

[NOTES (09 June 2021):

Proposed changes:

**Structural changes:**

- Proposed changes to board make-up: (see clauses 12 and 15)
  - Playing cricket members are represented on the Board as follows:
    - one senior men's representative – representing players playing in senior men's ACA competitions. Previously this was a senior men's and women's rep.
    - one women's representative – representing all players playing in senior women's, female youth and female junior HPCC and ACA competitions. Additional position
    - one junior representative – representing all players playing in HPCC midget (male and female) and in HPCC and ACA male junior and male youth competitions
  - So, the Board numbers would go up to eight: three elected members (unchanged); two appointed members (unchanged); three players reps (as above, one more than currently)
  - This all comes into force on and from the day of SGM 2021 (to immediately precede AGM in July 2021). A clause provides that the structure is in place immediately.
  - Quorum of five (up from four)

**To reflect current practice:**

- Amendments to better describe playing divisions – flexibility around this e.g. for later playing divisions (clause 22).
- To remove reference to “cricket committees” as they no longer operate in practice. Reflects the way things operate in practice with flexibility to re-introduce them if we want. See clause 19.5
- Strip out the details around disputes and misconducts - refer instead to “applicable Club Procedure and Policy” instead (see defined term for this) (clauses 25 - 27). Appointment of Judicial Committee to be as per applicable Club Procedure and Policy to be adopted and amended by the Board from time to time. To be adopted by the Board later in 2021, before the next season.

**Updates / corrections:**

- Added reference to the Website as the location for certain documents and information – copy of the Club Policies and Procedures, Constitution etc (clause 5.1, 28.2)
- Changes of “him” and “he” to “him or her”, “he or she” and “Chairman” to “Chair” etc. (various clauses)
- Removal of references to facsimiles (various clauses)
- Change to refer to Privacy Act 2020 (not 1993) (clause 4.12)

Proposed changes to reflect these matters are as provided below. ]



# Howick Pakuranga Cricket Club

## Constitution

### DEFINITIONS AND INTERPRETATION

#### Definitions

In this Constitution, unless the context otherwise requires:

“Annual Meeting” means an annual meeting of the Club.

“Appointed Board Member” means a member of the Board appointed by the Board Appointments Panel.

“Association” means Auckland Cricket Association Incorporated, or its replacement or successor body.

“Board” means the board of the Club as elected and/or appointed according to clauses 12, and 15-17 of this Constitution.

“Board Appointments Panel” means a panel appointed by the Board under clause 18 of this Constitution to consider applicants for Appointed Board Member positions.

“Chair” means the Chair of the Board as elected from within the Board according to clause 12.5 of this Constitution.

“Club” means Howick Pakuranga Cricket Club Incorporated.

“Club Manager” means the manager of the Club appointed according to clauses 19.8 or 21 of this Constitution.

“Club Policy and Procedure” means a document approved by the Board in accordance with clause 28 or clause 29 of this Constitution.

“Constitution” means this constitution as altered from time to time.

“District” means the area allotted to the Club by the Association from time to time or such area as determined by the Board from time to time.

“Elected Board Member” means a member of the Board duly elected at an Annual Meeting of the Club.

“Judicial Committee” means any committee appointed by the Board under clause 27 of this Constitution and any applicable Club Policy and Procedure to hear on its behalf a misconduct, dispute or appeal.

“Junior Cricket Representative” means a representative of the Junior Playing Members appointed according to clause 15 of this Constitution.

“Junior Playing Member” means a Member who is registered with the Club to play midget cricket, male junior cricket or male youth cricket, as such categories of cricket are designated or added to by the Board from time to time.

“Legend” means a person inducted as a Legend of the Club in accordance with clause 4.19 of this Constitution.

“Life Member” means a life member of the Club as elected under clause 4.18 of this Constitution.

“Meeting” means either an Annual Meeting or Special Meeting of the Club.

“Member” means a member of the Club as determined in accordance with this Constitution and

“Membership” shall be construed accordingly.

“Month” means calendar month.

“Ordinary Resolution” means a resolution that is approved by a simple majority of the votes of Members entitled to vote.

“Other Sporting Club Member” means a registered member of a sporting club or association which in the opinion of the Board should be accepted to the membership of the Club.

“Patron and Vice-Patrons” means any person(s) for the time being elected and holding office as patron or vice-patron of the Club according to clause 12.1 and 14 of this Constitution.

