

# Constitution of the Redcliffe City Cyclones Junior Cricket Club

**Established:** 1965

**Incorporated:** Incorporated Association

**Registered Name:** Redcliffe City Junior Cricket Club Inc

**ABN:** 45 240 505 394

**Incorporation Number:** IA07679

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# Constitution of the Redcliffe City Cyclones Junior Cricket Club

## 1. NAME, CONSTITUTION, IMPLEMENTATION AND REVIEW

The name of the Club shall be “**Redcliffe City Cyclones Junior Cricket Club**”

This Constitution has been developed to provide a framework for the Club. The Constitution enables those in the Club to meet their requirements.

The Constitution is to be reviewed at the conclusion of each season and any required changes will be proposed at the AGM.

## 2. INTERPRETATION

In this Constitution, unless the context otherwise requires:

- The Club shall mean **Redcliffe City Cyclones Junior Cricket Club**.
- The Association shall mean the **Brisbane North Junior Cricket Association (BNJCA)**
- The Members shall mean those who are granted Membership pursuant to section 14.
- The Committee shall mean those who are elected to the General Committee pursuant to section 11.
- The Executive shall mean those who are elected to form the Executive pursuant to section 9.
- A.G.M. shall mean the Annual General Meeting pursuant to section 13.1.
- Special General Meeting shall mean a meeting convened pursuant to section 13.2.
- Committee Meeting shall mean a meeting convened pursuant to section 13.3.

## 3. OFFICE AND PLACE OF BUSINESS

The office and principal place of business of the Club shall be Filmer Park Woody Point or at such place as the Club shall from time to time direct.

## 4. OBJECTS

- 4.1 To encourage and foster the game of cricket in an atmosphere of good sportsmanship.
- 4.2 To teach and encourage players to uphold the attributes of what it takes to be a Cyclone Member. Respect, Integrity, Resilience, Teamwork, Tenacity and FUN.
- 4.3 To assist players and families to develop good people skills.
- 4.4 To promote and conduct the playing of cricket in accordance with sections laid down by the Association.
- 4.5 Conduct activities connected with junior cricket.
- 4.6 To contribute to our community.
- 4.7 To welcome children and families from all backgrounds and religions.

## 5. COLOURS and LOGOS

The Club colours shall be navy blue and pale blue.

The Logos for the Club will be animated Cyclone's picture and the Cross Bats logo.  
The Club logos cannot be used for any other purpose without permission from the Club President.



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## 6. FINANCIAL YEAR

The financial year of the Club will commence 1<sup>st</sup> day of May and conclude the 30<sup>th</sup> day of April when all Club books and accounts shall close.

A Treasurer's report with Statement of Income and Expenditure and an Inventory of Club assets and stock shall be presented at the next Annual General Meeting of the Club.

For accounting process see the Accounting, auditing and Record Keeping Procedure.

## 7. POLICIES AND PROCEDURES

The Club has developed a suite of Policies and Procedures to activate such as, but not limited to:

- Expense reimbursement

These Policies and Procedures can be found as appendix to this constitution, they include but not limited to:

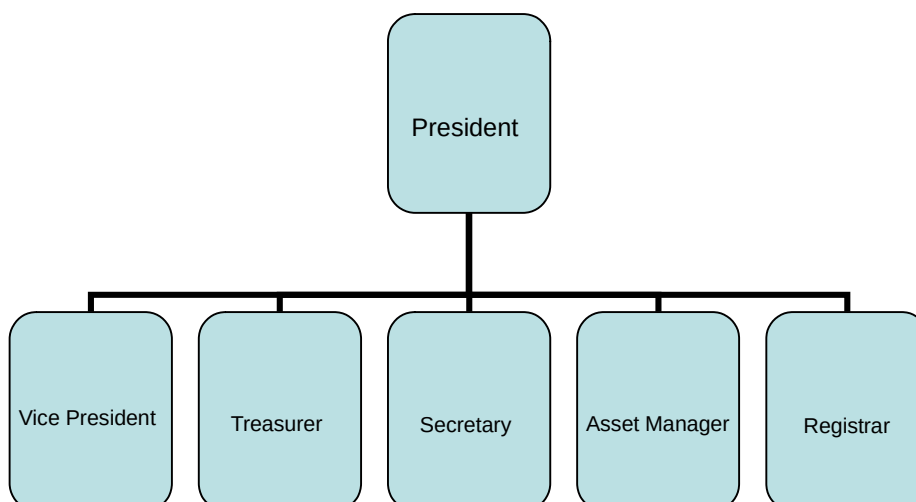
- Accounting and record keeping
- Banking
- Child protection policy
- Gear Procedure
- Injury and incident reporting
- Player registration and sign on policy
- Fees refund policy
- Presentation day procedure
- Reimbursement policy
- Rep players policy

