

# DEVON CRICKET YOUTH ASSOCIATION

## CONSTITUTION

### 1. Name

- 1.1. The name of the organisation shall be the Devon Cricket Youth Association (referred to in this document as either “the Youth Association” or “the DCYA”).

### 2. Affiliation to the Devon Cricket Board Ltd

- 2.1 The Youth Association shall be a constituent member of the Devon Cricket Board Ltd (referred to in this document as “the DCB”) and shall exercise, fulfil and exploit all rights, responsibilities and opportunities arising there from in the interests of the playing and development of youth cricket in Devon.

### 3. Aims

- 3.1. To actively govern and promote the playing and development of the game of youth cricket at all levels and age groups in Devon and in so doing to promote excellence in playing and coaching youth cricket.
- 3.2. The DCYA shall be the governing body for youth cricket in Devon and in discharging this role will adhere to the rules, Regulations and Codes of the DCB & England & Wales Cricket Board (ECB).
- 3.3. To encourage the upholding of the traditions and standing of the game of cricket in accordance with both the Laws of Cricket and the “*Spirit of Cricket*”.
- 3.4. To represent the views of the DCYA and the interests of members at both regional and national levels and with appropriate bodies, and provide effective channels of communication on behalf of those playing youth cricket in Devon with those other levels and organisations.
- 3.5. To co-ordinate the activities of all youth cricketing bodies and other appropriate and related agencies within the County of Devon.
- 3.6. To be open in carrying out the Youth Association’s business and in taking account of the views of organisations and individuals that wish to contribute to youth cricket in Devon.
- 3.7. To uphold and operate a policy of non-discrimination. Accordingly, representation on the Youth Association shall be open only to organisations whose Constitution includes the following statement “Membership shall be open to all, irrespective of age, gender, disability, race, colour, creed, ethnic origin, social status, and sexual orientation” or one to the same effect.

## 4 Objectives

- 4.1 To determine policies for the development of youth cricket in Devon in accordance with national, regional and local priorities and available resources.
- 4.2 To prepare, approve, implement and periodically review and revise as appropriate a Development Plan for youth cricket in Devon. This shall be done in the context of any County and National Strategy for the development of the game.
- 4.3 To support and develop players in order to encourage selection and representation of Devon cricketers at school, club, district, county, regional and national levels.
- 4.4 To ensure that whatever resources come under the control or influence of the Youth Association are used effectively and efficiently in achieving the aims of the Youth Association as set out above.
- 4.5 To apply to all appropriate sources for grant support or sponsorship for the benefit of the Youth Association's aims and where appropriate distribute aid from whatever sources to improve the playing of youth cricket and the development of facilities in Devon to enhance this objective. Within this overall objective to also give appropriate support to applications from affiliated clubs and organisations that make a contribution to the Youth Association's *Aims and Objectives*.
- 4.6 To adopt, implement and support policies to ensure the welfare of young people playing cricket.

## 5. Membership

- 5.1 **Membership of the Youth Association.** The voting composition of the Youth Association shall consist of the Officers of the Youth Association (as specified in Clause 6.2 below), and one representative each from the:
  - Devon Cricket Coaches' Association
  - County Age Group & EPP committee
  - District committee or group
  - Leagues committee or group
  - School's committee or group
- 5.2 The Youth Association shall have the power to co-opt up to a maximum of three additional persons to become members of the Youth Association, all of whom will thereupon have voting rights.
- 5.3 In relation to the various bodies who have nomination rights for a representative on the Youth Association (as set out in Clause 5.1 above) it shall be the normal expectation that the representative on the Youth Association will be the Chairperson or a nominated representative. In cases of the District and Leagues committees or groups the nominated representative will normally rotate annually from region to region (eg. North, East, South, West). If the nominated representative cannot attend then the respective committee or group are entitled to nominate another representative to attend on their behalf.

**5.4 Devon Affiliated Membership of the Youth Association.** All agencies affiliated to the DCB established for the playing of cricket in Devon and located within the Administrative County of Devon, the City of Plymouth or the Borough of Torbay.