“Playing Division” has the meaning as provided in clause 22.1 of this Constitution.

“President” means the president of the Club elected according to clause 12.1 and 13 of this Constitution.

“Secretary” means the Club Manager or such other person as provided in clause 21.4 of this Constitution.

“Senior Men’s Cricket Representative” means a representative of the Senior Men’s Playing Members appointed according to clause 15 of this Constitution.

“Senior Men’s Playing Member” means a Member who is registered with the Club to play senior men’s cricket, as such

category of cricket is designated or added to by the Board from time to time.

“Social Member” means a person who is not registered to play cricket with any team in the Club playing in an Association controlled competition but who has satisfied the criteria set down by the Board from time to time to be a social Member.

“Special Resolution” means a resolution approved by a majority of 75% or more of the votes of Members present at a Meeting.

“Sub Committee” means a sub committee of the Club as appointed according to clause 19.4 or 19.5 of this Constitution.

“Website” means the website [www.hpcc.org.nz](http://www.hpcc.org.nz) or any subsequent URL or URLs used by the Club from time to time.

“Women’s Cricket Representative” means a representative of the Women’s Playing Members of the Club appointed according to clause 15 of this Constitution.

“Women’s Playing Member” means a Member who is registered to play senior women’s cricket or female youth cricket or female junior cricket, as such categories of cricket are designated or added to by the Board from time to time.

#### Interpretation

In this Constitution, unless the context otherwise requires:

The singular includes the plural and vice-versa.

“Written” and “in writing” means any form of reproducing words, figures and symbols in a tangible and/or visible form. Words and expressions cognate with words and expressions defined in this Constitution have meanings corresponding to those of the defined words and expressions.

Words importing any gender include every gender.

## CONSTITUTION

### 1. NAME

1.1 The name of the Club shall be Howick Pakuranga Cricket Club Incorporated.

### 2. OBJECTS

2.1 The object of the Club shall be to promote, foster, and participate in the game of cricket in the District, including but not restricted to organizing participation in any or all of the grades under the jurisdiction of the Association for its Members.

### 3. COLOURS

3.1 The Club may decide its colours, from time to time, in consultation with the Association.

### 4. MEMBERSHIP

4.1 Any person seeking Membership of the Club shall make written application (including using electronic means) on the form prescribed from time to time for that purpose by the Board.

4.2 No person indebted to another cricket or sporting association or club at the time of application shall be admitted to the Club.

4.3 The Board may decide at its sole discretion whether to accept each application for Membership and may decide from time to time to which category of membership of the Club a person belongs.

4.4 The subscription, as determined according to clause 19.11 of this Constitution, of every Member shall be due on the commencement date of each playing season, and payable by the date set each year by the Board and as advised to Members at the time of notification of the subscription.

4.5 Should a subscription be unpaid by the prescribed time, the Member in question shall forfeit all rights as a Member until such time as the subscription has been paid in full.

4.6 If any amount is due or payable by a Member, the name of that member shall be forwarded to the Association as a defaulter.

4.7 A Member is not entitled to vote at any Meeting of the Club if any amount is due or payable by that Member to the Club.

4.8 All complaints by Members shall be made in writing to the Secretary and such complaints shall be laid before the Board at its next meeting and an answer sent by the Secretary at the Board’s direction.

4.9 Membership of the Club shall consist of the following categories:

- (a) Senior Men's Playing Member
- (b) Women's Playing Member
- (c) Junior Playing Member
- (d) Social Member
- (e) Life Member
- (f) Other Sporting Club Member
- (g) Legend

All of which except Other Sporting Club Members and Junior Playing Member being entitled to vote at a Meeting of the Club, the latter exclusion being subject also to clause 10.5 of this Constitution.

4.10 The parent or guardian of a Junior Playing Member so nominated on the prescribed form of application for Membership of the Club shall be a Social Member of the Club and hence be entitled to vote at a Meeting of the Club.

4.11 The Club shall maintain a register of Members, in which shall be entered the names and addresses, telephone number/s and email address/es, plus any other information as shall be required by the Club from time to time, of all persons who are Members.

4.12 The register of Members shall be maintained in accordance with the Privacy Act 2020, or any subsequent relevant legislation governing the information contained therein.