## 8. OFFICE BEARERS and ORGANISATIONAL CHART

8.1 On ceasing to hold office for any reason the person or persons concerned shall immediately, or at the earliest possible opportunity, hand all property, keys, books, equipment etc. to a Member of the Executive Committee, this must be done within 7 days.

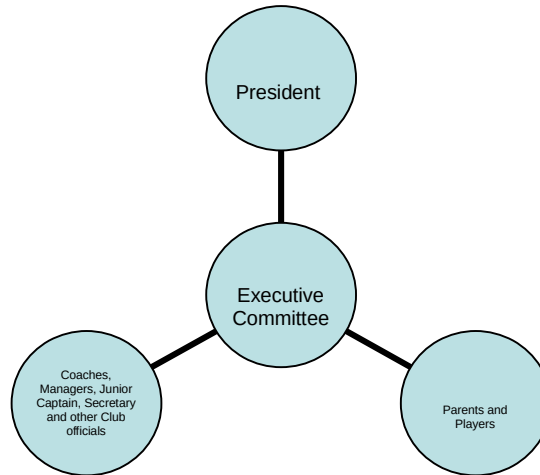
8.2 Organisational Charts

### Executive Committee



# Constitution of the Redcliffe City Cyclones Junior Cricket Club

## The Club



8.3 The office bearers of the Club shall be: -

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Asset Manager

8.4 The office bearers listed below shall be elected at the A.G.M. for the term of one (1) year.

8.5 Any person may hold more than one (1) position but have the power of one (1) vote only.

## 9. DUTIES OF OFFICERS

### 9.1 President

- The President shall preside at all general meetings and see that the business is conducted in an orderly and proper manner. The President may call Executive meetings at his/her discretion and in all cases of emergency, and generally ensure the wellbeing and objects of the Club.
- In case the votes at any time shall be equal, the President may exercise the privilege of giving a casting vote only.
- Represent the Club on all ceremonial occasions.
- Conduct audits as required.
- Maintain diary of relevant Club information.

### 9.2 Vice President

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- The Vice President shall assist the President at all meetings of the Club and in the absence of the President shall occupy the chair and conduct the business of the meeting and have the same rights as the President when in the chair.
- The Vice President shall be eligible to take part in any discussions and voting at Club meetings.

## 9.3 Secretary

- The Secretary shall convene all meetings. The Secretary shall attend all meetings and cause minutes to be taken thereof, receive or dispatch all correspondence and answer such questions as may be asked in accordance with this constitution.
- The Secretary shall cause to be kept, a minute book and a copy of all correspondence received and dispatched and shall carry out all duties pertaining to the office not inconsistent with this constitution. Minutes can be written or kept electronically.
- The Secretary shall be eligible to take part in any discussion and voting at Club meetings.

