



Cricket Scotland Match Officials Association Constitution and Rules

revised 2024 AGM (Feb. 2024)

This document is the Constitution and Rules of the Cricket Scotland Match Officials Association (the *Constitution and Rules*).

Definitions & Abbreviations

- *in writing* - includes, but not be limited to, email, publication on the Cricket Scotland Match Officials Association's website, or notification by post.
- *paid member* - refers to all members who have paid their subscriptions in line with Section 4; Subscriptions. Honorary Life Members will be considered to be paid members.
- *year* - as per Clause 5a, unless otherwise stated, all references to *year* in this document shall mean the Financial Year which for this organisation shall end on the 31st of December.
- CSMOA - Cricket Scotland Match Officials Association
- AGM - Annual General Meeting
- EGM - Extraordinary General Meeting
- CS - Cricket Scotland
- ICC - International Cricket Council
- ECB ACO - England and Wales Cricket Board Association of Cricket Officials

1. Title

- a. The organisation shall be known as the Cricket Scotland Match Officials Association (herein referred to as the *Association*).
- b. The only abbreviation to the above shall be CSMOA.
- c. The Association was formed on the 2nd of December 2020.
- d. The Association is a non-profit organisation.
- e. The Association acknowledges the work done by its predecessors, the Scottish Cricket Officials Association, the East of Scotland Cricket Officials Association, and the West of Scotland Association of Cricket Officials.

2. Aims and Objectives

- a. To promote and advance the interests of cricket officials individually and collectively in Scotland and elsewhere in the world where appropriate.
- b. To promote the development of cricket officials through education, training, appointments, and continuous professional development.

- c. To encourage membership by promoting cricket umpiring and scoring within and beyond the cricketing community.
- d. To co-operate and cultivate good relations with all bodies associated with cricket for the improvement of the game.
- e. To serve the game in accordance with the CS Code of Conduct and within the Spirit of Cricket as defined in the Laws of Cricket.
- f. To promote equality, diversity, and inclusion of the membership.

3. Membership

- a. Membership of CSMOA shall be open to any person interested in furthering the Aims and Objectives of CSMOA. Membership will always be subject to guidelines in Section 3.
- b. There will be no discrimination, with the Association adhering to The Equality Act 2010 and any amendments thereto.
- c. Membership applications are to be made in writing via the designated media to the Secretary. Applicants must be prepared to provide certain information such as name and address, and any other information that is required to facilitate their role and/or is a requirement of the Association.
- d. All applications for membership shall be reviewed by, and must be accepted by, at least, two members of the Management Committee. On acceptance, every new member shall be provided with, or referred to, the current version of the Association's Constitution and Rules.
- e. The Management Committee may refuse membership, or remove it (see Clause 3j), only for good cause such as conduct or character likely to bring the Association or sport into disrepute. Appeal against refusal or removal may be made to the Chair (see Clause 3f).
- f. Should the Management Committee decide to refuse an application for membership, they will give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal to the Chair.
- g. The Association will have different categories of membership and subscription on a non-discriminatory and fair basis. The Association will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- h. Membership categories shall compose of the following four types:
 - i. Honorary Life Member - The Management Committee shall be empowered to nominate any individual, whose services to officiating cricket in Scotland (as either umpire or scorer) have been such that it considers the individual is worthy of Honorary Life Membership. Honorary Life Members shall be elected at an Annual General Meeting and shall have the rights and privileges of Full Members. Honorary Life Members should be restricted to no more than 10% of the entire membership.
 - ii. Full Member - Any member actively participating in cricket, or any activity organized or administered by CSMOA. A Full Member must maintain relevant documentation and subscription fees, as required for the duration of his membership.
 - iii. Associate Member - Any other member who is not actively involved in cricket or any activity organised or administered by CSMOA (e.g. only involved social activities of CSMOA).
 - iv. Probationary Membership is available to any person who has attended or is attending the initial education arranged or recognised by the Association. A person shall be eligible to be a Probationary Member for a period of one (1) year. A person who, at the end of that period, is not eligible for Full Membership, shall cease to be a member of the Association. Probationary Members shall have no voting rights and shall not be entitled to hold any position on the Management Committee. (as defined within Clause 6a) or any other selected role within the Association.
- i. A Member can resign their membership at any time by writing to the Secretary. However, if a member resigns their membership after 30th of April in any year, the appropriate subscription is payable for that year. All benefits and entitlements will cease with immediate effect.
- j. The Management Committee shall have the right to expel from membership any member who has been subject to the complaint procedure.

4. Subscriptions

- a. The rate of annual subscription for Membership shall be fixed by the Management Committee on an annual basis and advised at the Annual General Meeting or at an Extraordinary General Meeting called for that purpose.
- b. Subscriptions for the Financial Year shall be payable by the 31st of March in that year.
- c. Members who have not paid the appropriate subscription by 30th of April may not be considered for appointment to matches and/or may not be allowed to take part in development activities. Members who have not paid their subscription by the 1st of October shall have their membership revoked. For the avoidance of doubt, once membership has been revoked, it cannot be re-instated without re-applying, using the process in Clause 3c above.
- d. Honorary Life Members are not subject to annual subscriptions but can make a voluntary contribution if desired.