4.13 In making an application for Membership, prospective Members acknowledge that the register of Members may be used to enable the Club or Association to fulfil its contractual obligations to commercial partners, including the provision of membership lists containing the names and addresses of Members. The form of application for Membership shall carry a statement to this effect.

4.14 A Member shall be disqualified from the Club and his or her Membership revoked:

- (a) if by any action or statement he or she does or says anything which in the opinion of the Board is prejudicial to the welfare of the Club
- (b) if he or she tenders his or her resignation to the Secretary or a member of the Board.

4.15 Before any decision is made under clause 4.14 (a) the Board, Judicial Committee or any other committee on its behalf shall:

- (a) give the Member seven (7) days written notice of the Board's proposal to revoke his or her membership, and the reasons for such proposal, and
- (b) inform the member of his or her right to be present, make submission and be heard at the meeting in which the proposal to revoke the Membership is to be considered.

4.16 Upon decision by the Board, Judicial Committee or other committee on its behalf to revoke the Membership under clause 4.14 (a) the Secretary shall immediately inform the Member and the Association of the decision.

4.17 A Member whose membership is revoked under clause 4.14 (a) may appeal the decision to the Association, provided that the appeal is made in writing within seven (7) days of the notification of the decision, and is accompanied by any appeal fee as set by the Association from time to time.

4.18 If any person at any time shall have rendered special service to the Club over several years he or she may be elected a Life Member at an Annual Meeting by a 75% majority of the Members present and entitled to vote. Nominations for Life Members must be signed by at least 5 Members and be provided to the Secretary with the basis of the nomination at least 8 weeks prior to the Annual Meeting. Upon election he or she shall not be liable for payment of any further subscription or fee apart from a playing fee as determined by the Board should that Life Member play cricket for the Club and shall be entitled to all the privileges of Membership for life. Life Members should not exceed 20 in number.

4.19 If any person is considered by the Board to have been or to be a player for the Club of such distinction and repute as to be viewed within the history of the Club as a Legend, the Board may, at its sole discretion and on a majority affirmative vote of not less than 75% elect such person to be a Legend of the Club. The Board may from time to time determine the eligibility criteria it uses for nomination and election of a person to be a Legend. Upon election as a Legend, that person shall not be liable for payment of any further subscription or fee apart from the Playing Fee as determined by the Board, should that Legend play cricket for the Club and shall be entitled to all the privileges of Membership. The Club shall limit the status of Legend to not more than 20 living persons at each time.

## 5. COPIES AND ALTERATIONS TO THE CONSTITUTION

5.1 The Constitution shall be typewritten or printed together with the certificate of incorporation and kept in the custody of the Secretary. Copies of the Constitution shall be available to all Members on the Website, or in hard copy on written application.

5.2 The Constitution shall not be altered, amended or rescinded except by Special Resolution of Members

entitled to vote and present at a Meeting.

## 6. MEETINGS

- 6.1 The Club shall hold an Annual Meeting in each calendar year between the end of the financial year and a date no later than 31 July, so that such Annual Meeting precedes the Annual General Meeting of the Association.
- 6.2 Each Annual Meeting shall commence with the reading of the notice of the Annual Meeting. Thereafter, the business of an Annual Meeting shall be:
  - (a) Apologies
  - (b) Obituaries
  - (c) Appointment of Scrutineers
  - (d) Confirmation of minutes of the previous Meeting
  - (e) Annual report and financial statements
  - (f) Approval of nominations for the Board according to clauses 15 and 16 of this Constitution. Approval of any further nominations from the Meeting.
  - (g) Election of officers according to clause 12.1 of this Constitution
  - (h) Election of any Life Members according to clause 4.18 of this Constitution
  - (i) Appointment of Auditors
  - (j) Business as brought to the meeting by the Board
  - (k) General business in accordance with clause 6.3 of this Constitution
- 6.3 Any Member who wishes to have any business considered at an Annual Meeting as general business shall give written notice containing details of such business to the Secretary not less than 11 days prior to the date of the Annual Meeting.
- 6.4 No business other than business referred to in clause 6.2 of this Constitution shall be considered at any Annual Meeting unless a resolution to discuss such business is passed by Special Resolution of the Club.
- 6.5 Each Annual Meeting shall be held at such time and place as the Board appoints, but in accordance with clause 6.1 of this Constitution.
- 6.6 A Special Meeting may be called by the President or the Secretary:
  - (a) at the written request of not less than 30 Members of the Club
  - (b) at the request of the Board.

