

## **BY-LAWS OF THE WESTS ILLAWARRA CRICKET CLUB INCORPORATED**

### **BY-LAWS**

1. The definitions and interpretations used throughout these By-Laws are those, which apply to the Constitution of the *Wests Illawarra Cricket Club Incorporated*.
2. These By-Laws are governed by and shall be read in conjunction with the Association's Constitution.
3. Alteration to the By-Laws of the Association can only be affected at a general meeting of the Association of which notice has been duly given. Such By-Laws may be altered only by a special resolution.

### **THE COMMITTEE**

4. The Committee will meet at least 6 times in each calendar year on a date and time to be fixed. Additional meetings of the Committee may be convened by the President or by any member of the Committee by giving 48 hours notice or shorter notice if agreed by all Committee members. The Secretary or his/her delegate will record in the Minutes the names of all Committee members present.
5. The Committee will be responsible for enforcing the Constitution and the By-Laws of the Association including the conduct of any member or visitor.
6. The Executive of the Association will consist of the President, Secretary and Treasurer. The Executive may in between meetings of the Committee, but only in matters that the Executive considers urgent or on which a decision should not be postponed until the next meeting, exercise any or all of the powers conferred by the Constitution on the Committee.
7. The Committee may form and appoint sub-committees. All sub-committees formed at the discretion of the Committee will be subject always to the control of the Committee.
8. All decisions of any sub-committee will be subject to ratification, alterations or revocation by the Committee. When the Committee adopts a rule, policy or procedure, a sub-committee in following that rule, policy or procedure will subsequently report its actions to the Committee for approval. A sub-committee will not take any action, which is at variance with a Committee rule, policy or procedure without Committee approval.
9. The President of the Association will be ex-officio a Member of all committees.
10. The Committee will determine the number and types of Association teams to be entered in the various competitions each season.
11. The Committee will appoint a junior sub-committee to manage all junior teams.
12. The Committee will seek nomination and elect the Grade Selection Committee, consisting of all grade captains and one independent selector not less than one month prior to the commencement of each season.

13. The Committee will appoint an Appeals Committee on such terms and conditions (not inconsistent with these Rules or the Act and Regulation) as the Committee may require from time to time. The role of any Appeals Committee will be to adjudicate any appeals from resolutions of the Committee concerning the disciplining of members.

#### **JUNIOR SUB-COMMITTEE**

14. The Committee will endeavour to form a junior sub-committee each season to promote the objectives of the Association at junior levels, and to manage and coordinate the junior affairs.
15. The junior sub-committee will comprise of a chairperson, junior development officer, publicity officer (elected annually at a meeting of the junior sub-committee), interested volunteers and all junior coaches and managers.
16. The junior sub-committee are to be financial Senior Members of the Association who have attained the age of 16 years, for reasons of liability and insurance.
17. The junior sub-committee will nominate members to be delegates to the Illawarra Junior Cricket Association Incorporated.
18. The junior sub-committee will attend to the junior administration, organise teams and coaches to participate in the competitions and any other functions determined by the Committee. The junior sub-committee will have the authority to operate and function but is subject to the absolute control and supervision of the Committee as defined in By-law 8.

#### **GRADE TEAMS**

19. The Committee will determine the number of grade teams to be entered in the competition each season.
20. The Committee will approve a member's eligibility prior to their consideration for selection in teams.
21. Teams will be selected from such eligible members dependant on their ability, irrespective of age or membership classification.
22. All members will be responsible for giving the selection committee reasonable notice of their unavailability for selection.
23. Any member after being selected, refuses to play with the teams, fails to attend on any day of a match, or is a late arrival without consent, will provide the Committee with a reasonable explanation. The Committee has the authority to reprimand, suspend or disqualify a member from selection eligibility in accordance with these By-laws whose explanation is unsatisfactory.

#### **JUNIOR TEAMS**

24. The Committee and junior sub-committee will determine the number of junior teams to be entered in the junior competitions each season.
25. All junior members must be financial prior to their participation in any junior team.

26. All junior coaches / managers or assistants who are directly supervising junior members are to be financial Senior Members of the Association who have attained the age of 16 years, for reasons of liability and insurance.
27. Junior teams will comprise of eligible junior members as determined by the junior sub-committee based on the respective age competition structures each season.
28. The junior sub-committee will firstly handle all matters pertaining to the junior members or teams and report all such matters to the Committee.
29. Any junior member after being selected, refuses to play with the team, fails to attend on any day of a match, or is a late arrival without consent, will provide the Committee with a reasonable explanation. The Committee has the authority to reprimand, suspend or disqualify a member from selection eligibility in accordance with these By-laws whose explanation is unsatisfactory.

