



Leicestershire & Rutland Association of Cricket Officials Constitution and Standing Orders



Constitution

1. Title and Headquarters

Leicestershire & Rutland Association of Cricket Officials (L&R ACO) is the County Branch of the England and Wales Cricket Board Association of Cricket Officials (ECB ACO) dedicated to the matters of umpiring and scoring; L&R ACO is a member of Leicestershire and Rutland Cricket Limited (L&RCL); L&R ACO's headquarters shall be c/o Leicestershire and Rutland Cricket Limited, County Ground, Grace Road, Leicestershire LE2 8AD.

2. Motto

The motto of L&R ACO shall be *Sine Dubio* (Without Doubt)

3. Objectives

- a. To promote interests of cricket officials in particular, and cricket in general, in Leicestershire & Rutland, in conjunction with all appropriate local bodies and branches of National Associations, and, where appropriate, similar bodies in neighbouring counties.
- b. To develop, implement and extend education & training for umpires and scorers within Leicestershire & Rutland.
- c. To adopt and implement all ECB's guidance and directions concerning welfare and safety of players and spectators, especially their 'Safe Hands' policy.

4. Membership

- a. Voting Members: those members of ECB ACO who have confirmed it is their wish for the L&R ACO to be their first choice of County Board.
- b. Non-voting Members: those members of ECB ACO resident within the cricketing county of Leicestershire and Rutland who wish to be Members of L&R ACO but have chosen to be a member of another County ACO and its associated Cricket Board.

5. Annual General Meeting (AGM)

- a. An Annual General Meeting (AGM) of members, to whom at least 14 days notice and proposals to any changes to this Constitution will be given, shall be held on the second Monday in November of each year at a time and venue to be fixed by the Committee. Its function will be to:
 - i. Receive apologies for non-attendance;
 - ii. Receive and approve the minutes of:
 - a) The previous AGM;
 - b) Minutes of any Emergency General Meeting(s) (EGM) which have taken place since the last AGM;
 - iii. Consider matters arising from those minutes;
 - iv. Receive the Chairman's Report;
 - v. Receive the Secretary's Report;
 - vi. Receive the Treasurer's Report incorporating the annual accounts ending the previous 30th September;
 - a) Receive the Independent Examiners' Report on L&R ACO accounts for the financial year ending the previous 30th September;
 - b) Approve the accounts;
 - vii. Receive the Performance Officer's Report;
 - viii. Receive the Education Officer's Report;
 - a) Admin
 - b) Training
 - ix. Receive the Appointments Officer's Report;
 - x. Receive the Scorers Officer's Report;
 - xi. Receive the Welfare Officer's Report;
 - xii. Fix subscription levels for the coming year to cover any anticipated costs identified in the Treasurer's Report (paragraph (para) 5.a.vi.) to be met out of the Main Accounts and when required;
 - xiii. Elect to serve for the following year from L&R ACO's membership, as defined in para 4 of this constitution, the L&R ACO officers:
 - a) Chairman;
 - b) Vice-Chairman;
 - c) Secretary;
 - d) Treasurer;
 - e) Performance Officer;
 - f) Education Officer (Administration);
 - g) Education Officer (Training);
 - h) Appointments Officer;
 1. Assistant . Universities;
 2. Assistant . Leicestershire Young Cricketers;
 3. L&RCL Umpires Committee;
 - i) Premier to Division 3 Appointments Secretary;
 - ii) Premier to Division 3 Assistant Appointments Secretary;
 - iii) Division 4 to Division 6 Appointments Secretary;
 - iv) Division 4 to Division 6 Assistant Appointments Secretary;
 - v) Division 7 to Division 10 Appointments Secretary;
 - vi) Division 7 to Division 10 Assistant Appointments Secretary;
 - i) Scorers Officer;
 - j) Welfare Liaison Officer;
 - k) Website Manager;