## 7. NOTICE OF MEETINGS

- 7.1 The notice of Annual Meeting shall be published in one or more of the local periodical newspapers, not less than thirty (30) days before such meeting excluding the day on which the notice appears and the day of the Meeting. The Secretary may also send the notice by e-mail to all Members who have an e-mail address/es on the register of Members.
- 7.2 In the year of adoption of this Constitution only the notice of the Annual Meeting shall be published not less than twenty (20) days before such meeting excluding the day on which the notice appears and the day of the Meeting.
- 7.3 The notice of a Special Meeting shall be published in one or more of the local periodical newspapers, not less than twenty (20) days before such meeting excluding the day on which the notice appears and the day of the Meeting. The Secretary may also send the notice by e-mail to all Members who have an e-mail address/es on the register of Members.
- 7.4 The notice of the Special Meeting shall state:
  - (a) the general nature of the business of the meeting in sufficient detail to enable a member entitled to vote to form a reasoned judgement in relation to it, and
  - (b) the text of any Special Resolution to be submitted to the Meeting.
- 7.5 An irregularity in a notice of Meeting is waived if a 75% majority of all the Members present at the Meeting and entitled to vote do not protest at the irregularity or agree to the waiver.

## 8. NOTICES IN GENERAL

- 8.1 Any notice required to be given to any person may be:
  - (a) delivered to the person
  - (b) posted to the address given by the person to the Club for such purpose
  - (c) sent by electronic means to the email address or other address for electronic communications given by the person to the Club from time to time including via ClubHub or its equivalent or replacement service used by the Club from time to time .

8.2 A notice given to a person in accordance with clause 8.1 is deemed to be given:

- (a) in the case of delivery, when the notice is handed to the person or delivered to the address of the person
- (b) in the case of posting, one day after it is posted
- (c) in the case of electronic means, at the time of transmission from the Club.

9. PROCEEDINGS AT MEETINGS

9.1 No business may be transacted at a Meeting unless a quorum is present.

9.2 A quorum shall consist of 20 Members who are entitled to vote.

9.3 The President shall take the chair at every Meeting or if the President is not present within fifteen minutes after the time appointed for holding such Meeting, the Members present and entitled to vote shall choose one of their number to take the chair and he or she shall preside until the conclusion of the Meeting.

9.4 Any Meeting may be adjourned from time to time at the discretion of the chair of such Meeting.

10. VOTING AT ANNUAL AND SPECIAL MEETINGS

10.1 Voting shall be on the voices or by show of hands, unless a poll is demanded by a majority of Members present and entitled to vote and a declaration made by the chair that a resolution has been carried. An entry to that effect in the book of the proceedings of the Club shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against the resolution.

10.2 Each Member entitled to vote shall have one vote to be cast by that Member in person.

10.3 The chair of the Meeting is entitled to a casting vote.

10.4 A Member is not entitled to vote at any Meeting if any amount is due and payable by that member to the Club.

10.5 All Members defined in clause 4.9 (a), (b), (d), (e) and (g) and clause 4.10 of this Constitution are entitled to vote at Meetings. Junior Playing Members who are registered to play senior grade afternoon cricket are entitled to vote at Meetings, in which case any nominated parent/guardian is not so entitled.

11. BALLOT

11.1 At a Meeting, a ballot may be demanded, either before or after the vote is taken by voice or by a show of hands, by:

- (a) the chair of the Meeting
- (b) persons representing not less than 50% of the Members present and entitled to vote at that Meeting.

11.2 Such ballot must be taken at such time during the Meeting and in such manner as the chair directs. Any business other than that on which a ballot is demanded may, at the chair's sole discretion, proceed pending the taking of a ballot.

12. OFFICERS

12.1 The office bearers of the Club shall be as follows:

- (a) Patron
- (b) Vice Patrons, to a number not exceeding 10
- (c) President
- (d) One Senior Men's Cricket Representative (representing all Senior Men's Playing Members)
- (e) One Women's Cricket Representative (representing all Women's Playing Members)
- (f) One Junior Cricket Representative (representing all Junior Playing Members)
- (g) Two Appointed Board Members
- (h) Three Elected Board Members

(once elected or appointed in accordance with this Constitution, the Board may deem Appointed Board Members to be Elected Board Members or vice versa)

12.2 The Board shall consist of one Senior Men's Cricket Representative; one Women's Cricket Representative; one Junior Cricket Representative; two Appointed Board members and three further Elected Board members, plus any members co-opted as provided in clause 12.3.

