

University of Leeds Men's Cricket Club Constitution



References

References to 'Activities Executive' refer to The Activities Sub-committee of Better Union

Reference to 'Activities Assembly' refer to The sub-committees of the Activities Executive

1. Name, Aim and Objectives

- 1.1** The name of the activity group shall be University of Leeds Men's Cricket Club, hereafter referred to as UOLMCC
- 1.2** The aims and objectives of the Activity Group shall be:
 - 1.2.a** Provide opportunities for Leeds University Cricketers of all abilities both on and off the field
 - 1.2.b** Provide an inclusive environment for all members that allow members to take full participation in all social and performance aspects of the club
 - 1.2.c** To encourage all members of UOLMCC to adopt an active role in raising money for our chosen charity.

2. Membership

- 2.1** All members shall be required to pay a group membership fee decided by the UOLMCC Executive Committee by October 26th.
- 2.2** All members shall be entitled to the relevant Membership Privileges
- 2.3** Any member may be suspended or expelled from any or all of the privileges of the club for any period by a decision of the UOLMCC Disciplinary Committee.
- 2.4** Full membership may be granted to current students at the University of Leeds who are members of Leeds University Union (LUU).

3. Membership Privileges

- 3.1** To attend the Annual General Meeting.
- 3.2** To vote on all the questions of policy within UOLMCC
- 3.3** To propose themselves for election to the UOLMCC committee
- 3.4** To vote for such officers as are nominated for election
- 3.5** To hold office on and stand for election to the UOLMCC committee

4. Explanation and Suspension

- 4.1** UOLMCC Executive Committee reserves the right to expel or suspend any member of the group so long as the Disciplinary Panel composing of executive committee and two other committee members approves reason and justification.
- 4.2** The UOLMCC Executive Committee shall notify the Activities Executive of any expulsions or suspensions.
- 4.3** Expelled or Suspended members may submit a written appeal to the Activities Executive.
- 4.4** The UOLMCC committee shall be notified of the appeal and may submit a written explanation of their decision within ten working days.

- 4.5 If no explanation is received within ten working days of notification, the appeal shall proceed.
- 4.6 A simple majority vote by the Activities Executive shall decide the appeal and, in the event of a tie, the Chair shall have the casting vote.

5. Cricket Program

- 5.1 All squad members of UOLMCC are expected to represent UOLMCC in Wednesday Fixtures (BUCS leagues).
- 5.2 All development squad members of UOLMCC are expected to represent UOLMCC in Development fixtures.
- 5.2 Exemptions from clause 5.1 may be considered – in which case UOLMCC members are permitted to play for an alternative club for fixtures (Club/County/MCCU)

6. Committee

- 6.1 The UOLMCC Executive Committee shall consist of 3 Core Officers
- 6.2 The Club Committee shall consist of any Additional Officers Required, including this year a Covid Officer
- 6.3 Officers must be full Activity Group members who are also Student Ordinary Members of LUU.

7. Committee Duties

- 7.1 To attend all Committee Meetings.
- 7.2 To ensure the Activity Group's LUU webpage and own website, Facebook and Twitter maintained.
- 7.3 To ensure the good running and proper financial running of the Activity Group.
- 7.4 To inform and suspended or expelled members of their rights of appeal through LUU structures.
- 7.5 To ensure no decision made on behalf of the Activity Group, any of its subgroups or any of its members may be intentionally detrimental to the Activity Group as a whole.

8. Committee Powers

- 8.1 To manage the Activity Group on behalf of its members and in accordance with its stated aims and objectives.
- 8.2 To suspend or expel any member from any or all privileges of the Activity, including membership of it, for any period, subject to appeal.

9. Core Officers

- 9.1 Core Officer Duties include:
 - 9.1.a To attend the Annual General Meeting.
 - 9.1.b To be a signatory of the Activity Group's Cash Office account.
 - 9.1.c To attend the relevant Activities Assembly.
 - 9.1.d To attend committee training.
 - 9.1.e Failure to fulfil these duties may result in a motion of no confidence and removal of office by an EGM or the UOLMCC Executive Committee.
- 9.2 The Core Officers shall be:
 - 9.2.a *Club Captain*
 - 9.2.a.i The Club Captain should organise and oversee the running of the Activity Group.
 - 9.2.a.ii The Club Captain should chair Committee Meetings.
 - 9.2.a.iii The Club Captain should produce an annual report.
 - 9.2.a.iv The Club Captain should provide an entry for inclusion on the Activity Group's LUU webpage.
 - 9.2.a.v The Club Captain should aim to raise a minimum £2500 for UOLMCC's chosen charities
 - 9.2.a.vi The Club Captain should select a squad from open training sessions
 - 9.2.a.vii The Club Captain should work with the coach to organise and run squad training sessions

9.2.b *General Secretary*

- 9.2.b.i** The Secretary should maintain membership records containing at least the name and Student card number, if applicable, of all the Activity Group's members.
- 9.2.b.ii** The Secretary should produce agenda documents for all meetings.
- 9.2.b.iii** The Secretary should maintain a written record of all meetings.
- 9.2.b.iv** The Secretary should maintain an up-to-date copy of the Activity Group constitution.
- 9.2.b.v** The Secretary should oversee the organisation, rearrangement and confirmation of all of EITHER fixture and umpire OR transport requirements.