## 9.4 Treasurer

- The Treasurer shall receive all monies paid to the Club and deposit them in a bank account or any other financial institution that the Executive Committee may nominate.
- The account will be held under the name of Redcliffe City Cyclones Junior Cricket Club.
- The Treasurer will ensure a ledger of all Club transactions is maintained.
- The Treasurer shall produce a statement of receipts and payments signed by the Auditors at the A.G.M. and at such time as he/she is requested to do so by the Committee.
- The Treasurer shall also have for the information of the Committee a statement of financial position of the Club at each meeting.
- As a general section accounts must be paid by internet transfer where possible.
- Payments made by the Treasurer must be jointly authorized by any two (2) of the following: - President, Secretary, Treasurer.
- The Treasurer shall be eligible to take part in any discussion and voting at Club meetings.

## 9.5 Asset Manager

- The Asset Manager shall be responsible for all equipment belonging to the Club, including the maintenance and purchase of equipment.
- Equipment also includes gear, uniforms, Club merchandise and Club assets.
- The Asset Manager shall identify, record and maintain an accurate record and inventory of all property belonging to the Club.
- The Asset Manager shall be eligible to take part in any discussions and voting at Club meetings.

## 9.6 Registrar

- The Registrar shall keep a correct record of all Members, their registration and transfer.
- The Registrar shall also be responsible for ensuring that all requirements laid down by the Association in the area of registration are fulfilled on the Club's behalf.
- The Registrar shall work in conjunction with the Treasurer to ensure that all players are financial.
- The Registrar will provide BNJCA with a list of team contacts.

## 10. COACHES/ MANAGERS/ JUNIOR CAPTAIN, SECRETARY and ANCILLARY COMMITTEE MEMBERS/ CLUB OFFICIALS

- 10.1 There are a number of Club positions, they sit within the Club and the Members can attend and vote at Committee meetings, they sit outside the Club organisational chart and report directly to the Executive Committee, these include but are not limited to:

- Blue Card Officer

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- Social Coordinator and Committee
- Mycricket (or equivalent system) Coordinator
- Membership Coordinator
- Sponsorship Coordinator

- 10.2 The appointment of the Club roles is by the Executive Committee, they are not positions that are voted on and as a result can be changed at any time.
- 10.3 The President has the authority to provide Club apparel to any Coach, Manager or any person in a volunteering role.
- 10.4 The Club may choose to have a Junior Club Captain and or Secretary.  
The Club Captains main role will be to represent the players to the Committee and at official functions.  
The Junior Club Secretary can be aimed at a junior player that wants to take on more of an administration role with the Club into the future.  
Both positions carry no decision-making power and as such don't need to be elected, they report directly to the Executive Committee and are chosen by the same.  
The main purpose of these roles is to empower our young people, like many things we do at the Club, is to develop good community minded people as well as good cricketers.

## 11. GENERAL COMMITTEE

- 11.1 The Committee shall consist of the President, Vice President, Secretary, Treasurer, Registrar, Asset Manager plus a number of Committee Members as outlined in section 8.
- 11.2 The Committee shall;
- Frame by-laws, consistent with the Constitution of the Club.
  - Arrange all financial matters of the Club.
  - Manage the Club affairs, as they deem fit, consistent with the best interests of the Club and its Members.
- 11.3 Member/s elected to the Committee shall remain in office until their term of office is complete (as per section 8.3). The Executive or General Committee shall have the power to grant leave of absence.
- 11.4 The Committee shall have the power to declare vacant the office of any Member who fails to attend two (2) consecutive meetings without leave or apology and proceed to fill the vacancy or if the Committee Member fails to respond to written communication from the Executive Committee.
- 11.5 If any Member shall be found guilty of any act which in the opinion of the Committee renders it undesirable that he/she should continue as a Member, the Committee may expel such offending Member and strike his/her name off the list of Membership provided that such Member may appeal to a Special General Meeting.
- 11.5.1 Written notices of such appeal must be made to the Secretary within seven (7) days of notification of expulsion to such Member.
- 11.5.2 The decision of the Committee may only be repealed by a vote of three quarters (3/4) of the Members present at such meeting.
- 11.5.3 Any Membership subscription from the offending Member is non-refundable should expulsion occur.

## 12. EXECUTIVE COMMITTEE

- 12.1 The Executive shall consist of the President, Vice President, Secretary, Treasurer, Registrar and Asset Manager.