12.3 The Board may at its discretion co-opt Board members in order to fill vacancies on the Board arising from time to time, provided that at no time will the number of Board members exceed eight. Co-opted Board Members will serve until the Annual Meeting following their co-option, but may be co-opted for a further term or terms at the discretion of the incoming Board.

12.4 Any casual vacancies occurring in the office bearers (other than Board members) may be filled by the Board but any person so chosen shall retain office only so long as the vacated office bearer would have retained the

same if no vacancy had occurred, or until the next subsequent Annual Meeting, whichever is the shorter.

- 12.5 The Board shall elect its own chair from the Board members and he or she shall chair the Board meetings only.
- 12.6 The Board shall, as soon as practicable after the Annual Meeting, determine the roles of each member of the Board (other than the Senior Men's Cricket Representative, the Women's Cricket Representative and the Junior Cricket Representative) based on the relevant skills and experience of the members of the Board and the needs of the Board and the Club. Without limiting the effect of the previous sentence, one of the roles shall include the treasurer.

### 13. PRESIDENT

- 13.1 Any Member of the Club may be nominated for election to the post of President.
- 13.2 The President shall normally serve a two year term of office, retiring at the second Annual Meeting after the one at which they were elected. A retiring President may be re-elected at the Annual Meeting at which he or she retires.
- 13.3 Should the President for any reason vacate office, the Board may at its sole discretion determine the actions to be taken to elect a new President, according to the time the post would be vacant until the next Annual Meeting. The Board may install a person to chair the portion of the next Annual Meeting until the election of a new President has occurred, at which point the new President will take over the chair.
- 13.4 Nominations for President at the first Annual Meeting following adoption of this Constitution shall be called for in the notice of meeting, and may additionally, at the first Annual Meeting following adoption of this Constitution only, be taken at the Meeting, at the sole discretion of the chair.
- 13.5 The notice of all subsequent Annual Meetings shall call for nominations for President, which must be received by the Secretary in writing, along with a confirmation from the nominee that they are willing to stand for election, not less than ten (10) days prior to the Annual Meeting. At the Annual Meeting, the highest polling candidate shall be elected.
- 13.6 The President shall chair all Annual and Special Meetings of the Club.
- 13.7 The President shall receive notices of all Board meetings and Board papers, may attend and will have speaking rights in Board meetings, but will not be a voting member of the Board.

### 14. PATRON AND VICE-PATRONS

- 14.1 The Board shall present to the Annual Meeting each year a nomination for Patron and such Vice-Patrons as it deems appropriate.

### 15. SENIOR MENS CRICKET REPRESENTATIVE, WOMENS CRICKET REPRESENTATIVE AND JUNIOR CRICKET REPRESENTATIVE

- 15.1 Any Member of the Club may be nominated for election to a Senior Men's Cricket Representative, Women's Cricket Representative or a Junior Cricket Representative position.
- 15.2 Senior Men's Cricket Representative, Women's Cricket Representative and Junior Cricket Representative positions shall normally be for a one year term of office, with members retiring by rotation at each Annual Meeting.
- 15.3 Senior Men's Cricket Representatives, Women's Cricket Representatives and Junior Cricket Representatives retiring at an Annual Meeting may be nominated for a further term.
- 15.4 At the first Annual Meeting following adoption of this clause 15 of the Constitution only, Nominations for Senior Men's Cricket Representative, Women's Cricket Representative and Junior Cricket Representative positions may be taken at the Meeting or notified to the Meeting, at the sole discretion of the Chair.
- 15.5 The notice of all subsequent Annual Meetings shall call for nominations for the Senior Men's Cricket Representative, Women's Cricket Representative and Junior Cricket Representative positions which must be received by the Secretary in writing, along with a confirmation from the nominee that they are willing to stand for election, not less than ten (10) days prior to the Annual Meeting.
- 15.6 In the event that insufficient nominations are received for the Senior Men's Cricket Representative, Women's Cricket Representative or Junior Cricket Representative positions, the Board may use its powers of co-option to fill any vacancies, as applicable.