9.2.c *Treasurer*

- 9.2.c.i** The Treasurer should be responsible for the finances of the Activity Group.
- 9.2.c.ii** The Treasurer should maintain up-to-date accounts with the LUU Cash Office.
- 9.2.c.iii** The Treasurer should submit subsidy applications to Activities Executive.
- 9.2.c.iv** The Treasurer should produce a termly report and yearly budget.
- 9.2.c.v** The Treasurer should submit a detailed statement of accounts for the year to the Activity Group's Annual General Meeting

9.3 Additional Officers

The additional Officers shall be:

9.3.a *Social Officer (x2)*

- 9.3.a.i** The Social Officer(s) should organise events for the Activity Group.
- 9.3.a.ii** The Social Officer(s) should publicise all Activity Group events.
- 9.3.a.iii** The Social Officer(s) should prioritise the safety and wellbeing of all members during organised events.

9.3.b *Alumni Officer*

- 9.3.b.i** The Alumni Officer should strengthen the UOLMCC's relationship with the UOLMCC Alumni.
- 9.3.b.ii** The Alumni Officer should keep an updated database of Alumni details.
- 9.3.b.iii** The Alumni Officer should help advertise Alumni events within the Alumni community.
- 9.3.b.iv** The Alumni Officer should produce a regular newsletter to distribute to the UOLMCC Alumni.
- 9.3.b.v** The Alumni Officer should support the organisation of alumni events throughout the year

9.3.c *Sponsorship Officer*

- 9.3.c.i** To approach sponsors, send proposals and negotiate contracts to secure sufficient sponsorship for the club.
- 9.3.c.ii** To keep sponsors updated on club activities and development of the club throughout the year.

9.3.d *Kit Officer*

- 9.3.d.i** Coordinate kit orders and payment
- 9.3.d.ii** To produce social program, community work and fundraising challenges within teams
- 9.3.d.iii** Organise committee kit

9.3.e *Development Officer*

- 9.3.e.i** To run and book development net sessions
- 9.3.e.ii** Produce development progress plan to enable players to potential progress into the main squad team
- 9.3.e.iii** Organise development fixtures

9.3.f *Welfare and Community Officer*

9.3.f.i To plan and lead fundraising events throughout the year for our chosen charities

9.3.f.ii To keep charities updated on club activities and development throughout the year

9.3.f.iii To promote the fundraising activities taking place and encourage club wide involvement

9.3.g *Fixture Officer*

9.3.g.i To liaise with other universities and arrange friendly fixtures for pre-season

9.3.g.ii To organise umpires, grounds and match teas for home BUCS games

9.3.g.iii To organise winter and trial net facilities

9.3.h *Communications officer*

9.3.h.i To maintain club social media platforms

9.3.h.ii To ensure all social media content is appropriate, informative and enjoyable

9.3.h.iii The communication officer should ensure all correspondence is managed and up to date

9.3.i *Covid Officer*

9.3.i.i To ensure all activities are run with within governing body and government guidelines

9.3.i.ii To inform all members who test positive to contact LU Covid-19 hotline

9.3.i.iii To be aware of any members isolating in accordance with government guidelines

9.4 Elections

9.4.a Elections shall take place at the AGM or the EGM

9.4.b Candidates for positions on the Activity Group Club Committee must apply themselves by written application at least five days before the date of the AGM.

9.4.c The UOLMCC Executive Committee applicants must submit a written application and manifesto to the existing UOLMCC Committee at least five working days before the dates of the AGM.

9.4.d These applications will be presented to the existing UOLMCC members at the AGM through an oral presentation followed by full club vote.

9.4.e If this vote is in favour of one applicant, the UOLMCC Executive Committee position will be awarded to the applicant. If not, then the future UOLMCC Executive Committee position will be decided by a revote between the two tied candidates.

9.4.f Notification of opening of nominations shall be at least ten working days before the date of the AGM or EGM.

9.4.h Nominations shall open at least five working days before the date of the AGM or EGM.

9.4.i Newly elected Activity Group Committee members must assume their responsibilities on completion of the current academic year.

9.4.j Exiting Activity Group Committee members must complete a full committee role handover with the newly elected Activity Group Committee member including, as a minimum:-

9.4.j.i An annual report document outlining everything undertaken within the role that year.

9.4.j.ii Recommendations on how the newly installed committee member should take on the role for the next 12 months.

