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WHY FORM A CLUB WITHIN A SCHOOL

Benefits:

1. The main benefit of the 'club' is the structured environment that it creates. Instead of one person in the main doing all the work, you have a management committee responsible for the running of the club. The person in charge of cricket still has final say but the management committee takes on a lot of the workload that the person in charge of cricket at the school would normally do.
2. The 'club' will be better able to organise parents and helpers to supervise their teams on a Saturday. And certain parents and helpers may even offer their services to coach their team during the week.
3. With the perception of a more structured environment, this will attract more students to play cricket. You will have people that are enthusiastic about being coaches and managers and this will have a positive effect with the game within the school.
4. The pressure is taken off the staff at the school concerning the coaching and managing of sides. Also, the person in charge of cricket in particular should be able to let the management committee handle a lot of the work, like the organising of gear and balls for example.
5. By involving people outside of the school on your management committee, you are involving people with different skills and contacts. This may open up opportunities for sponsorship possibilities etc.
6. With the management committee in place, there can be clear procedures put in place so that concerned parents and supporters can voice their opinion. This would probably be an improvement on the situation that occurs in some schools at present where concerned parents talk to coaches, principals, and students, and the person in charge of cricket gets the information second and third hand.

SETTING UP A CLUB – THE FIRST STEPS

Step One – The initial meeting

- ⇒ A formal meeting for all those wishing to be part of the club – students, parents, staff and supporters all welcome.
- ⇒ Advertise the meeting in newspapers, school newsletters, school assemblies, and Old Pupils newsletters.
- ⇒ Purpose of meeting
 - Welcome and explain the reason for meeting – why you want to set up the club (eg, to improve the quality of administration and coaching through parental support)
 - Record personal details, and specialised interests and skills of attendees
 - Discussion and opportunity for questions
 - Elect an interim committee to set up the club structure and act as a working party

Step Two – Interim committee

- ⇒ Develop a constitution or charter to cover the club's aims, objectives, and rules under which the club will operate
- ⇒ Look at the incorporation of the club – the positives and negatives of becoming incorporated
- ⇒ Set the date for the first general meeting
- ⇒ Develop a mission statement for the club

Step Three – First Annual General Meeting

- ⇒ Welcome, roll call, and apologies
- ⇒ Description of the interim committee's activities since the initial meeting
- ⇒ Discuss the proposed constitution and any amendments to be made
- ⇒ Vote on the adoption of the constitution
- ⇒ Elect a Management Committee
- ⇒ Discuss the various tasks to be undertaken before the next meeting
- ⇒ Discuss any general business
- ⇒ Set a date for the next meeting

THE ROLE OF THE MANAGEMENT COMMITTEE

The committee manages the club on behalf of its members. It is responsible for the planning of activities to meet the club's aims and objectives. It also has the power to appoint sub committees as it sees fit.

You can have a wide cross section of your school community on your committee – school staff, students, parents, and old Pupils.

MANAGEMENT COMMITTEE OFFICER'S DUTIES

The Chairperson

- ⇒ The principal leader – has overall responsibility for the club's administration
- ⇒ Develops the agenda for meetings, which may include:
 - Apologies
 - Minutes of the previous meeting
 - Inward and outward correspondence
 - Accounts for payment and a statement of finances
 - Committee reports
 - Other reports
 - Motions before the meeting
 - General business
 - Arrangements for the next meeting
- ⇒ Is the liaison between the club and the school

The Secretary

- ⇒ Handles all the club's correspondence
- ⇒ Works closely with the chairperson
- ⇒ Arranges the meeting place and facilities
- ⇒ Sends notice of meetings to the relevant people
- ⇒ Takes the meeting minutes and circulates them within the week
- ⇒ Keeps the members informed of club activities
- ⇒ Keeps an up to date register of all club members, including contact details

The Treasurer

- ⇒ Oversees club finances – needs to have basic bookkeeping skills
- ⇒ Prepares and presents financial statements to committee meetings and for the annual report
- ⇒ Issue receipts for deposited monies
- ⇒ Make all payments
- ⇒ Arranges orders for purchases on behalf of the club

Committee Members

The number of other people the club has on the management committee is dependent on the needs of the club.