### 16. ELECTED BOARD MEMBERS

- 16.1 Any Member of the Club may be nominated for election to an Elected Board Member position falling vacant at an Annual Meeting.
- 16.2 Elected Board Member positions shall normally be for a two year term of office, with members retiring by rotation at the second Annual Meeting after the one at which they were elected. Elected Board Members retiring by rotation may be nominated for a further term.

- 16.3 Nominations for Elected Board Members shall be called for in the notice of meeting.
- 16.4 The notice of all Annual Meetings shall call for nominations for the Elected Board Members, which must be received by the Secretary in writing, along with a confirmation from the nominee that they are willing to stand for election, not less than ten (10) days prior to the Annual Meeting.
- 16.5 In the event that insufficient nominations are received for Elected Board Member positions falling vacant, the Board may use its powers of co-option to fill any vacancies. Co-opted Board members filling Elected Board Member positions shall retire at the first Annual Meeting following their co-option, but may be nominated at that Annual Meeting in accordance with clause 16.4 of this Constitution.

## 17. APPOINTED BOARD MEMBERS

- 17.1 Appointed Board Member positions shall normally be for a two year term of office, with members retiring by rotation at the second Annual Meeting after the one at which they were appointed. Appointed Board Members retiring by rotation may be nominated for a further term.
- 17.2 Applications for Appointed Board Members may be called for in advertisements in one or more local periodical newspapers, via electronic means or by any other means as determined by the Board. Applicants may be, but do not need to be, Members of the Club. Applicants are not required to be nominated by a Member of the Club.
- 17.3 In the event that insufficient applications are received for Appointed Board Member positions falling vacant, or that the Board Appointments Panel cannot make sufficient appointments from those applications received, the Board may use its powers of co-option to fill any vacancies. Co-opted Board members filling Appointed Board Member positions shall retire at the first Annual Meeting following their co-option, but may be applicants prior to that Annual Meeting in accordance with clause 17.2 of this Constitution.

## 18. BOARD APPOINTMENTS PANEL

- 18.1 The Board Appointments Panel shall be convened by the Convenor on a year to year basis with sufficient time to complete its work ahead of the Annual Meeting. The Board Appointments Panel shall, each year, consist of:
  - (a) the President from time to time, or his or her nominee (who shall be the Convenor);
  - (b) a Life Member or Legend (who is not currently a member of the Board) as determined by the Board each year; and
  - (c) if required by the Board for a particular year, a nominee as determined by the Board.
- 18.2 The Board Appointments Panel may each year prior to the Annual Meeting, adopting such procedures as it may determine in its sole discretion, review applications and/or interview all candidates or a shortlist of candidates, in order to decide upon its appointees. The Board Appointments Panel will make appointments to the Board based upon skills and experience demonstrated in governance roles in other organizations, in sports administration, in commercial and professional roles, and with due regard to the balance of skills required for effective governance of the Club.

## 19. BOARD MEETINGS AND POWERS OF THE BOARD

- 19.1 If the Chair of the Board is not present within 15 minutes after the appointed time for holding the Meeting those Board members present shall choose one of their number as chair and he or she shall preside until the conclusion of the meeting.
- 19.2 Questions arising at any meeting of the Board shall be decided by a majority of votes and in the case of an equality of votes the Chair in addition to his or her vote shall have an additional casting vote.
- 19.3 The Chair, the Secretary or any three members of the Board may at any time summon a meeting of the Board.
- 19.4 The Board may at any time delegate any of its powers to sub committees consisting of such Board member(s), or Member(s) as they see fit. Any sub-committee so formed shall in the exercise of the power so delegated conform to any regulations that may be imposed on them by the Board. The Board also has the power to dissolve any such sub-committee.
- 19.5 In order for the Board to operate as a governance body, there may, in each case as determined by the Board, be Playing Division operational sub-committees appointed from time to time.

As at the date of adoption of the Constitution, no such sub-committees are in operation. The terms of reference, powers, title and composition of such Playing Division operational sub-committees and any other sub-committees shall be determined and may be varied from time to time by the Board.

- 19.6 Minutes shall be made in books (or alternative permanent record as determined by the Board) provided for the purpose of the names of the Board members present at each meeting of the Board and of all resolutions

and proceedings of the Board. Any such minute signed by the person purporting to be the chair of any meeting of the Board shall be receivable as evidence of the facts stated therein.

