



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 17 of this Constitution to consider applicants for Appointed Board Member positions.

"Chairman" means the Chairman of the Board as elected from within the Board according to clause 12.5 of this Constitution.

"Chair of the Junior Cricket Committee" means the chair of the junior playing section of the Club as elected or appointed according to clause 21.3 of this Constitution.

"Chair of the Senior Cricket Committee" means the chair of the senior playing section of the Club as elected or appointed according to clause 21.3 of this Constitution.

"Club" means Howick Pakuranga Cricket Club Incorporated.

"Club Manager" means the manager of the Club appointed according to clauses 18.8 or 20 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 26 of this Constitution to hear on its behalf a dispute or appeal.

"Junior Cricket Committee" means the junior cricket committee of the Club.

"Junior Playing Member" means a member of the Club who is registered to play cricket and who is under the age of 18 on 1 September immediately preceding the start of a cricket season.

"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.

"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 20.4 of this Constitution.

"Senior Cricket Committee" means the senior cricket committee of the Club.

"Senior Playing Member" means a Member who is registered to play senior grade cricket and who is 18 years of age or older on 1 September immediately preceding the start of a cricket season.

"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 18.4 or 18.5 of this Constitution.

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.

4.4 The subscription, as determined according to clause 18.11 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 Playing Member
- (b) Junior Playing Member
- (c) Social Member
- (d) Life Member
- (e) Other Sporting Club Member
- (f) 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 1993, 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 Membership revoked:
- (a) if by any action or statement he does or says anything which in the opinion of the Board is prejudicial to the welfare of the Club
 - (b) if he tenders his resignation to a Club Captain, 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 membership, and the reasons for such proposal, and
 - (b) inform the member of his 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 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 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 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 Senior and Junior Committees including the nomination of Senior and Junior Club Captains according to clause 21.3 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 facsimile transmission to the facsimile telephone number given by the person to the Club for such purpose
 - (d) 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 facsimile transmission, when the Club receives a transmission report by the sending machine which indicates that the facsimile was sent in its entirety to the facsimile telephone number given by the person
 - (d) 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), (c), (d) (e) and (f) 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) Chair of the Senior Cricket Committee, (or his or her nominee)
 - (e) Chair of the Junior Cricket Committee, (or his or her nominee)
 - (f) Two Appointed Board Members
 - (g) Three Elected Board Members
- 12.2 The Board shall consist of the Chair of the Senior Cricket Committee (or his or her nominee), the Chair of the Junior Cricket Committee (or his or her nominee), two Appointed Board members and three further Elected Board members.
- 12.3 The Board may at its discretion co-opt up to two 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 seven. 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 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 Chair of the Senior Cricket Committee and the Chair of the Junior Cricket Committee) 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.
- 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. ELECTED BOARD MEMBERS

- 15.1 Any Member of the Club may be nominated for election to an Elected Board Member position falling vacant at an Annual Meeting.
- 15.2 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.
- 15.3 At the first Annual Meeting following adoption of this Constitution there shall be three vacancies, two for a two year term and one for a one year term. A vote shall be taken by ballot of those Members present and entitled to vote, with the two highest polling candidates being elected for a two year term retiring at the second Annual Meeting following the one at which they were elected, and the third highest polling candidate being elected for a one year term retiring at the first Annual Meeting following the one at which they were elected.
- 15.4 Nominations for Elected Board Members 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.
- 15.5 The notice of all subsequent 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.
- 15.6 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 15.5 of this Constitution.

16. APPOINTED BOARD MEMBERS

- 16.1 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 elected. Appointed Board Members retiring by rotation may be nominated for a further term.
- 16.2 At the first Annual Meeting following adoption of this Constitution there shall be two vacancies, one for a two year term and one for a one year term. The Board Appointments Panel shall appoint one applicant for a two year term retiring at the second Annual Meeting following the one at which they were appointed, and one applicant for a one year term retiring at the first Annual Meeting following the one at which they were appointed.
- 16.3 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.

- 16.4 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 16.3 of this Constitution.

17. BOARD APPOINTMENTS PANEL

- 17.1 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 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.
- 17.2 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.