Possible jobs that the committee members could be responsible for:

- ⇒ Person in charge of the gear.
 - Possible tasks for this person could be: let the committee know if they need to buy new gear, making sure that each team has enough gear, naming each gear item, making sure that each team has a ball and getting gear repaired.
- ⇒ Person in charge of getting sponsorships
- ⇒ Person responsible for getting coaches/managers
- ⇒ Person responsible for social events and prizegivings

HOW TO RUN A MEETING

Decision Making

The key to democratic decision making is the right to vote. At formal meetings people vote on proposals which are put forward by members for the meeting to consider.

A proposal (suggestion) put forward at a meeting is called a **motion**, and the person who makes the proposal is called the **mover**. In order for the motion to be discussed, it must be **seconded** by someone who supports the idea. The motion always begins, "I move that..."

Once discussion has taken place, the motion is then put to the meeting, which means that a vote must be taken to accept or reject it. The decision finally reached by the meeting is called a **resolution**. To resolve means to make this final decision.

If the majority votes to accept a motion, the motion is carried. If the majority votes against it, it is lost.

The Agenda

The agenda is the programme of topics and reports that will be discussed at the meeting, listed in the order in which they will be dealt with. A typical agenda includes:

(a) Opening, Attendance and Apologies

The Chairperson calls the meeting to order. The Secretary notes down who is at the meeting (or sends a sheet around for people to put their names on it if there are a lot of people at the meeting). The Chairperson then asks for apologies – people who are either going to be late or people that have given notice that they will be absent.

(b) Minutes of the Previous Meeting

The Secretary presents the minutes of the previous meeting for approval. This can either be done by reading the minutes or by circulating printed copies of them. If there are no amendments (changes) to them the Chairperson puts forward the motion, 'that the minutes of the previous meeting be accepted as a true and correct record'. Someone must then second the motion. The meeting then votes on accepting the motion.

(c) Correspondence

The Secretary gives a summary of letters written and received. If there are no matters arising from the correspondence then a motion is put forward to accept all correspondence.

(d) Financial Report and Accounts for Payment

The Treasurer presents a report, which is a statement explaining:

- (i) What money, if any, has been received and from where*
- (ii) What money, if any, has been paid and to whom*
- (iii) What accounts still have to be paid*
- (iv) How much money is left*

The report needs to be accepted by an appropriate motion before payment of any outstanding accounts can be made, or any other money paid out.

(e) Committee Reports

Subcommittees and individuals who have tasks to do must report back to the meeting to let members know what they are doing and perhaps get approval for further action. The meeting must decide what to do with each report. Then the usual motions are put forward to accept or reject the report.

(f) Topics for Discussion/Notices of Motion

Ideally, topics for discussion or motions should be given to the secretary in writing before the meeting begins. However, they may also be given to the secretary verbally at the meeting. The secretary then records them before any discussion begins. Once the motion has been seconded, the mover and seconder have the right to speak first. The mover also has the right of reply, which means that they can speak last, in, order to sum up an argument. During the discussion, members are invited to give their views on the motion, before a vote takes place. If the meeting wants to amend part of the motion they have to do so by a vote.

(g) General Business

This is the time in the meeting when any minor matters can be brought up. They should not be questions needing preparation, and they should not be important matters or ones requiring the expenditure of more than a few dollars.

(h) Close of Meeting, Next meeting

The final action in each meeting should be to decide on the time and place of the next meeting. The Secretary notes the time of closure of this meeting in the minutes.

CONSTITUTION – WHAT ARE THEY?

A constitution is a set of rules or principles, which defines the club, and its members, and outlines the purposes, rights, powers, and liabilities created for it and its members.

“A body of fundamental principles/rules according to which an organisation is governed.” Concise Oxford Dictionary.

A constitution should permit also an organisation to adopt by-laws to outline the detailed procedures by which the fundamental rules and principles contained in the constitution are to be applied.

EXAMPLES OF CONSTITUTIONS

The following examples of constitutions can either be used as is or be adapted to suit the purposes of your own school.