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- 12.2 The Executive shall meet at the discretion of the President.
- 12.3 The Executive shall from time to time have power to make such by-laws necessary to carry out the objects of the Club, and to vary such by-laws from time to time and both subject to ratification by full Committee.
- 12.4 The Executive may exercise all powers of the Club and carry into effect all such objects of the Club and do all other acts or things that may be necessary for the welfare and benefit of the Club.
- 12.5 QLD Office of Fair Trading, by law, requires that the Executive Committee has at least three (3) Members, one of whom is the President and the other to be the Treasurer.

## 13. MEETINGS

### 13.1 Annual General Meeting

- 13.1.1 The A.G.M. of the Club shall be held no later than thirtieth (31st) July each year, but not before the thirtieth (30th) April each year.
- 13.1.2 Notice of this meeting shall be published at least fourteen (14) days prior to the A.G.M.
- 13.1.3 All motions for the AGM must be submitted on the Cyclones form to the President and Secretary at least seven (7) days prior to the AGM.
- 13.1.4 Nominations for the Cyclones Committee must be done using the relevant Cyclones form and can only be nominated and seconded by existing committee members, nominations must be presented to the President and Secretary prior to the meeting starting.
- 13.1.5 The quorum for the A.G.M. shall be a minimum of ten (10) Members.
- 13.1.6 All office bearers and Members shall be eligible to vote. (See section 9 & 14).
- 13.1.7 The order of business at the A.G.M. shall be: -
  - 1. Open meeting
  - 2. Attendance – Apologies
  - 3. Reading and confirmation of previous A.G.M. minutes
  - 4. Business arising from minutes
  - 5. Correspondence Inwards/Outwards
  - 6. President Report
  - 7. Treasurer Report
  - 8. Registrar Report if applicable
  - 9. Asset Manager Report if applicable
  - 10. Amendments to the constitution if applicable
  - 11. Positions to be declared vacant (as per section 8.3) Interim Chairperson to be appointed.
  - 12. Election of Office Bearers (see section 8.3)
  - 13. Election of General Committee
  - 14. General Business
  - 15. Close Meeting

### 13.2 Special General Meeting

- 13.2.1 Special General Meetings may be called by two (2) Executive Members on request from any of the Members. Such request shall be signed by all concerned and state the reason for the meeting.
- 13.2.2 Notification of such request shall be published within seven (7) days of request. The Special General Meeting shall be held within fourteen (14) days of notification of the meeting.
- 13.2.3 The quorum of a Special General Meeting shall be a minimum of ten (10) Members.
- 13.2.4 All Office Bearers and Members shall be eligible to vote (see Sections 9 & 14).

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13.2.5 The business mentioned in the notification shall be the only business transacted at the Special General Meeting.

## 13.3 General Committee Meetings

13.3.1 The Committee shall meet at the discretion of the President.

13.3.2 A quorum for a Committee Meeting shall be at least one- third (1/3) of the Committee Members. If there is no quorum with twenty (20) minutes within the scheduled start of the meeting\, the meeting shall be adjourned. \A decision will then be made by the executive committee on whether the meeting will be re-scheduled or cancelled.

13.3.3 All Members, Coaches and Managers may attend Committee Meetings, take part in discussions, but shall not be allowed a vote unless a Member of a Committee.

13.3.4 The order of business for the Committee Meeting shall be: -

1. Open meeting
2. Attendance – Apologies
3. Reading and confirmation of previous minutes
4. Business arising from previous minutes
5. Correspondence (Inwards/Outwards)
6. Treasurer Report
7. Registrar Report
8. Association Report
9. Special Business
10. General Business
11. Date of next meeting
12. Close meeting

## 14. MEMBERSHIP

Membership is open to all persons interested in cricket.

14.1 All players are considered to be Members of the Club who pay all Membership fees as set by the Committee annually and shall entitle that person to the rights and privileges of the Club.