#### **PRESIDENT**

30. The President will preside as Chairperson at all meetings, ensure the Management of the Association is carried out in accordance with the Constitution and these By-laws and delegate such duties as is seen fit to ensure the proper running of the Association.

#### **SENIOR VICE PRESIDENT**

31. The Senior Vice President will act as Chairperson at meetings in the President's absence and carry out such duties of the President which the President is unable or unwilling to do.

#### **SECRETARY**

32. The Secretary will, as soon as practicable after being appointed Secretary, lodge notice with the Association of his or her address.
33. The Secretary will keep a record of all business conducted by the Association, including minuting the income and expenditure, issue notices of meetings, conduct all correspondence, keep a property register, and may in the absence of the Treasurer, receive any monies and issue receipts.
34. The Secretary will undertake the secretarial duties for all sub-committees, however may delegate such secretarial duties as required to the assistant secretary from time to time.
35. The Secretary will ensure the Minutes of proceedings at a meeting are signed by the Chairperson of the next succeeding meeting and distributed to interested parties.

#### **ASSISTANT SECRETARY**

36. The Assistant Secretary will be responsible for the distribution and collection of material to the captains of the respective teams and carry out any duties, which may be allotted by the Secretary and the Committee.

#### **TREASURER**

37. The Treasurer will arrange and manage the financial activities of the Association ensuring that all monies due are collected and received, and that all payments authorised by the Association are made.
38. The Treasurer will keep full details of all receipts issued for monies received and deposit all monies in the name of the Association with the nominated financial institution as determined by the Committee.
39. The Treasurer will arrange for all expenditure to be paid on behalf of the Association.
40. The Treasurer will keep a register showing each member's name, address and whether he/she is financial.
41. The Treasurer will arrange, prepare and present, the financial statements required for all Committee meetings and the Annual General Meeting.

#### **PUBLICITY OFFICER**

42. The Publicity Officer will be responsible for organising Publicity releases or advertisements and prepare the Association Newsletter for distribution as directed by the Committee.
43. The Publicity Officer will be responsible for consolidation all Association playing statistics, including the processing of Association results and the arranging of the appropriate player regrades to the various Associations as required.

#### **JUNIOR CHAIRPERSON**

44. The Junior Chairperson will be responsible for the co-ordination and delegation of the junior administrative activities to ensure the proper and efficient running of the junior sub-committee and teams as directed by the Committee.
45. The Junior Chairperson will preside as Chairperson at all junior sub-committee meetings and will attend meetings of the Committee as required.

#### **JUNIOR DEVELOPMENT OFFICER**

46. The Junior Development Officer must have a current accreditation to the relevant Cricket Authorities (eg. Australian Cricket Board) and will be responsible for the overseeing of coaching development programs for all junior coaches, members and teams.
47. The Junior Development Officer will have a close working relationship with the Committee, Junior Chairperson, junior teams, senior coaches and players as required and will report feedback as required.

#### **AFFILIATION BODY DELEGATES**

48. The Committee will appoint members to be delegates to the various affiliated bodies.
49. The delegates will regularly attend the meetings of the affiliated bodies, vote in accordance with the direction given by the Committee and report to the Committee at its next meeting.

#### **GRADE SELECTION**

50. The Selection Committee will consist of all the appointed grade captains and one independent selector.
51. Should the Committee appoint a Club Coach in any season, that person shall automatically become a selector. If the Club Coach is non-playing or alternatively, playing but not a grade captain, the Club Coach will then assume the position of independent selector. The selection committee from its members shall elect and appoint a Chairman of Selectors.
52. The selection committee will meet and select teams no later than the Tuesday prior to the commencement of matches. Teams selected will be announced and/or posted at the first available training session after.
53. The selection committee will have the sole right of selection of eligible members (as defined in By-law 20) and will ensure all teams have sufficient playing numbers and a nominated vice captain.
54. The Chairman selector, or in their absence, the respective team's captain will personally notify any member who is being regraded from a team prior to the announcement of the teams.
55. If any captain has been permanently changed, the new captain will be appointed to replace the existing team captain on the selection committee respectively.
56. The selection committee will advise and provide all necessary information to the Committee to obtain appropriate player regrades as required.

