemented prior to the start of the game.
6. The Captain shall be responsible for preparing and submitting the umpiring, match, league and other required report to the league within the league deadline.
7. In the absence of the Captain, all the above responsibilities shall be vested in the Vice-Captain.

Article XI (of Section II): Compensation

No compensation shall be paid to any office bearer or any member of the organization.

SECTION III: ELECTIONS AND MEETINGS

Article I (of Section III):

- The COB will be responsible for calling any extraordinary meeting(s). All meetings will be announced to the general membership in an appropriate forum.
- There will be at least one AGM per year on the last Saturday of February. The COB as deemed can call more meetings.
- 1/3rd of the members in good standing can call an extraordinary meeting to be presided over by the COB.

Article II (of Section III):

- For the purpose of AGM, the presence of 50% of the members in good standing will be the quorum.
- Extraordinary meetings will require the presence of 75% of the COB and/or 25% of members in good standing.

Article III (of Section III):

The candidates for the COB for the subsequent year shall be on the basis of a general election at the AGM, unless a candidate is elected unopposed. In case of disagreement with respect to any proposed candidate by one-third of the members of the organization present during the AGM, general election shall be held for the positions in dispute.

Article IV (of Section III):

The election officer shall formulate the actual electoral process, including the order of the election. The election officer duly appointed by COB at the AGM shall supervise the elections. The election officer shall ensure that the regulations for the election are followed during the general election of this organization. If there is more than one person contesting towards a club officer position, a secret ballot shall be held supervised by the election officer. Only members in good standing as defined in Article IV (of Section I) are eligible to vote in an election. In the event of a tie during the election towards any post, the outgoing COB shall break the tie with a combined vote.

Article V (of Section III):

Transfer of power to the newly elected COB shall be from March 1st after the AGM and any elections held at the AGM.

Article VI (of Section III):

Elections should definitely be held within 15 days after a committee member: has been impeached, has resigned or is incapacitated due to unfortunate circumstances during the tenure of a committee. During the time the post is vacant before the elections; the president can deputize any one of the committee members to take additional charge of the duties of the vacant post or may do it himself.

SECTION IV: IMPEACHMENT OR RESIGNATION OF ELECTED COB**Article I (of Section IV)**

Any member in good standing as defined in Article IV (of Section I) can file a motion for the impeachment of any member of the COB. The rules regarding the procedure are as follows.

Clause I (of Section IV):

It can only be with 3/4th majority of the members of the club in good standing that a member of the COB can be impeached.

Clause II (of Section IV):

If a committee member has been impeached or he/she has resigned a new election is to be conducted as soon as possible and the post be filled.

SECTION V: AMENDMENT(S) TO THE LAWS AND BYLAWS

Amendments to any clause of this constitution and/or any sections of the bylaws therein can be proposed by any member of the organization, with prior approval of the President of the organization. To change any section of the by laws, minimum three-fourth (3/4) of the club members in good standing as defined in Article IV (of Section I) should vote in favor of the amendment in a publicized meeting or official poll.

Supplementary Bylaws concerning the operation of the Club, which do not conflict with the provisions contained in this Constitution, may be adopted by a simple majority vote of the club members in good standing as defined in Article IV (of Section I) present at any Annual Meeting or Special Meetings called for that purpose or by official poll.