

# CONSTITUTION OF THE PAYNEHAM CRICKET CLUB INCORPORATED

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## 1. NAME

- a. The name shall be the Payneham Cricket Club Incorporated.
- b. The Payneham Oval or such other venue as may be approved by the Committee shall be the home ground and social club venue for the Club

## 2. OBJECTS

- a. The objects of the Club shall be the encouragement of the playing of cricket within the Payneham and surrounding districts.

## 3. CLUB COLOURS

- a. The club shall be Red and Navy Blue. All players shall appear in matches in proper cricket uniform and if possible wearing the Club's colours.

## 4. MEMBERS

- a. Members shall consist of the following classes;
  - i. Member – Any person upon payment of subscription, in accordance with Rule 20, shall have full privileges of the Club
  - ii. Junior Member – Any person who has attained the age of 18 years upon paying a payment of a subscription shall be eligible for acceptance as a Non-playing member upon payment of the subscription in accordance with Rule 20.
  - iii. Life Member - All such members as approved by the Committee per rule 7

## 5. APPLICATION FOR MEMBERSHIP

- a. All members, Non-Playing members and Junior Members will complete an online application form each season which will provide such details as full name, address, date of birth, etc

## 6. ANNUAL GENERAL MEETING

- a. The Annual General Meeting of the Club shall be held no later than the second Monday in September of each year at such place as the General Committee may decide.
- b. The order of business at each Annual General Meeting shall be:
  - i. The reading and confirmation of the minutes of the last preceding Annual General Meeting.

- ii. Correspondence
- iii. Consideration of the Annual Report of the Committee and the Treasurer's Report (Financial Statement)
- iv. Motions pursuant to notice given to the Honorary Secretary not later than 14 days before Annual General Meeting.
- v. Election of Office Bearers in the following order:
  - 1. Patron
  - 2. President
  - 3. Chair of the Committee
  - 4. Secretary
  - 5. Treasurer
- vi. All nominations for the positions of \*President, \* Chair, \* Secretary, \*, Treasurer are to be forwarded in writing to the Secretary by 5pm, 7 days before the date fixed for the Annual General Meeting. All nominations must be signed by the nominee, the proposer and seconder and must indicate the position being sought
- vii. The election of eight (8) members of the Committee and four (4) thereafter in accordance with Rule 10(1). Four members shall be elected to serve a two year term and four members to serve a one year term.
- viii. Election of Auditors
- ix. Such other Business which may be brought forward in conformity with the Rules of the Club.
- x. The Annual or any Special General Meeting of the Club shall be convened by the Secretary by notice in writing to each member at least seven (7) days prior to the holding thereof. Notice of the Annual General Meeting may also be advertised in such newspapers as directed by the Committee

## **7. LIFE MEMBERS**

- a. All nominations of Life Members shall be made in writing on the recommendation of the Committee and provided not less than fourteen [14] days prior to the published date for the Annual General Meeting.
- b. Any such recommendations can only be adopted upon a vote equal to at least three-fourths majority of members present and voting at an Annual General Meeting

## **8. SPECIAL GENERAL MEETING**

- a. In consultation with the Chair, the Secretary may convene a Special General Meeting at their discretion or shall do so on a written requisition from five members, such meeting to be called within fourteen days after receipt of such requisition, and provided that at least seven days notice in writing is given to each member, such notice to state the other business as that stated on the notice convening the meeting. No other business shall be undertaken, unless with the unanimous consent of the meeting.

## **9. OFFICE BEARERS**

- a. The Office Bearers of the Club shall be the Patron, President, , Chairperson of the Committee, Secretary, and Treasurer, who shall be elected at the Annual General Meeting.
- b. The position of Patron shall be appointed by the Committee for a 5 year period following the approval of the constitution

## **10. MANAGEMENT**

- a. Management of the Club shall be vested in a Committee consisting of the Chairperson of the Committee, Secretary, Treasurer and eight (8) elected members. This committee shall elect not less than two but no more than five delegates to the Payneham Sports Association (PSA), four delegates to the Adelaide Turf Cricket Association, one of whom shall be the Secretary or their nominee , the other three delegates to be members of the Committee and other delegates as ,may be required for any other affiliated association in which the Club competes.
- b. This Committee shall deal with all commercial matters, cricket matters, related correspondence, financial, budgets and accounts, reports, appointments of any sub committees they deem appropriate from time to time, and shall also have the power in the name of the club, to act in all matters not provided for this constitution, and to delegate such powers as may be required to any sub-committee it may appoint from time to time.
- c. The Committee shall meet at least monthly during any cricket season and a minimum of bi-monthly at other times. A special meeting of the Committee may be summoned by the Chair and or Secretary under their initiative or be summoned by them upon a written requisition signed by at least four (4) members of the Committee.
- d. Any member of the Committee who shall absent themselves from three (3) consecutive meetings without providing an apology in advance of such meetings shall be deemed to have vacated their seat on the said committee
- e. No business other than that specified on the notice convening a meeting shall be dealt with there at save with the unanimous consent of the members present at such a meeting
- f. The Committee shall have the power to fill any vacancy in respect of Office Bearers of any Committee