#### **CAPTAINS AND VICE CAPTAINS**

57. The captain of each team will be responsible for the proper and efficient running of the team. The vice captain will provide assistance to the captain and in the absence of the captain assume the role of captain. In the absence of both, the team will elect a responsible member.
58. The captain and vice captain will be responsible for the control and conduct of all team members.
59. The captain and vice captain may delegate any off field team responsibilities or duties amongst the team members as required for the efficient running of the team.
60. The captain and vice captain will provide relevant team information to various committees and media sources as directed by the Committee.

#### **ANNUAL GENERAL MEETINGS**

61. The Annual General Meeting of the Association will be convened if practicable during the month of July in each year, on a date and time to be fixed by the Committee.
62. The agenda for the Annual General Meeting will be:
  - (a) to confirm the minutes of the previous annual general meeting and any other special General Meeting held since that meeting;
  - (b) the Chairperson's address;
  - (c) to receive the Annual Report and Balance Sheet;

- (d) to receive and consider the statement which is required to be submitted to members under section 26(6) of the Act.
- (e) to deal with correspondence;
- (f) to receive and deal with the Constitution and resolutions;
- (g) the election of Life Members;
- (h) the election of the Management Committee as follows; President, Senior Vice President, Secretary, Assistant Secretary, Treasurer, Publicity Officer and a minimum of 3 Committee Persons;
- (i) the appointment of delegates to be members of the various affiliated bodies;
- (j) the appointment of an appeals committee;
- (k) to nominate the Patron(s), Vice-Presidents and Auditor;
- (l) such other business as may be brought forward in conformity with the Constitution of the Association.

### **COLOURS**

- 63. The colours of the Association will be Red and Blue (Navy) with a Red Devil insignia as the emblem. All players will appear in matches in proper cricketing attire, and if possible wear the Association colours.

### **TROPHIES AND AWARDS**

- 64. The Association may present annually, trophies and awards, in recognition of performance or service.
- 65. The list of awards and trophies, together with the relevant scoring systems for each will be kept in the Associations manual and may be altered, changed or added to, at the discretion of the Committee provided the alterations are notified to the members prior to each season.
- 66. The Association award known as the "West's Service Medal" as detailed in the Association manual must be obtained by a member as a pre-requisite before that member could be considered for nomination as a Life member.

### **PATRONS**

- 67. The members at the Annual General Meeting may appoint a Patron or Patrons from time to time upon a recommendation being made by the Committee to the meeting and such Patron or Patrons will thereby be deemed Honorary members of the Association and subject to the Constitution will remain Honorary members while a Patron.

### **VICE-PRESIDENTS**

- 68. The members at the Annual General Meeting may appoint a Vice-President or Vice-Presidents from time to time upon a recommendation being made by the Committee to the meeting and such Vice-President or Vice-Presidents will thereby be deemed Honorary members of the Association and subject to the Constitution will remain Honorary members while a Vice-President.

**AUDITOR**

69. The members at each Annual General meeting will appoint an Auditor, who shall not be a member of the Association, upon a recommendation being made by the Committee to the meeting. The Auditor shall audit the financial records of the Association at the completion of each financial year and prior to the next Annual General meeting.

**WESTS ILLAWARRA CRICKET CLUB INCORPORATED**

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## **WESTS ILLAWARRA CRICKET CLUB INCORPORATED**

### **BY-LAWS – AMENDMENT DETAILS**

| <b>By-Law</b>                     | <b>Description</b>                                                                                                                      | <b>Version</b> | <b>Date</b> |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|
| All                               | Adopted By-laws                                                                                                                         | V1             | July 2002   |
| Added 65                          | Trophies and Awards<br>Re: Wests Medal criteria                                                                                         | V2             | March 2005  |
| Delete 12,<br>mods 49 –<br>55, 61 | Committee, Grade Selections & Annual<br>General Meetings<br>Re: Change from committee appointed<br>captains to member elected selectors | V3             | July 2006   |
| New 12,<br>mods 50 –<br>56, 62    | Committee, Grade Selections & Annual<br>General Meetings<br>Re: Change to committee appointed<br>captains & selectors                   | V4             | July 2007   |