14.2 Parent/s or Guardian/s of a person who has paid Membership fees (as set in Section 14.1), or any other person so approved by the Committee, shall be entitled to the rights and privileges of the Club.

14.3 Each registered player is entitled one (1) vote on any Club vote. The Parent of said player can vote as proxy for the Member.

14.4 No Member will be permitted to participate in any game of cricket organized by the Club until a current disclaimer / indemnity document, approved by the Committee, has been signed on behalf of the player's Parent/s or Guardian/s.

### 14.6 Life Members

14.6.1 On recommendation by the Committee, persons having made outstanding contributions to the Club may be nominated for Life Membership.

14.6.2 Voting on Life Membership may be made at an A.G.M. or Special General Meeting and must receive three quarters (3/4) a majority vote in favor of the nomination.

14.6.3 Shall be exempt from payment of annual subscriptions.

14.6.4 Life Membership shall take immediate effect from the awarded date.

14.6.5 Each life Member can be issued a sequential number unique to them and provided a Club polo and cap embroidered with life Members~~hip~~ number.



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## 15. MEMBERSHIP FEES

- 15.1 Membership Fees shall be determined by the Committee on an annual basis.
- 15.2 Membership Fees shall be paid as determined by the Committee.
- 15.3 Financial Members must be given preference over non-financial Members in team selection.
- 15.4 Non-financial Members shall not be eligible for trophies or transfer to another cricket club.
- 15.5 In the case of extreme hardship, the Executive shall have the power to act regarding Sections 15.2, 15.3 and 15.4 in the case of an individual.
- 15.6 Fee structure should include:
  - Entire season
  - Half season, this fee needs to be not just half the fee – consider the fee to BNJCA has to be paid
  - Refunds to include admin fee (to include BNJCA player fee and to be prorated for the season).

## 16. DISORDERLY CONDUCT

- 16.1 Any Committee Member or Coach shall have the power to report to the Club any player or Member of the Club for Disorderly Conduct.
- 16.2 The Committee shall deal with the report in accordance with its powers.
- 16.3 The president will report any relevant disorderly conduct matters to BNJCA

## 17. CONSTITUTION AMENDMENTS and VOTING

- 17.1 A minimum of fourteen (14) days' notice of an amendment to the Constitution shall be published.
- 17.2 Alteration of, or amendment to this Constitution shall only be moved/seconded and approved at an A.G.M. or Special General Meeting, convened in accordance with Constitution.
- 17.3 No alteration of, or addition to the Constitution shall be moved/seconded and approved, except by a three quarters (3/4) majority of those present and eligible to vote.
- 17.4 No voting via proxy, those wanting to vote must be in attendance.

## 18. NON-PROFIT, FUNDS AND ACCOUNTS

- 18.1 The income and property of the Club shall be applied solely towards the promotion of the objects of the Club.
- 18.2 No portion of the income or property shall be paid, transferred or distributed directly or indirectly to the Members of the Club, provided that nothing shall prevent the payment in good faith or remuneration to any officer or employee of the Club or to any person other than a Member, in return for services rendered to the Club.
- 18.3 For all electronic transfers any two of the bank signatories will need to approve the transaction.
- 18.4 The Executive Committee will be the signatories for the Club. A life Member can act as a signatory at the discretion of the President.
- 18.5 The Secretary will maintain a record of authorized bank signatories.
- 18.6 Authorised bank signatories are required to keep secure all passwords and access information related to Clubs accounts.

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- 18.7 The Executive Committee will be provided key cards linked to the small everyday account. Any lost cards to be reported to the Executive Committee and the issuing financial instruction as soon as possible.