- 19.7 A member of the Board shall be disqualified and his or her office declared vacant if:
  - (a) he absents himself from meetings of the Board for three consecutive meetings without the permission of the Board; or
  - (b) by notice in writing he or she resigns from office.
- 19.8 The Board shall have the power to make and enforce by-laws and to co-opt any Member onto the Board. It also has the power to, either by itself or jointly with any other sporting club or association, appoint a person or persons to act as a manager or professional administrator of such club or association.
- 19.9 The Board shall control and manage the funds and property of the Club (including by settling on behalf of the Club any such funds or property on trust) and raise or borrow moneys and incur such liabilities for the purposes of the Club as may be necessary to secure the repayment of the same by mortgage or charge upon the whole, or any part of the property or assets of the Club.
- 19.10 A resolution in writing, signed or assented to by a form of visible or other electronic communication (including in the body of or attached to an email), by all Board members, shall be as valid and effectual as if it had been passed at a meeting of the Board. Any such resolution may consist of one or more documents in like form signed by one or more Board members.
- 19.11 The Board shall fix the amount of every Member's subscription at a meeting subsequent to each Annual Meeting and prior to the commencement of each official playing season.
- 19.12 A quorum of a meeting of the Board shall consist of any five members of the Board being present in person.
- 19.13 The Club shall enter every year teams in the competitions of the Association according to the by-laws of the Association.
- 19.14 The Club and its teams shall comply and abide with the laws of cricket as laid down by the Marylebone Cricket Club except where such laws shall be superseded by the rules and by-laws of the Association.
- 19.15 The Club, in such manner as determined by the Board and adopting such structure as determined by the Board, may from time to time conduct its own competitions within its own District, and arrange for its Members to participate in matches and competitions outside its own District.

## 20. INDEMNITY OF THE BOARD AND OTHER OFFICERS

Members of the Board and other Officers of the Club shall each be indemnified by the Club against losses and expenses incurred by him or her in or about the discharge of his or her duties, except as happen from his or her own willful act, neglect or default.

## 21. CLUB MANAGER, DIRECTOR OF CRICKET AND OTHER STAFF

- 21.1 The Board may appoint a Club Manager, a Director of Cricket and any other staff as may be required to effectively organize and administer the activities of the Club.
- 21.2 The Club Manager and the Director of Cricket shall each have a contract with the Club, the form of which is approved by the Board.
- 21.3 Notwithstanding any provision to the contrary in this Constitution, the Board may at its sole discretion delegate any powers that it has under the Constitution to the Club Manager.
- 21.4 The Club Manager will be responsible for carrying out the day to day duties of Secretary of the Club, but will work alongside and be guided by the Board in carrying out those duties. Should the Club at any time for any period not have a Club Manager in place, the Board shall appoint a person to act as Secretary until a Club Manager is appointed.
- 21.5 The Club Manager will report to the Board, will attend and will have speaking rights in Board meetings, but will not be a voting member of the Board.
- 21.6 The Director of Cricket and such other Club staff as identified by the Board, will, if required by the Board from time to time, report to the Board, will attend and will have speaking rights in Board meetings, but will not be voting members of the Board
- 21.7 The Club Manager will be an ex-officio but non-voting member of any other sub-committees as determined by the Board.

## 22. PLAYING DIVISIONS

- 22.1 The Club will be organized into playing divisions to best meet the requirements of the current registered players, competitions available and to provide the best use and management of Club facilities and resources.

22.2 Based on registrations and on the advice of the Club Manager and the Director of Cricket, the Board will determine the Playing Divisions for each coming season.

### 23. THE SEAL

The Seal of the Club, if one is required by law, shall be kept in the custody of the Secretary and shall, if required by law, be affixed to every instrument by resolution of the Board and in the presence of the Chair, Secretary or other nominated Member who shall affix their signatures in witness thereof.

### 24. FINANCIAL

24.1 The financial year of the Club shall be the twelve month period ending 31 March of each year.

24.2 The Board shall ensure that a statement of financial performance and a statement of the financial position, together with any other associated statements of the Club necessary to present a true and fair reflection of the financial position of the Club, are prepared each financial year and made available at the relevant Annual Meeting.

24.3 All moneys of the Club shall be paid into such bank account or accounts as the Board may from time to time determine.