- l) Elect three additional voting members, as defined in para 4, to serve on the Committee. These members elected under this clause can serve no more than three years, after which they may stand for re-election should they so wish;
 - m) Elect a Young Officials Representative;
 - n) Appoint two Independent Examiners;
 - o) Consider any nominations for Life Membership of L&R ACO;
 - p) Consider any nominations for Vice Presidents for L&R ACO;
 - q) Consider and, if appropriate, act on any motions received pertaining to the L&R ACO and its Constitution;
 - r) Receive any other business (AOB) at the discretion of the meeting;
- b. Resolutions to be submitted to an AGM, unless proposed by the Committee, shall be proposed and seconded by at least two voting members of L&R ACO and received in writing by the Secretary not later than 30th September prior to the AGM.
 - c. No amendment to motions on the agenda may be moved at the AGM. Members who wish to raise any emergency matter not on the agenda must notify the Secretary in writing prior to the commencement of the meeting. The meeting Chair shall notify the meeting at the outset of the written request and with the consent of at least two thirds of the voting members present, an emergency motion may be moved and amendments thereto taken.
 - d. Nominations
 - i. All nominations for Officers and Committee shall be proposed and seconded by voting members of L&R ACO, and received in writing not later than the 30th September prior to the AGM, or may be proposed and seconded by members of L&R ACO at the AGM, provided that the nominees are present and are prepared to accept such nominations.
 - ii. If a nomination is made in writing as per para 5.d.1 the Secretary shall notify each nominee of their nomination and the right to withdraw their candidature by notifying the Secretary in writing not later than twenty one days before the AGM.
 - iii. If there is more than one candidate for any office, a ballot shall be taken at the AGM and each voting member of L&R ACO shall be entitled to one vote in respect of each office to be filled. Votes must be recorded on the official ballot papers supplied or by a show of hands as directed.
 - iv. There being no valid nomination at the AGM in respect of any office or vacancy on the Committee, the Committee is empowered to fill the vacancy in accordance with its duties under clause 7.
- 6. Extraordinary General Meeting (AGM)**
 An Extraordinary General Meeting (EGM) may be called by the Committee or by 20 fully paid-up voting members as defined in para 4 of this constitution. It shall discuss only the business on the notice of the meeting. At least fourteen days written notice must be given to all members of such an EGM along with its purpose, agenda, time and venue.
- 7. Committee**
- a. The Committee elected at the AGM shall meet at least twice annually and on occasions where considered necessary, in carrying out their responsibilities for:
 - i. Administrating L&R ACO according to its Constitution and Rules;
 - ii. Maintaining L&R ACO's financial affairs in good order;
 - iii. Dealing with emergency matters;
 - iv. Ensuring that no financial liabilities be incurred or payments made except under a special or general authorisation of the Committee;
 - v. Considering and dealing with administration matters affecting the interests of Members of L&R ACO, whether raised by voting Members thereof or arising in communications from ECB ACO or L&RCL;
 - vi. Any training and other equipment being maintained in good repair, its use controlled and adequately insuring against any damage and loss or theft;
 - vii. Establishing Sub-Committees as deemed fit and proper. Decisions of any Sub-Committees shall be reported to the Committee as recommendations;
 - viii. Receiving at each meeting reports from Sub-Committees and L&R ACO Officers and take steps necessary to maintaining effect management of L&R ACO
 - ix. Co-opting any additional member, not exceeding two, to the Committee. Any Officer or member of the Committee so appointed shall hold office only until the next following AGM, but then shall be eligible for re-election.
 - b. The Committee may, when deemed to be in the best interests of L&R ACO, amend and augment between AGMs the Constitution and Rules of L&R ACO ensuring all Members are informed in writing of any such changes. Any such changes must be formally agreed at the next AGM or and subsequent EGM called that includes them in that meeting's agenda.
- 8. Trustees**
 The Committee shall appoint three Trustees; normally the Chairman, Secretary and Treasurer of L&R ACO.
- 9. Interpretation**
 The Committee is responsible for the interpretation of the Constitution and shall present their recommendations to either an EGM or AGM for ratification by the Membership on any matters on which this Constitution is silent. Any such decisions shall be binding upon all members.