## 19 SAFETY, CHILD PROTECTION AND OTHER GENERAL SECTIONS

- 19.1 At all times the safety of the child (player) will take precedence. If a child is identified by Coach, Committee or Parent as being a possible risk of serious injury to themselves or others.
- 19.2 Following this, a meeting will be held asap involving the players Parent/s or Caregiver/Coach and at least 1 Member of the Executive Committee to discuss the child's ability for the sole purpose of keeping that child safe.  
This meeting must be a safe and positive environment for everyone, to be free to express their opinions and concerns. The final decision will be based on what's best for the child, the Coach and team.
- 19.3 The Club always seeks to be a safe place. Bullying, intimidation and harassment of any kind will not be tolerated.
- 19.4 The Club is open to players of all levels and abilities, notwithstanding Sections (19.1 and 19.2).
- 19.5 A Member may at any reasonable time inspect without charge, the books, documents and securities of the Club.
- 19.6 The Club will have a Blue Card Officer – they will be responsible for updating the Committee and Club on all child protection matters and following. They will be registered with the correct authorities. The Club will follow the sections set down by QLD Government.
- 19.7 The Club has a child protection policy which is on the Club website and made available to all.

## 20 DISSOLUTION OR MERGER

- 20.1 The Club may be dissolved by a resolution passed at a Special General Meeting by vote as per the same sections for an AGM with minimum of 10 Members including 2/3 of the Executive Committee.
- 20.2 If upon the winding up or dissolution of the Club there is after satisfaction of all its debts and liabilities and property whatsoever, the same must not be paid to or distributed among its Members, or former Members.
- 20.3 The surplus property must be given or transferred to another association incorporated under the Act.
- 20.4 Any remaining funds will be secured in trust; any funds MUST be spent on junior cricket.
- 20.5 If the Club is unable to continue as a sole entity and the opportunity to merge with another club is a possibility, this resolution must be passed at an AGM or special AGM and require voting on this course of action will be as per all attendees and voting requirements set down in section 17 (1.3).

## 21 CLUB APPAREL

- 21.1 The President is entitled to Club apparel, to represent the Club in their capacity as President.
- 21.2 The President can provide and distribute apparel as they see fit, this could be to sponsors, potential sponsors, other Clubs, VIPs etc.
- 21.3 Club apparel is to be managed by the Asset Manager.

## 22 BNJCA

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- 22.1 The Club shall be an affiliate of BNJCA and pay the annual affiliation and player registration fees set by BNJCA.
- 22.2 The Club shall appoint at least one Member of the General Committee to be a delegate to BNJCA, who shall attend the BNJCA meetings and report back to the Club.
- 22.3 Each year (around December) the Club will get notification from BNJCA to nominate players to trial for BNJCA. See Procedure (Rep Player selection process)
- 22.4 At the discretion of the Committee of the day, the Club may choose to set up a Cyclones development squad, this is for players of any age, that aren't quite ready for rep trails but have been identified by the Club Coaches/ Committee and President as having above average cricket or personal skills, potential for leadership within the Club. This squad will not only focus cricket ability, as these young people are identified as potential Club leaders' part of their development should be focused on person growth skills as well as the Club values, history and traditions.
- 22.5 Players can come and go in and out of the squad.
- 22.6 Final say of who is selected is by the President, basic sections included above should be established, but the development squad can receive apparel and Club resources.

## 23 SPONSORSHIP

- 23.1 The Club engages with sponsors to create a sense of community and additional revenue stream.
- 23.2 There is a non-executive role in the Club for a sponsorship/ Membership Manager, if these role as vacant it can be taken up by President or assigned to someone at the discretion of the President.
- 23.3 Careful consideration must be given to engaging sponsors for the Club, they must be appropriate for a community based junior sports Club and where relevant and possible align with the Club values.
- 23.4 Careful consideration must also be given to engaging sponsors offering a similar service or product and should be avoided where possible.
- 23.5 Sponsors can be invited to Club events, provided with apparel and promoted via the Club at the discretion of the President or Sponsorship Manager.

## 24 OPPORTUNITIES FOR EVENTS

- 24.1 Opportunities to represent the Club for events- not playing rep cricket.
- 24.2 From time to time the Club is approached by BNJCA, QLD Cricket etc to see if we would like to put players forward to certain activities eg flag bearers or playing blasters at the cricket.
- 24.3 The aim is always to try and share this around however done at the full discretion of the President.