## **6. Appointments by, and working arrangements of, the Youth Association**

**6.1 Appointments of representatives to the Youth Association.** The various bodies mentioned in Clause 5.1 above as being entitled to nominate a representative to the Youth Association shall do so by their own formal processes and shall then formally notify the Honorary Secretary of the Youth Association of the identity of their representative from time to time. Until such notice has been given to the Honorary Secretary of the Youth Association, the relevant representative shall not be entitled to attend meetings of the Youth Association or vote at them.

**6.2 Officers of the Youth Association.** The Youth Association shall appoint a Chairperson, Honorary Secretary, Honorary Treasurer and a Child Welfare Officer. These appointments need not necessarily be made from within the Youth Association membership. Each of these four officers shall become Members of the Youth Association on appointment if they are not already a member.

**6.3 Terms of office.** For the sake of clarification it is the intention that such officers should normally serve for a three-year term on appointment. Initial and transitional arrangements are set out below in Clause 6.5 for the first terms of office of these officers. If however such an officer fails to complete their initial or any subsequent term of office then a successor shall then be appointed whose initial term of office before eligibility for re-election shall run for what would have been the remaining term of office of his or her predecessor. That person shall then be eligible for a further term (or further terms) of appointment.

**6.4** For the avoidance of doubt, if one of the Officers mentioned in Clause 6.2 above is appointed from one of the members representing an organisation on the Youth Association then that organisation shall be entitled to appoint another representative to membership of the Youth Association.

**6.5 Initial appointment of Officers and the establishment of appointments by Rotation.** In order to avoid a situation in which the incumbents of all the offices of the Youth Association are due to be appointed (or re-appointed) at the same time, a system of appointment by rotation is hereby being established. All the Officers of the Youth Association will be first appointed at the first Annual General Meeting of the Youth Association. The initial terms of office of each such office-holder shall be as now indicated:

- The Honorary Treasurer shall serve for a maximum of one year initially with that initial term of office ending at the second Annual General Meeting;
- The Honorary Secretary shall serve for a maximum of two years initially with that term of office ending at the third Annual General Meeting;
- The Chairperson and the Child Welfare Officer shall serve for a maximum of three years initially with that term of office ending at the fourth Annual General Meeting.

**6.6** Each such Officer shall be eligible for reappointment for a second and subsequent term of office. Such re-appointment (or the appointment of a successor) shall be done on the three-yearly anniversary of the expiry of the very first term of office for such office-holder. Thus a pattern of a three-yearly rotational cycle of appointments of Officers of the Youth Association will be established.

- 6.7 Any nomination for an Officer of the Youth Association shall be made in writing to the Honorary Secretary at least fourteen days before the Youth Association Meeting at which the appointment is to be made. All nominations shall be supported both by a proposer and a seconder both of whom shall have been members of the Youth Association for at least twelve months at the time they subscribe that nomination.
- 6.8 Each voting member of the Youth Association will have one vote, except the Chairperson who will be empowered to exercise a second and casting vote where otherwise there is an equality of votes cast for any proposition.
- 6.9 The Youth Association shall meet at least twice a year, and in addition hold an Annual General Meeting.
- 6.10 The Youth Association shall be empowered to hold such further meetings as it shall from time to time consider necessary for properly conducting the business of the Youth Association.
- 6.11 Notice of no less than 28 days of all Youth Association Meetings and the Annual General Meeting will be given to each Youth Association member in writing.
- 6.12 The quorum for Youth Association meetings will be five members of the Youth Association. This shall include at least two Officers as specified in Clause 6.2 above.
- 6.13 The Youth Association may establish such other Committees as it from time to time thinks fit, and may delegate them to such functions as it decides.
- 6.14 **Urgent Action.** In all cases of urgency and the need for urgency precludes action through a formal meeting of the Youth Association, the Honorary Secretary (acting in consultation with the Chairperson) shall be empowered to exercise the powers of the Youth Association (including that of appointing members to an ad hoc Committee for the purposes of dealing with a specific case). In all cases where the Honorary Secretary exercises powers in these circumstances a formal report of the action taken and the circumstances in which it was taken, shall be submitted by the Honorary Secretary to the next meeting of the Youth Association.
- 6.15 **The Annual General Meeting of the Youth Association.** This shall be held between 1 October and 31 December in every year. The requirement for Notice of Meetings is specified in Clause 6.11.
- 6.16 The Business to be transacted at the Annual General Meeting shall be specified on the Agenda and shall include: the receipt of a report on the membership of the Youth Association for the next ensuing year (see Clause 6.1); the election of Officers having regard to the principles of rotation (see Clauses 6.2, 6.3, 6.5 and 6.6); the co-option of Members to the Youth Association (see Clause 5.2); the receipt and approval of the Accounts of the Youth Association