10. Duties of L&R ACO's Officers

- a. President
 - i. The Honorary figure head of L&R ACO
- b. Chairman
 - i. Conduct meetings according to L&R ACO Standing Orders;
 - ii. Represent L&R ACO on appropriate regional and national bodies; if unavailable, nominate a deputy to attend instead;
- c. Vice-Chairman
 - i. Represent the Chairman when requested to do so;
 - ii. Conduct the position of Chairman where the Chairman is unavailable or should the Chairman need to stand down;
- d. Secretary
 - i. Conduct all L&R ACO correspondence;
 - ii. Take minutes of all Committee and General meetings;
 - iii. Notify all members of meetings;
 - iv. Maintain back-up and version control of all L&R ACO electronic documents;
 - v. Maintain a record of Members' personal details and qualifications
 - vi. Carry out the duties of the County Membership Services Officer
- e. Treasurer
 - i. Maintain two bank accounts in the name of L&R ACO; a Main Account and a Social Account;
 - ii. Receive all monies due to L&R ACO from whatever source;
 - iii. Pay all liabilities of L&R ACO;
 - iv. Keep an Income and Expenditure Account and prepare the Annual Financial Statement of L&R ACO immediately after the 30th September in each year;
 - vii. Ensure that L&R ACO accounts are available for inspection by the Committee and L&RCL;
- f. Performance Officer
 - i. Chairs the L&RCL Umpires' Committee;
 - ii. Responsible for the annual County ACO Umpire Grading~~s~~ including working and liaison with league and board appointment~~s~~ Officers
 - iii. Providing grading~~s~~ to all county ACO Members
 - iv. Responsible for County Assessment Process including the development plans for each umpire/scorer and being able to recommend suitable umpires and scorers to County Appointment~~s~~ Officer
 - v. Responsible for the recruitment and management of suitable county assessors;
 - vi. Responsible for the co-ordination of umpire and scorer examinations and holding count information;
 - vii. Assisting the Regional Performance Officer in the assessment of umpire and scorer tutors;
 - viii. Responsible for producing budget details to County Boards to fulfil county umpire and scorer assessments and training plans;
 - ix. Working closely with County Appointment and Education Officers
 - x. Support, assist and advise the Regional Appointments Officer on best practice for the development of ACO members
- g. Education Officer (Admin)/ Education Officer (Training)
 - i. Co-ordinate all ECB training courses and examinations for umpires and scorers with in L&RACO;
 - ii. Liaise with the Scorers Officer on Scorers' requirements
 - iii. Ensure all relevant information is passed to L&R ACO instructors, tutors, mentors and examiners;
 - iv. Ensure all necessary education, training and examination material is available as and when required.
- h. Appointments Officer
 - i. Make appointments as L&R ACO may be required to allocate;
- i. Scorers Officer
 - i. Represent to the Committee and Members, issues regarding scoring;
 - ii. Identify education and training needs for scorers and liaise with the Education and Training Officers;
 - iii. Manage any such training as is required
- i. Welfare Officer
 - i. Carry out duties in accordance with ECB stipulations
- j. Website Manager
 - i. Manages the Cricket Officials sub section on the Leicestershire and Rutland Cricket website. .

11. Voting Rights and Quorums

- a. Voting Rights
 - i. All paid up voting members, para 4.a, present at an AGM/EGM or all those present at a Committee Meeting are entitled to one vote on each motion. All motions, except those under Clause 15, Dissolution, are carried by a simple majority, with the meeting Chair having the casting vote in the event of a tie.
- b. Quorums
 - i. Quorums shall be twenty one members for AGM/EGMs and five committee members for committee meetings. .

12. Signatories to L&R ACO accounts

There will no more than three signatories to L&R ACO Bank Accounts who must be L&R ACO Officers with any two of the three required to sign any cheque. .

13. Discipline

Members shall comply with the Constitution and Rules of the L&R ACO and not act in a way detrimental or prejudicial to the interests of L&R ACO or its members. Anyone not complying with this Constitution and any Rules of L&R ACO will be accountable for their actions to the Committee which is empowered to ban or suspend Members for persistent misconduct without any refund of subscription. Such members shall have the opportunity of appealing to an AGM of L&R ACO under ECB ACO Board rules. .

14. **Indemnity**

The Committee will be indemnified by the voting Members except for those who hold an honorary position against risk and expense of L&R ACO's assets and further by the voting Members who jointly in respect of any liabilities of L&R ACO arising as a result of any lawful act or omission of the Committee properly authorised by L&R ACO pursuant to its Constitution. .

15. **Dissolution**

- a. It shall not be competent of L&R ACO to dissolve and reform if such action would enable L&R ACO to escape any penalty or disqualification under ECB ACO Board rules;
- b. L&R ACO may be dissolved by a resolution passed at an AGM or any EGM provided that at least:
 - i. Twenty eight days notice in writing of the proposal to dissolve has been given by the Secretary to each member of L&R ACO;
 - ii. Three quarters of the voting Members present vote in favour of dissolution

A resolution so carried shall be submitted only as a recommendation to ECB ACO Board for consideration. .

16. **Transfer of Assets on Dissolution**

- a. None of the funds remaining the Main Account and /or assets of the L&R ACO shall be paid to or distributed amongst its members, but shall be applied towards the furtherance of the L&R ACO's aims and objectives.
- b. IN the event of dissolution of L&R ACO any remaining funds in the Social Account and/or assets shall be held by the trustees for such purposes as the said AGM or EGM shall decide, but not to be distributed amongst the members of L&R ACO.

Standing Orders

1. No discussion shall take place on a motion unless it has been proposed and seconded.
2. All discussion shall be through the meeting Chair and not individuals.
3. An amendment to a motion must be proposed and seconded and must be read out by the meeting Chair before it is discussed.
4. Only one amendment shall be considered at a time.
5. The order of discussion shall be first, the amendment. If the amendment is defeated and subsequent amendment may then be proposed. If the amendment is carried, it becomes the substantive motion and any further amendment may then be moved. No second amendment shall be discussed until the first has been decided. The decision of the meeting Chair on a point of order shall be final.
6. A Register of all attendees of meetings, (Committee, AGMs, and EGMs) is to be kept.