10 Meetings

10.1 The Activities Executive may observe any Meeting, at the discretion of the UOLMCC Executive Committee.

10.2 If any UOLMCC Executive Committee member moves no confidence in the Chair, a vote shall be taken immediately.

10.3 If a motion of no confidence in the Chair is passed, the Treasurer will act as the temporary Chair.

11 Committee Meetings

- 11.1** The time, date and location of Committee Meetings must be posted on a member accessible web source, at least two working days in advance.
- 11.2** Full committee meetings will be held on a termly basis. Additional meetings will be held in exceptional circumstances.
- 11.3** Committee Meetings shall be open to all members of the UOLMCC Club Committee.
- 11.4** The agenda for Committee Meetings should be made available at the start of the meeting.
- 11.5** The minutes of any decisions made at the meetings must be displayed on a member accessible web source, once ratified as a true and accurate record of the meeting.
- 11.6** Minutes may additionally be posted on the Activity Group's LUU notice board.

12 Annual General Meeting

- 12.1** The Annual General Meeting (AGM) shall be held within 395 days of the previous AGM.
- 12.2** Notice of the AGM must be posted on a member accessible web source, at least ten working days in advance.
- 12.3** The agenda for the AGM must be posted on a member accessible web source at least five working days in advance.
- 12.4** The order of business shall be:-
 - 12.4.a** Club Captain's report
 - 12.4.b** Financial report
 - 12.4.c** Constitutional Amendments
 - 12.4.d** Elections
 - 12.4.e** Any other business
- 12.5** The quorum for the AGM shall be either one third of all the full members or 20 full members, whichever is the lesser.
- 12.6** If an AGM is declared inquorate, it must adjourn to be reconvened within ten working days.
- 12.7** If a reconvened AGM is declared inquorate, the Activity Group shall report this to the Activities Executive.
- 12.8** The Activity Group must submit the full agenda and minutes of their AGM to the Activities Executive, if requested by the Activities Executive.
- 12.9** Ratified minutes shall also be provided at a later date if there are any amendments.

13 Extraordinary General Meetings

- 13.1** An Extraordinary General Meeting (EGM) may be called by either one third of all the full members or 20 full members, whichever is the lesser.
- 13.2** Notice of the EGM, together with their agenda, shall be posted on a member accessible web source within two working days of the meeting being called.
- 13.3** The agenda for the EGM shall be restricted to the motion or business for which the meeting was called.
- 13.4** The quorum for the EGM shall be either one third of all the full members or 20 full members, whichever is the lesser.
- 13.5** If an EGM is declared inquorate it may not proceed.
- 13.6** The Activity Group must submit the full agenda and minutes of their EGM to the Activities Executive, if requested by the Activities Executive.
- 13.7** Ratified minutes shall also be provided at a later date if there are any amendments.

14. Miscellaneous Provisions

- 14.1** *Constitution*
 - 14.1.a** The interpretation of this constitution is the responsibility of the UOLMCC Executive Committee.
 - 14.1.b** In case of dispute over a particular interpretation of this constitution, the UOLMCC Executive Committee shall be the final arbiter.
 - 14.1.c** The assets or liabilities of the Activity Group shall remain with the Activity Group regardless of any changes to committee, group structure or constitution.

- 14.1.d** The Activity Group shall be a constituent part of LUU and thus subject to the rulings of Union Council.
- 14.1.e** In the event of dissolution or abolition of the Activity Group its assets will be distributed in the following way, until no further assets remain: a) Membership Reimbursed; b) LUU Subsidy returned; c) Charitable Donation

14.2 *Constitutional Amendments*

- 14.2.a** Constitutional amendments may be approved either by an Annual General Meeting or Extraordinary General Meeting of the Activity Group.
- 14.2.b** Proposed constitutional amendments must be published in the agenda for the appropriate General Meeting and cannot be moved under 'Any other business'.
- 14.2.c** Constitutional amendments shall come into effect immediately unless otherwise stated in the motion.

14.3 *Administration and Finance*

- 14.3.a** The Activity Group finances and accounts shall be under the ultimate control of Better Union.
- 14.3.b** The Activity Group must produce within 24 hours, a detailed statement of LUU Cash Office accounts to the Activities Executive if requested by the Activities Executive.
- 14.3.c** The Core Officers shall accept full administrative and financial responsibility for the Activity Group.
- 14.3.d** Committee members may not receive financial payment or profit as a result of their position on the committee.
- 14.3.e** Committee members may be reimbursed for any expenditure on behalf of the Activity Group only after submitting a receipt to the Treasurer.

14.4 *Cash Office*

- 14.4.a** The Activity Group shall have bank account(s) with the LUU Cash Office.
- 14.4.b** At least two Core Officers' signatures shall be required to make payments from the Activity Group account.
- 14.4.c** Up to five Core Officers' may be signatories on the Activity Group accounts.
- 14.4.d** The Activity Group shall keep full, up-to-date accounts of its finances through the LUU Cash Office.
- 14.4.e** The Cash Office must provide the Activity Group with regular, monthly statements of all accounts registered with the Cash Office, without request of the Activity Group.
- 14.4.f** LUU Subsidies allocated to the Activity Group may not be spent on perishable goods such as food, drink or tobacco.

Club Captain



Dominic Smith

Date: **01/09/21**

Secretary



Daniel Scudamore

Date: **01/09/2021**

Treasurer



Jack Simpson

Date: **01/09/2021**

