



## DETROIT DECCANS CRICKET CLUB (DDCC) RULES - 2007

### **1. Club's name and location**

The club's name is Detroit Deccans Cricket Club and its location is in Detroit (446 Daylily Dr, Rochester Hills, MI).

The club's language is English. The Club's meetings also use English.

### **2. Purpose and type of activities**

The club's purpose is to promote the interests of cricket and to make the game more widely known.

In order to achieve its ends/realize its purpose the club:

- organizes training and coaching sessions
- acquires necessary equipment
- organizes competitions, demonstrations, courses and social events

To support its activities the club can organize fund raising collections and sell raffle Tickets after acquiring the required license, engage in publishing activities, receive Donations and bequests and own goods and property necessary for its activities.

### **3. Members**

Anyone who accepts the club's purpose and rules may join the club. Members are accepted on application to the Club Committee.

The Club shall consist of Playing Members, Non Playing Social Members, Junior Members (under the age of 21 years on 1<sup>st</sup> March of each year) and Student or Unemployed Members.

Each candidate for membership of the Club shall forward to the Secretary a completed membership form together with payment of the Joining Fee and evidence of payment of the relevant annual subscription (e-bank receipt). Alternatively an electronic application form can be requested from the Secretary along with a unique Payment Reference Number. Membership will be confirmed on advice from the Treasurer that the fee has been paid.

### **4. Members - resignation and expulsion**

Members have the right to resign from the club by informing the Committee or the Chairman in writing or by registering the intention to do so at a club meeting as a minuted record.

The Committee can expel a member from the club, if the member has omitted to pay his due membership fee or otherwise omitted to fulfill those obligations to which he has bound himself by connection with the club or has by his conduct in the club or outside it, noticeably harmed the club or does no longer fulfill the requirements of membership mentioned either in law or in the club's rules.

Any member who is expelled or otherwise ceases to be a member of the Club by way of resignation or otherwise is not entitled to any return of subscription and remains liable for any subscription or match fees or other fees outstanding at that time.

The Committee, in its discretion, may choose to suspend a member for a specified period or impose any other disciplinary sanction upon that member as an alternative to expulsion.

### **5. Joining fee and membership fees**

The joining fee and the level of the annual subscription fee demanded from members is to be agreed at the Annual General Meeting (AGM).

All Members' annual subscriptions and Playing Members' Match Fees will be set by the Club at the AGM, based upon the recommendations of the Committee. In making these recommendations, the Committee will ensure that wherever possible reductions will be made for Junior and Student Members.

### **6. Committee**

A committee will look after the club's business, consisting of a chairman and three other club members.

The Committee's operational life is between AGMs.

The Committee shall select from within itself a Vice-Chairman, Ground and Fixtures Secretary, a Secretary and a Treasurer.

The Committee shall meet on invitation of the Chairman or in his absence the Vice-Chairman, when they consider there is a need for such a meeting or when at least half of the Committee members require it.

The Committee has authority (quorum), when at least half of its members, including the Chairman or Vice-Chairman present. Votes will be decided by a simple majority. In case of a draw then the chairman's vote decides, except in an election, where a ballot will decide.

The officers shall be proposed, seconded and elected by ballot at each Annual General Meeting (AGM) and shall hold office until the next AGM when they shall retire but be eligible for re-election.

The Committee shall meet not less than 4 times a year The Committee may co-opt members of the Club to attend and speak, but not vote, at its meetings.

The Committee shall appoint sub-committees to be responsible for certain activities of the Club and delegate to them such powers and duties as it may determine. Each sub-committee shall consist of at least three members of the Club and shall be chaired by a Committee member. See Table.

The members of the other sub-committees may be nominated at the Annual General Meeting by the members of the Club and shall be appointed by the Committee. The following sub-committees shall be initially formed and shall be chaired by the following Committee member:

<b>Sub-Committee</b>	<b>Responsibilities</b>	<b>Chairman + membership</b>
<b>General Sub-Committee</b> (Min 3 Members)	AGM, Social events and fund raising, administration, media and PR	Club Secretary + Club Treasurer + another
<b>Cricket Sub-Committee</b> (Max 4 Members)	Selection Committee and playing matters, training, development etc	Chairman or Vice Chairman, Captain, Vice Captain and Head Coach.
<b>Ground and Equipment Sub-Committee</b> (Min 3 Members)	Ground and match equipment	Ground and Equipment Secretary + Captain + another

### **7. Club signatories**

The club's designated signatories are the Chairman, Vice-Chairman, Secretary or Treasurer and no one else.

### **8. Financial year and auditing**

The club's financial year is one calendar year.

An official balance of accounts has to be given to the auditors at least three weeks before the AGM. The auditors need to give their official statement/report to the Committee at least two weeks before the AGM.

### **9. Club meetings**

The club AGM is held annually on a date defined by the Committee between the months of January and May.