## 7. Administration and Finance

- 7.1 The Youth Association shall be empowered to establish such other Committees as it shall judge to be desirable in the interests of the efficient discharge of the functions of the Youth Association.

- 7.2 The Youth Association shall be empowered to invite such other persons, as it deems appropriate to attend its meetings and deliberations.
- 7.3 At an early opportunity after the first establishment of the Youth Association, the Youth Association shall take appropriate steps to ensure that statements of the individual responsibilities ("job descriptions") for each of its Officers are prepared and fully documented.
- 7.4 Minutes of all meetings of the Youth Association and of such Committees as it shall establish from time to time shall be produced by the Honorary Secretary expeditiously after all such meetings and made available to all members.
- 7.5 The Honorary Treasurer will keep proper records of all accounts, transactions, assets and liabilities that give a clear and accurate view of the financial affairs of the Youth Association.
- 7.6 It shall be within the responsibilities of the Youth Association (and in the absence of a decision of the Youth Association, of the Honorary Treasurer) to address the need for appropriate insurance policies to protect the interests of the Youth Association. This shall include public liability insurance and in the event of the Youth Association exercising any responsibilities as an employer appropriate Employers Liability Insurance. It shall be the responsibility of the Honorary Treasurer to ensure that all requisite insurance premiums are paid and kept fully up to date at all times.
- 7.7 The Youth Association's financial year shall commence on 1 October in one year and end on the 30 September in the following year.
- 7.8 The accounts for each year will be reported to the Annual General Meeting of the Youth Association within three months of the end of the financial year, and shall be made available to all affiliated members on request. The accounts shall be circulated to Members of the Youth Association in advance of each Annual General Meeting.
- 7.9 The Honorary Treasurer shall make arrangements for the annual accounts to be appropriately checked before submission to the Annual General Meeting. An appropriate Accountant or Checker to undertake the checking shall be appointed annually at the Annual General meeting
- 7.10 Following acceptance by the Youth Association, a copy of the accounts will be sent to the DCB Ltd and appropriate cricket authorities as and when requested by the appropriate authorities.
- 7.11 The Youth Association shall appoint a delegate to the DCB Ltd at its Annual General Meeting. This role will normally be undertaken by the Chairperson of the Youth Association.

## 8 Discipline

- 8.1 **General conduct.** All Members of the Youth Association and of all bodies affiliated to the Youth Association shall be expected to conduct themselves both on and off the field of play in such a way as to avoid bringing themselves, the Youth Association, or the game of cricket into disrepute. The Youth Association shall be empowered to investigate any complaints made by or against a Member of the Youth Association, any Club or organisation in affiliation with the Youth Association. The Association will have the right to

exclude any club, organisation or individual from continued affiliation with the DCYA, but without otherwise limiting the power of sanction or penalty.

## **9 Dissolution of the Youth Association**

- 9.1 In the event that the Youth Association either ceases to exist or a decision is taken that it be dissolved for any reason, such assets and monies of the Youth Association shall then, after the settlement of all its liabilities, be distributed in such a manner as the Devon Cricket Board Ltd shall advise but with the specific interests of benefiting the continued fostering and development of youth cricket within the County of Devon.

## **10. Alterations to this Constitution.**

- 10.1 Alterations to this Constitution may only be made at the Annual General Meeting of the Youth Association or at a Special Meeting of the Youth Association where the quorum shall be nine appointed members. No alterations shall be approved unless full notice of the proposed changes has been given to the full membership of the Youth Association in the Notice convening the Meeting. There shall be at least a two-thirds majority of those present at the meeting voting in favour of the change for it to approve.