24.4 All accounts shall be paid in such manner as the Board may from time to time determine.

24.5 Each year's accounts and accompanying statements shall be audited and certified by an auditor or auditors duly appointed by the Club at the Annual Meeting and shall be submitted with a report of the year's proceedings to the relevant Annual Meeting.

24.6 After the annual report, statement of financial performance and statement of financial position have been approved by the Board and duly audited, they shall be printed and available for Members at each Annual Meeting, or upon request.

### 25. MISCONDUCTS

25.1 Where a Member of the Club is alleged to have engaged in misconduct covered by the laws of cricket or specific regulations covering a particular competition, it is acknowledged that the Association may conduct a disciplinary hearing and take action as appropriate within its own processes and guidelines. The Club will act upon the papers so received from the Association in accordance with this Constitution and the applicable Club Policy and Procedure.

25.2 Where a Member of the Club is alleged to have engaged in misconduct not covered by clause 25.1 in this Constitution, the Club will act in accordance with the applicable Club Policy and Procedure.

25.3 A decision of the Board, either in determining a matter or on appeal following a decision of a Judicial Committee, will normally be considered binding on all parties. In exceptional circumstances the Board in its sole discretion may give further leave to appeal to the Association, by including such leave in its findings.

25.4 For the purposes of this Constitution, the definition of "misconduct" shall be as set out in the applicable Club Policy and Procedure.

### 26. DISPUTES

26.1 Where a Member of the Club has a dispute with another Member of the Club or with the Club itself, believing there has been a breach of the Constitution or an applicable Club Policy and Procedure and the Member further believes the Board should take an action as a result of this alleged breach, the Member may lodge the Dispute with the Club Manager and the matter shall be determined in accordance with this Constitution and the applicable Club Policy and Procedure.

26.2 A decision of the Board, either in determining a matter or on appeal following a decision of a Judicial Committee, will normally be considered binding on all parties. In exceptional circumstances the Board in its sole discretion may give further leave to appeal to the Association, by including such leave in its findings.

26.3 For the purposes of this Constitution, the definition of "dispute" shall be as set out in the applicable Club Policy and Procedure.

### 27. JUDICIAL COMMITTEE

27.1 At the first Board Meeting following the Annual Meeting, the Board will appoint the Judicial Committee. It shall comprise of such persons as described in the applicable Club Policy and Procedure.

27.2 The Board shall appoint a chair to the Judicial Committee. No Board or Sub Committee member who has an interest in the matter may sit as part of the Judicial Committee.

27.3 In accordance with this Constitution and the applicable Club Policy and Procedure, the Judicial Committee shall

hear and determine:

- (a) any allegation of misconduct properly made and advised
- (b) any dispute properly advised
- (c) any appeal properly made
- (d) if delegated by the Board, undertake any inquiry or investigation on behalf of the Club.

27.4 Subject to the right of appeal, all decisions of the Judicial Committee shall be final and binding on Members, and failure to adhere to a decision of the Judicial Committee may result in the Member having membership revoked.

27.5 Pending determination of an appeal against a decision of the Judicial Committee, the Board may at its sole discretion grant a stay of execution on the decision which is being appealed.

## 28. REGULATIONS, POLICIES AND PROCEDURES

28.1 The Board may from time to time create regulations or policies and procedures of the Club which, upon approval by the Board, will be binding upon all Members.

28.2 Any regulations or policies and procedures so created shall be deemed to form part of this Constitution and shall be recorded and available to Members on the Website, but adoption, amendment or revocation of regulations or policies and procedures shall not require a Special Resolution of the Members.

## 29. DISSOLUTION

29.1 The Club shall not be dissolved or wound-up except by a Special Resolution of the Members present and entitled to vote at a meeting called for that purpose and at which no other business shall be transacted.

29.2 In the event of dissolution the Board shall realize all assets of the Club and pay all the liabilities.

29.3 If upon a dissolution or winding up of the Club there remains, after satisfaction of all debts and liabilities, any remaining properties, funds or assets whatsoever, those properties, funds or assets shall be transferred and distributed to the body to be formed by the Club (or the Board on its behalf) after the date of adoption of this Constitution and registered as a charity under the provisions of the Charities Act 2005 or any Act passed in substitution for that Act or, if no such body is in existence at the time of such dissolution or winding up, to the Auckland Cricket Development Foundation or other Auckland cricket body that is registered as a charity under the provisions of the Charities Act 2005 or any Act passed in substitution for that Act.