An extraordinary club meeting is held when a club meeting so decides or when the Committee considers there to be a problem or when at least one tenth (1/10) of the club's members eligible to vote demand so in writing regarding a specific matter. The meeting must be held within 30 days of such a demand being presented to the Committee.

### **10. Notification of Club's Meetings**

The Committee must call for meetings to be convened at least four (4) days before the meeting date by posting letters, or by sending emails notifications to those members that have announced their email address to the club.

### **11. Annual General Meeting (AGM)**

The club's AGM will deal with the following items:

1. Opening of meeting.
2. Selection of the meeting chairman, secretary, two minutes takers and a vote counter as required.
3. Confirmation of the meeting's legality and authority.
4. Agreement of the meeting's order of proceedings.
5. Presentation of balance of accounts and auditors' report.
6. Decide on the balance of accounts confirmation and the discharge of liability to the Committee and to other accountable parties.
7. Confirm joining and membership fee levels for the year.
8. Choose incoming Committee chairman and other members.
9. Choose one or two auditors, and a vice auditor.
10. Deal with other items mentioned on the agenda.

Should a club member wish to have something dealt with at the AGM he must inform the Committee in writing in good time so it can be added to the agenda.

### **12. Rule changes and club dissolution**

A decision regarding a change to the rules and the club's dissolution has to be made in a club meeting with at least a three quarters (3/4) majority. The meeting agenda must mention the change to the rules or club dissolution.

When the club is dissolved, the club's monies shall be used to promote the club's aims in a way decided by the final meeting which decides to dissolve the club. If the club is closed down, its monies shall be used for the same purpose.

### **13. Club Colors and Match Day Kit**

The Club colors shall be white and/or Colored. All players must wear the appropriate colored clothing on match days.

### **14. Duties of the Club Chairman**

The duties of the Chairman include the efficient and business like management of club meetings, including firm and fair meeting chairmanship.

The Chairman has a key role to play in safeguarding the club's interests with respect to dealings with other clubs in the league.

The Chairman must be open, accessible and accountable to all members.

The Chairman will chair the **Selection Committee**.

### **15. Duties of the Vice-Chairman**

The Vice-Chairman will delegate for the duties of the Chairman as required.

The Vice Chairman will have a specific focus on the development of the junior game, including seeking sources of financial support for sports development as well as development of coaching and umpiring skills within the club.

#### **16. Duties of the Ground and Equipment Secretary**

The Ground and Equipment Secretary will have a specific focus on the maintenance and development of the Club's ground, wicket and ensuring adequate equipment is available for training and on match days including match ball acquisition, storage and provision.

#### **17. The Captain's Duties**

The Captain will participate in the 1<sup>st</sup> XI Selection Committee procedures. The Captain will choose his own Vice-Captain. The Captain is expected to attend all club training sessions in order to be able to serve the Selection Committee adequately, or arrange for him Vice Captain to attend in his place.

The Captain will be responsible for all match day decisions regarding conduct of the team in the game and including help with travel arrangements for away matches.

The Captain will be the first point of contact with respect to fixture changes but must consult the Ground and Equipment Secretary BEFORE agreeing to fixture changes.

#### **18. Duties of the Secretary**

The Club Secretary must conduct the correspondence of the Club and have the custody of all official documents belonging to the Club.

The Club Secretary must keep full and correct minutes of all proceedings of the Club Committee. The Club Secretary must ensure that official paperwork is submitted regarding the incorporation of the club as a sports club with the Finnish authorities.

The Club Secretary shall keep a copy of these Rules and a register of members' membership numbers, personal contact details and a record of their eligibility to vote at the AGM (their subscriptions having been paid).

The Club Secretary shall (personally or via delegation) maintain and update the club website.

The Club Secretary shall supply prospective new members with an application form for membership (on request).

#### **19. Duties of the Treasurer.**

The Treasurer must keep the accounts of the Club and must make up the annual Statement of Accounts and Balance Sheet of the Club for audit. The Accounts will be made up to 31st December each year.

The Treasurer shall update the Secretary regularly regarding the payment of club subscriptions by members.

The Treasurer shall apply the club fee part year formulas and discounting rules as agreed at the AGM and apply any such end of year discounts to fees due in the forthcoming subscription year.

The outgoing Treasurer shall prepare a financial plan and cash flow forecast recommending changes to membership fee levels. The incoming Treasurer shall update this forecast based on the decisions reached in the AGM on the level of membership fees for the coming year.

The treasurer shall maintain a full inventory of all the Club's equipment and property.

#### **20. Duties of all playing members**

All playing members must help with the training and match day preparations and clear up jobs under the direction of the Ground and Equipment Secretary.

In order to assist the Ground and Equipment Secretary with essential tasks the first 6 players to arrive at training or on a match day will prepare ground and the last 6 players will clear away the equipment at the end of play.

#### **23. Club Rules**

Every member is bound by and must submit to these Rules.

***The rules and constitution as shown above have been read, discussed and approved at the Annual General Meeting of the members of Detroit Deccans Cricket Club held at Troy-MI, April 27<sup>th</sup> 2007.***