18. BOARD MEETINGS AND POWERS OF THE BOARD

- 18.1 If the Chairman 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 shall preside until the conclusion of the meeting.
- 18.2 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 Chairman in addition to his vote shall have an additional casting vote.
- 18.3 The Chairman, the Secretary or any three members of the Board may at any time summon a meeting of the Board.
- 18.4 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.
- 18.5 In order for the Board to operate as a governance body, there shall be three standing sub-committees as follows:
- (a) Junior Cricket Committee, chaired by the Chair of the Junior Cricket Committee
 - (b) Senior Cricket Committee, chaired by the Chair of the Senior Cricket Committee
 - (c) Finance and Administration Committee, chaired by a Board member appointed by the Board

The terms of reference, powers, title and composition of the standing sub-committees shall be determined and may be varied from time to time by the Board.

- 18.6 Minutes shall be made in books 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.
- 18.7 A member of the Board shall be disqualified and his 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 resigns his office.
- 18.8 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.
- 18.9 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.
- 18.10 A resolution in writing, signed or assented to by facsimile or other 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.

- 18.11 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.
- 18.12 A quorum of a meeting of the Board shall consist of any four members of the Board being present in person.
- 18.13 The Club shall enter every year teams in the competitions of the Association according to the by-laws of the Association.
- 18.14 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.
- 18.15 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.

19. 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 in or about the discharge of his duties, except as happen from his own willful act, neglect or default.

20. CLUB MANAGER AND STAFF

- 20.1 The Board may appoint a Club Manager and any other staff as may be required to effectively organize and administer the activities of the Club.
- 20.2 The Club Manager shall have a contract with the Club, the form of which is approved by the Board.
- 20.3 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.
- 20.4 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 Finance and Administration Committee 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.
- 20.5 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.
- 20.6 The Club Manager will be an ex-officio but non-voting member of any other sub-committees as determined by the Board.

21. PLAYING DIVISIONS

- 21.1 Functions and responsibilities of the Senior Cricket Committee shall include but not be restricted to:
 - (a) organization of all cricket for Senior Playing Members
 - (b) organization of the entry of teams in the senior competitions played under the rules and by-laws of the Association
 - (c) preparation of an annual budget for presentation to and approval by the Board of proposed activities for the senior playing divisions
 - (d) recommendation to the Board appropriate levels of subscription for Senior Playing Members
 - (e) initiation of systems and controls to ensure all subscriptions are collected at the times approved by the Board, and in any event no later than December 15 each year
 - (e) monitoring of progress throughout the year to ensure income and expenditure are within approved budget expectations
 - (g) reporting of general progress and raising of key issues on a regular basis with the Board.
- 21.2 Functions and responsibilities of the Junior Cricket Committee shall include but not be restricted to:
 - (a) organization of all cricket for Junior Playing Members
 - (b) organization of the entry of teams in the junior competitions played under the rules and by-laws of the Association
 - (c) preparation of an annual budget for presentation to and approval by the Board of proposed activities for the junior playing division
 - (d) recommendation to the Board appropriate levels of subscription for Junior Playing Members
 - (e) monitoring of progress throughout the year to ensure income and expenditure are within approved budget expectations

(f) reporting of general progress and raising of key issues on a regular basis with the Board.

21.3 The Senior and Junior Cricket Committees shall at the end of each playing season, and in any case prior to the following Annual Meeting of the Club:

- (a) nominate a Chair for their respective playing division for the upcoming season
- (b) nominate committee members for their respective playing division for the upcoming season
- (c) submit the names of the Members nominated in clause 21.3 (a) and (b) above to the Secretary not less than 10 days prior to the Annual Meeting, so that those nominations can be approved at the Annual Meeting. Nominations may not be made at or during the Annual Meeting.

In the event that such nominations are not received, the Board may at its sole discretion take or order to be taken such steps as are necessary to appoint a Chair for any playing division that has not made a nomination, and, with the Chairs so appointed, further appoint committee members to form the committees for the respective division(s).