Option 1 – from School A

1. The name of the club shall be School A Cricket Club
2. The objectives of the club are:
 - (a) To foster cricket within School A
 - (b) To improve the quality of administration and coaching through support
 - (c) To increase participation in cricket
 - (d) To actively encourage fair play
 - (e) To enhance the sport of cricket for young people
3. Officers

These shall be appointed as decided at the Annual Meeting. They shall consist of a Chairperson, a Secretary, and a Treasurer. The school's Board of Trustees will ratify the appointment of the office holders. These officers shall have the power to delegate duties and appoint sub committees when necessary.
4. The executive consisting of Chairperson, Secretary, and Treasurer, shall be empowered to act with full authority of the club whenever necessary.
5. The Chairperson shall preside at meetings and present a report to annual meetings of the club.
6. The Secretary shall:
 - (a) Keep a record of all meetings
 - (b) Keep a record of all events
7. The Treasurer shall:

Keep the books of the club showing receipts and expenditure and shall present this statement and balance sheet at the annual meeting.

NB: The School A cricket accounts will be audited through the annual audit of the School A.
8. By notice to members, the Chairperson, Secretary or Treasurer may convene a meeting of the club.

9. The membership of the club shall be open to students, staff, and the community of the School A.
10. A quorum shall be satisfied by an attendance of 7 people.
11. The club's year shall extend from 1st January to 30th December.
12. The School A cricket club is bound by the Board of Trustees and management of the school, the Charter, and policies of management procedures of the School A.
13. The annual meeting will be held by 20th February of each year.

Option 2 – from Shirley Boys’ High School

1. NAME

The name of the club shall be Shirley Boys’ High School Cricket Club

2. OBJECTIVES

- (a) To promote and develop cricket at the Shirley Boys’ High School.
- (b) To maintain the Shirley Boys’ High School’s high standard of performance and sportsmanship.
- (c) To provide all facilities and equipment.
- (d) To have sufficient coaching and management personnel.
- (e) To encourage greater parental involvement.

3. LOCATION AND COLOURS

- (a) The club will be located at Shirley Boys’ High School.
- (b) The club will have a host arrangement with the local cricket club. The host club is East Christchurch Shirley Cricket Club.
- (c) Club colours shall be Cambridge blue and gold.
- (d) All players will be required to wear white shirts, shorts or longs, and white shoes unless the committee approves an alternative team uniform.

4. MANAGEMENT COMMITTEE AND MEETINGS

- (a) The annual general meeting shall be held in the month before the start of the new cricket season for the purpose of receiving the reports and balance sheet, the election of officers and any other general business.
- (b) All elections shall be held by ballot or show of hands.
- (c) The only people eligible to vote at the AGM or any special General Meeting shall be current students who are registered as playing members of the club, and/or parents of those students and/or staff of the Shirley Boys’ High School.
- (d) The management committee will be comprised of at least the following:
 - Patron (Headmaster)
 - Chairperson
 - Secretary
 - Treasurer
 - Club Captain (Master in Charge of Cricket at Shirley Boys’ High School)
 - Committee (4)and other than the Patron and Club Captain, will be elected from the floor.

There shall be a representative from each of the following:

1. The local host club
2. A staff member
3. An Old Boy of the school or student
4. A parent

(e) Other meeting of the club shall be held as and when needed.

5. MEMBERSHIP

- (a) All playing members of the Club must be enrolled at the Shirley Boys' High School at some stage of the cricket season.
- (b) All players must complete a cricket registration form, and should pay the annual subscription as set at the Annual General Meeting.
- (c) The club shall have first call on players who are enrolled at the Shirley Boys' High School unless the committee has granted a clearance.
- (d) 3rd form players will not be required to play for the club until the beginning of the new season of their 3rd form year.
- (e) Players intending leaving Shirley Boys' High School at the end of their 7th form year can either:
 - (i) Play for Shirley Boys' High School for the entire season, **or**
 - (ii) Play for Shirley Boys' High School until Christmas, so long as the whole team transfers en masse to the East Christchurch Shirley Cricket Club for the remainder of the season, **or**
 - (iii) Play for another club from the beginning of the year
- (f) Players in the 1st and 2nd XI's will be expected to play for the school while enrolled at the Shirley Boys' High School, unless the committee has granted a clearance.
- (g) The committee has the right to revoke membership of the Shirley Boys' High School Cricket Club if that member's actions or behaviour bring the Club into disrepute.
- (h) Social membership of the Club may be granted on application to the committee.