## **11. NOTICE OF MEETINGS**

- a. The Annual or any Special General Meeting of the Club shall be convened by the Honorary Secretary by notice in writing to each member at least seven (7) days prior to the holding thereof. Notice of the Annual General Meeting may also be advertised in such newspapers or such other social media channels as may be available as directed by the General Committee

## **12. QUORUMS**

- a. Fifteen (15) members shall form a quorum for all General Meetings, six (6) for meetings of the Committee and a majority of members at meetings of any sub-committee. If within forty five minutes from the time appointed for a meeting, a quorum is not present such meeting shall stand adjourned for a period not exceeding fourteen days, as the Chair of that meeting shall determine, and those present at any adjourned meeting shall constitute a quorum.

## **13. VOTING**

- a. Voting at any Annual General Meeting shall be extended to those members listed in Rule 4 (except Junior Members), provided that the Members are financial members of the Club during the preceding year
- b. Voting at any Special General Meeting shall be extended to those members listed in Rule 4 (except for Junior Members), provided that the Members are financial members of the Club during the current year
- c. Voting at any meeting shall be determined by a show of hands provided that a ballot shall be conducted if demanded by three or more members entitled to vote at that meeting.

## **14. DUTIES OF THE CHAIR OF THE COMMITTEE**

- a. The Chairperson of the Committee shall preside over all General Meetings of the Club and see that all such meetings are conducted in an orderly fashion, they will also be responsible to see that all other members of the Committee carry out their duties

## **15. DUTIES OF THE SECRETARY**

- a. The Secretary shall convene all meetings by circular, record all minutes of all resolutions and proceedings of the Committee and other meetings of the Club, kept for that purpose, copies of these minutes to be sent to all members of the Committee when convening the next meeting of the Club, record the names and addresses of all members and perform such other duties as may be assigned to them from time to time by the Committee

## **16. DUTIES OF THE TREASURER**

- a. The Treasurer shall receive the revenue of the Club, promptly deposit same to its banking account and on the authority of the Committee, make all payments, keep correct accounts and books showing this financial affairs of the Club and the particulars usually shown in books of account of a like nature, and furnish a financial statement of the Committee at each meeting of the said committee

## **17. POWERS OF THE CHAIR**

- a. The Chair shall have unlimited authority on every point of order, and, in case of doubt, the usual code of Parliamentary procedure shall be adopted. The Chair shall have the right to vote on any motion and when the voting be equal, they shall have, in addition to his ordinary vote, a casting vote, which they must exercise

#### **18. HONORARY AUDITOR**

- a. The accounts of the Club shall be audited previous to the General Meeting by an Auditor who shall be elected at the Annual General Meeting and who shall not hold office in the Club, the report of such audit shall be read and submitted at the Meeting.

#### **19. SUBSCRIPTIONS**

- a. The annual subscription for all class of members shall be determined by the General committee and may include a membership fee for the Payneham Sports Associations [PSA] where appropriate

#### **20. BANKING**

- a. Bankers of the Club will be the Bank decided by the Committee
- b. Any two of four members, namely, Chairperson, Secretary and Treasurer shall be empowered to make payments on behalf of the Club

#### **21. LEVIES**

- a. The Committee shall have the power to impose a levy, when deemed necessary, for the proper conduct for the financial affairs of the Club.

#### **22. FINANCIAL YEAR**

- a. The financial year of the club shall end on the 31<sup>st</sup> May each year

#### **23. LICENSING ACT**

- a. In the event of the Club obtaining a permit or licence under the Licensing Act then in force in South Australia the Club shall observe such rules.
- b. No person under the age of 18 years of age, except those, who are being trained as waiters or messengers and are not allowed to serve behind the bar, shall be employed in the premises of the Club.

#### **24. DISSOLUTION**

- a. The Club shall not be dissolved or its name changed without the consent of at least three-fourths of the members present and voting at a Special General meeting convened for that purpose.
- b. Upon dissolution all property of the Club either real or personal remaining after the payment of all debts and legal liabilities shall be transferred to such other body formed

for promoting objects similar to the objects of the Club as the meeting of which the motion of dissolution was called shall approve.

#### **25. ALTERATION OF CONSTITUTION**

- a. No existing rule shall be repealed or altered, nor shall any new Rule be adopted without the consent of a majority of members present and voting at an Annual General Meeting or Special General Meeting, and unless the Honorary Secretary shall have given seven (7) days notice in writing to each member of such proposed alteration. Notice of a proposed alteration, repeal or adoption for the Annual General Meeting shall be in writing and in the hands of the Secretary no later than fourteen (14) days prior to the Annual General Meeting.

#### **26. COPIES OF THE RULES**

- a. Every member shall have access to a copy of these rules

#### **27. POWER TO MAKE BY-LAWS**

- a. The Committee shall have the power to make, alter or repeal By-Laws for the good conduct of the Club, provided that such are not inconsistent with existing rules.