22. THE SEAL

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

23. FINANCIAL

- 23.1 The financial year of the Club shall be the twelve month period ending 31 March of each year.
- 23.2 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.
- 23.3 All moneys of the Club shall be paid into such bank account or accounts as the Board may from time to time determine.
- 23.4 All accounts shall be paid in such manner as the Board may from time to time determine.
- 23.5 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.
- 23.6 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.

24. MISCONDUCTS

- 24.1 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, the Association may conduct a disciplinary hearing and take action as appropriate within its own processes and guidelines.
- 24.2 Where a Member of the Club is alleged to have engaged in misconduct not covered by clause 24.1 in this Constitution, the Club through the Board or a Judicial Committee, shall advise the Member of the allegation and ask for a statement to be received by the Secretary within seven (7) days
- 24.3 The Board or Judicial Committee may act upon the papers so received or shall convene a hearing inviting the Member to be present and to make a submission.
- 24.4 The Board or Judicial Committee may take such disciplinary action as it finds appropriate, informing the Member of its decision in writing within seven (7) days of the decision being made.
- 24.5 The Member may appeal a decision of the Judicial Committee by sending notice of appeal to the Secretary within seven (7) days of the decision being notified to him. The Board will hear the appeal within fourteen (14) days of receipt of the notice of the appeal, and may rescind, alter or increase the disciplinary action, informing the Member of its decision in writing within seven (7) days of the decision being made.
- 24.6 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.
- 24.7 For the purposes of this Constitution, the definition of Misconduct shall include, but shall not be restricted to situations where a Member of the Club:
 - (a) at any match or event or function of the Club or Association, or any other clubs of the Association, or whilst on the property of the Club, and regardless of whether representing the club in an official capacity or not, uses profane, indecent or improper language

- (b) at any time or place engages in offensive or insulting behaviour towards the Club or any Member of the Club, or any person acting for or on behalf of the Club, including employees
- (c) breaches any provision of this Constitution, or any policies of the Club as may be published from time to time
- (d) breaches any reasonable direction of the Club, or a decision of a Meeting of the Club, the Board or the Judicial Committee
- (e) acts in a manner which brought or could bring the Club into disrepute or which is prejudicial to the objects of the Club
- (f) fails or refuses for a period of one calendar month to pay any fine or monetary penalty imposed by the Club
- (g) aids or abets any of the conduct specified in clause 24.7 (a) to (f) above.

25. DISPUTES

- 25.1 Where a Member of the Club has a dispute with another Member of the Club or with the Club itself, the Board or a Judicial Committee appointed by the Board shall call for statements from both parties to be received by the Secretary within seven (7) days.
- 25.2 The Board or Judicial Committee may act upon the papers so received or shall convene a hearing inviting the Member or Members to be present and to make a submission.
- 25.3 The Board or Judicial Committee may take such disciplinary action as it finds appropriate, informing the Member or Members of its decision in writing within seven (7) days of the decision being made.
- 25.4 The Member may appeal a decision of the Judicial Committee by sending notice of appeal to the Secretary within seven (7) days of the decision being notified to him. The Board will hear the appeal within fourteen (14) days of receipt of the notice of the appeal, and may rescind, alter or increase the disciplinary action, informing the Member of its decision in writing within seven (7) days of the decision being made.
- 25.5 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. JUDICIAL COMMITTEE

- 26.1 Where the Board appoints a Judicial Committee it shall comprise no less than three persons, if possible comprising at least one person with legal experience and/or experience of disciplinary tribunals in sport.
- 26.2 The Board or Secretary 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.
- 26.3 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.
- 26.4 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.
- 26.5 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.

27. REGULATIONS

- 27.1 The Board may from time to time create regulations of the Club which will be binding upon all Members.
- 27.2 Any regulations so created shall be recorded and presented to Members in conjunction with this Constitution, but adoption, amendment or revocation of regulations shall not require a Special Resolution of the Members.

28. DISSOLUTION

- 28.1 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.
- 28.2 In the event of dissolution the Board shall realize all assets of the Club and pay all the liabilities.
- 28.3 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 (with the name "Howick Pakuranga Cricket Development Trust", or such other name as determined

by the Board) 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.