6. FINANCE

- (a) The running of the club shall be financed by:
 - ⇒ Monies granted from the school fee account
 - ⇒ Subscriptions (set at the Annual General Meeting)
 - ⇒ Any monies the Club may raise
- (b) Monies from the school fee account and subscriptions will be held in the school's general accounts and managed by the Executive Officer and Master in Charge of Cricket.

- (c) Any monies the Club may raise will be held in the Countrywide Bank Cricket Account, and managed by the Executive Officer and Master in Charge of Cricket, in conjunction with the Club Treasurer.

7. POWERS AND RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

OBJECTIVE

The objective of the management committee of the Club is to consider and carry out the affairs of the Club in a way, which successfully fosters and promotes the game of cricket amongst pupils of the school.

1. All resolutions passed at any committee meeting shall be conclusive and binding on all members of the Club.
2. At all times any decisions taken by the management committee shall be consistent with the policies of the school.
3. Discipline
 - (a) Any boy, whilst playing for the Club, shall be subject to the rules of discipline and behaviour as defined by the current rules of the school and the code of conduct.
 - (b) The management committee may exclude any member whose sub has not been paid by the due date.
4. The management committee shall not make any decision at any time that will bring the School into disrepute.
5. The management committee may make, alter or rescind any decisions taken by the previous management committee. Such amendments can be made at any time to accommodate the general benefit of the members of the Club, providing that any such decisions are consistent with the requirements of the Club's constitution and the laws of cricket.
6. The management committee shall have the power to delegate any of its powers and functions as it sees fit.
7. The management committee may co-opt the services of any person or persons, whether these persons are members or not.

8. VOLUNTARY WINDING UP

The Club may, provided that all the liabilities of the Club have been duly discharged, be wound up voluntarily subject to the provisions following:

- (1) Such winding up shall be effected only upon a resolution of the Club made and passed by a majority of the members present at a Special General Meeting of the Club duly convened for that purpose.

- (2) Notice of the intention to hold such a meeting and to move for such, winding up shall be given to every member no less than fourteen days before the date of the intended meeting.
- (3) Such resolution, if carried, shall not take effect until it has been confirmed by a majority of the members at a subsequent General Meeting of which at least fourteen days notice shall have been given as aforesaid, held at an interval of not less than thirty days from the date of the meeting at which such resolution was first passed.
- (4) Any surplus monies available upon winding up after the realisation of the assets and payment of all costs of winding up, secured and unsecured creditors shall be paid to the school. All equipment owned by the Club shall become the property of the school.

Option 3 – from Wellington College

NAME

The name of the Club shall be The Wellington College Cricket Club Incorporated.
The registered office of the Club shall be situated in the City of Wellington at such place, as the Club shall determine from time to time.
The colours of the Club shall be gold and black.

OBJECTS AND POWERS

The objects of the Club shall be:

- (a) To organise the game of cricket for pupils of Wellington College and other members of the Club.
- (b) To be affiliated to and associated with the Wellington Cricket Association in all its archives.
- (c) To foster and promote cricket at Wellington College
- (d) To maintain a close liaison with the Wellington Collegians Cricket Club and such other Clubs as determined by the Management Committee.
- (e) To purchase, lease, hire or by other means acquire any real property (*subject to the approval of the Headmaster and/or Board of Trustees*) or personal estate necessary or convenient for the purposes of the Club.
- (f) To sell, lease, exchange, mortgage, improve, manage, develop or otherwise deal with all or any part of the real property (*subject to the approval of the Headmaster and/or Board of Trustees*) and personal property of the Club, or in which the Club has, or may hereafter have, beneficial interest.
- (g) To construct, maintain and alter any building required by the Club and to furnish and equip the same (*subject to the approval of the Headmaster and/or Board of Trustees*).
- (h) To invest the moneys of the Club not immediately required for any of its objects, in such manner as from time to time may be determined.
- (i) To do all such other lawful things as are incidental or conducive to the attainment of the objects aforesaid, or any of them.

Subject to this constitution, the Club shall have all the powers of a natural person.

MEMBERSHIP

1. The members of the Club shall comprise life members, playing members and associate members.
2. **Life Members** – At any Annual General Meeting any member of the Club or College who has rendered outstanding service may be proposed by the Management Committee as a life member, and if elected shall thenceforth enjoy all Club privileges without payment of subscription.
3. **Playing Members** – Every pupil of Wellington College who shall have paid the subscription payable pursuant to clause 9 of this Constitution in respect of any calendar year shall, upon receipt of that subscription by the Treasurer, be a playing member from the beginning until the end of that year or earlier resignation pursuant to clause 11 hereof or expulsion pursuant to a decision made following the disciplinary process referred to in clause 12(3) hereof.
4. **Associate Members** – Every caregiver to a playing member shall, upon receipt of the subscription in respect of that playing member by the Treasurer, be an associate member while that playing member remains a playing member, and every honorary Vice President who is not a Life Member shall also be an associate member.
5. **Resignation** – A playing member may resign from the Club at any time upon giving written notice of his intention to do so to the Club Captain or by ceasing to be a pupil of the College. The Management Committee may in its absolute discretion decide to refund the unexpired portion of the subscription of any playing member who resigns before 31 October of the year.

DISCIPLINE

1. The Club shall adopt and maintain a code of conduct, which shall be observed by all playing members of the Club.
2. The Management Committee of the Club may from time to time amend the code of conduct, and any such amendment shall come into force one month after it has been adopted by the Management Committee, provided that every such amendment shall be submitted to the next following Annual General Meeting of the Club, which may approve, vary or revoke that amendment by simple majority, and its decision shall come into force the day after it is made.
3. Where the Management Committee of the Club receives a complaint that any playing member has breached the code of conduct, the complaint shall be determined pursuant to the disciplinary procedure adopted by the Management Committee for such purpose.

OFFICERS AND MANAGEMENT

Officers – The Officers of the Club shall comprise a Patron, a President, a Vice President, and Honorary Vice Presidents, an Honorary Secretary and an Honorary Treasurer.

1. The Patron shall be the Headmaster of Wellington College, provided that if the Headmaster should decline to accept appointment, the Management Committee may appoint as Patron some other person whom it considers would be appropriate.
2. The Honorary Vice Presidents shall consist of the Life Members of the Club and such other former officers or members of the Club in General Meeting elect after considering their service to the Club.
3. The Club Captain shall be a teacher at Wellington College and will be responsible for liaison between the playing members and the Management Committee.
4. The Honorary Secretary and Honorary Treasurer shall have all the customary duties and responsibilities of such officers to any particular directions given by the Club in general meeting or by the Management Committee.
5. **Management Committee** – The management of the Club shall be vested in a Management Committee consisting of the President, the Honorary Secretary, the Honorary Treasurer, the Club Captain and a maximum of 14 elected members.
6. The Management Committee shall be responsible for the implementation of the aims and objects as hereinbefore provided, and, in addition to any powers hereby specially conferred and may appoint sub-committees and in all things conduct and superintend the business of the Club and do all the things whatsoever on behalf of the Club which are not required by these rules to be done in general meeting.
7. The Management Committee shall appoint from among its members such number of persons as it is entitled to appoint as delegates to the Wellington Secondary Schools Cricket Association, and persons to represent the Club in the Wellington Cricket Association and to liaison with Wellington Collegians Cricket Club and such other cricket clubs as the Management Committee considers it desirable to maintain a close relationship.
8. **Vacancies** – any casual vacancy among the officers, Management Committee members or Honorary Auditor, including any vacancy not filled at the Annual General Meeting, may be filled by the Management Committee, whose nominee shall hold office until the next Annual General Meeting.
9. **Financial Year** – The financial year of the Club shall end on 31 December.

GENERAL YEAR

1. Annual General Meeting – The Annual General Meeting of the Club shall be held in the month of August. The quorum shall be 20 members. The business of the Annual General Meeting shall be to confirm the minutes of the preceding Annual General Meeting and of any Special General Meeting held since then, to elect a Patron, Officers, a Management Committee and Auditor who shall hold office from the day after the Annual General Meeting until the following Annual General Meeting, to receive the accounts of the Club for the year ending the preceding 31 December and a report from the Treasurer on the current finances of the Club, to fix the subscription for playing members for the following calendar year, and to transact any business notice of which shall have been given with notice of the Annual General Meeting, and any other business, notice of which has not been given, but which the meeting does not object to transacting.
2. Special General Meeting – Special General Meetings may be convened at any time upon requisition by the Management Committee or by petition to the President signed by 20 members stating the business that they wish to have transacted at the meeting. The quorum shall be 20 members. A Special General Meeting shall transact only that business notice of which shall have been given with notice of the Meeting, and any other business, notice of which has not been given, but which no more than five members present at the meeting object to transacting.
3. Notice of General Meetings – Notice of every General Meeting shall be given to all Vice Presidents by notice in writing, sent by ordinary mail to their last known address, and to all other members by written notice given to playing members by distribution at their form classes. Such notice shall be posted or distributed not less than 14 clear days before the date set for the Meeting. Such notice shall specify all the business to be transacted in sufficient detail to enable members to know the general nature of that meeting.

MANAGEMENT COMMITTEE MEETINGS

The Management Committee shall meet at such times, as it shall deem necessary for the transaction of business at the Club. Any member who shall absent himself from three consecutive meetings without reasonable excuse delivered to the Secretary shall be deemed to have vacated his office. Notice of a Meeting shall be given in writing posted to the last known address of every member not less than 7 clear days before the Meeting, provided that the President may convene a meeting to transact urgent business by such reasonable notice as he or she considers

appropriate given the urgency. The quorum shall be 8 members of the Committee.

PROCEDURE AT MEETINGS

1. The President shall be entitled to chair any Meeting at which he or she is present, and in his or her absence the Meeting shall be chaired by the Vice President or, in his or her absence, such other member present as the Meeting may elect to chair it. Unless otherwise required by the law or this Constitution, all elections and resolutions shall be determined by a simple majority of those present and voting by a vote in which each member present has one vote, other than the person chairing the Meeting who shall have a casting as well as a deliberative vote. In all other respects the procedure at a Meeting shall be such as the law and this Constitution provides and the Meeting itself determines, and in default of such a determination shall be that ordinarily followed by incorporated societies.
2. The Common Seal of the Club shall be kept in the custody of the Secretary and shall not be fixed to any document except with the authority of the Management Committee and the affixing of the Seal to any document be attested by the President or one other member of the Management Committee and the Secretary.

AMENDMENT

This Constitution may be amended, or revoked and substituted, by resolution of the majority of the members present at a General Meeting at which notice of the proposed amendment or revocation and its terms has been given to members in the manner described by clause 21 hereof.

WINDING UP

The Club may be wound up at any time by resolution of the majority of the members present at a General Meeting which resolution shall be confirmed at a Special General Meeting convened solely for that purpose not less than one month nor more than two months later, and upon the Club being wound up, its assets, subject to payment of all debts and liabilities existing at the time, shall be given to such person, corporation or incorporated society in New Zealand, chosen by the Management Committee in office immediately before the Club is wound up, and recognised by the law of New Zealand as a charitable person, corporation or incorporated society whose objects the Management Committee considers would promote the sport of cricket among secondary school-aged boys.

INCORPORATED – WHAT IS IT?

Incorporation simply means that its members are not liable for the debts of the club.

An incorporated society may do anything provided that:

- (a) Its activities are lawful
- (b) Its activities are not for the financial gain of the members
- (c) Its activities are authorised by the objectives in the club's constitution

There is no reason why your club has to be incorporated. If you are interested in knowing more you can contact either the Commercial Affairs Division, Department of Justice or your local Regional Sports Trust.