5. Financial Year

- a. The Financial Year shall end on the 31st of December. Unless otherwise stated, all references to year in this document shall mean the Financial Year.

6. Management Committee

- a. The Association (CSMOA) and its assets shall be administered by a Management Committee consisting of:
 - i. Chair
 - ii. Secretary
 - iii. Treasurer
 - iv. Scorers Manager
 - v. Umpires Manager
 - vi. Match Administration & WTU Manager
 - vii. Head of Female Pathway
 - viii. Equality, Diversity & Child Wellbeing Manager
- b. The income and property of the Association shall be used solely for the promotion of its stated objectives. The members and the office-bearers shall have no rights to the property or other assets of the Association.
- c. The Management Committee shall have full control of the funds and assets of the Association and the power to enter into contracts on behalf of the Association. In the case of any potential conflict with CS in relation to any contract, the Management Committee will, prior to entering into the contract, consult with CS and the two bodies will agree a suitable way forward. The members of the Management Committee shall each be authorised to act as signatory for the Association. Two officers are required to sign on its behalf, including electronic banking permissions.
- d. The Treasurer shall keep the Association's books and papers in good order and produce appropriate budgets and accounts for each year.
- e. The Management Committee may appoint, or co-opt, other individuals, who may be independent of CS and CSMOA, and who shall have no voting rights at any meeting of the Management Committee.
- f. The Management Committee may appoint a Deputy Chair from amongst the CSMOA membership.
- g. At any meeting of the Management Committee the quorum shall be three voting members.
- h. The Management Committee shall administer the affairs of CSMOA and shall meet at least four times annually.
- i. Any individual spend (single transaction) by individual MC members over the value of £150, shall require ratification by the Management Committee.
- j. At a meeting of the Management Committee, all Management Committee members as defined in Clause 6a of these Constitution and Rules shall have one vote, except the Chair, who shall have only a casting vote. Voting on any issue can take place in person at a meeting, at an online meeting or via electronic resource.
- k. The Management Committee shall be notified of Management Committee meetings at least 14 days in advance.

- l. Items to be presented to the Management Committee shall be provided in writing and shall be circulated to the Management Committee members at least seven days before the date of the meeting. These items may be raised at the meeting at the discretion of the Chair.
- m. All contracts, renewals and other legally binding documents which affect CSMOA shall be put to the Management Committee for ratification before signature. The Management Committee, at its discretion, may delegate powers to such other body or individual(s) as it deems appropriate.
- n. The Secretary shall take a record of all Management Committee meetings. These will be approved by the Management Committee at the next meeting. Once approved the notes will then become a minute of the meeting and distributed to the Management Committee and a record retained by the Secretary. The Secretary shall publish annually how many Management Committee meetings have taken place in each year.
- o. The Management Committee will ask an appropriate individual outside of the Management Committee to examine the accounts and supporting books and papers. If satisfied, the individual will add a brief, signed report to the accounts. If not satisfied, the individual will immediately report their findings to the Management Committee.
- p. A member of the Management Committee shall cease to hold office if:
 - i. They, at the Management Committee's discretion, become incapable for any reason of managing or administering their own affairs.
 - ii. They are absent from three consecutive meetings without reason acceptable to the Management Committee.
 - iii. or they notify in writing to the Management Committee a wish to resign.

7. Appointment of Management Committee

- a. Members of the Management Committee shall be appointed by the Members at an Annual General Meeting for a one-year term and retire at the next Annual General Meeting but shall be eligible for re-election without restriction.
- b. The Chair of the Management Committee shall be appointed by the Management Committee, in consultation with CS on a two-year term. In the event of impasse, the outgoing Chair shall have the casting decision.
- c. A member of the Management Committee, or a Sub-Committee shall vacate his or her office immediately upon ceasing, for any reason, to be a member of the Association.
- d. In the event of mid-term Management Committee vacancies, the Management Committee will advertise each vacancy and co-opt persons to the roles on the Management Committee as defined in Clause 6a.

8. Sub-Committees

- a. Sub-Committees, as appropriate, may be established and may include members other than Management Committee members.
- b. Each Sub-Committee shall consist of a Head, who must be a member of the Management Committee, and as many further members as required.
- c. The Management Committee shall nominate a Sub-Committee Head for each Sub-Committee.
- d. At a meeting of any Sub-Committee the appointed members who are present at the meeting shall each have one vote. In the event of an equal number of votes the Head of that meeting shall have a second and decisive vote.
- e. Any other Management Committee member shall be entitled to attend any of the Sub-Committee meetings as an observer but shall have no voting rights at that meeting.
- f. The notes of all Sub-Committee meetings shall be lodged with the Secretary for distribution to Management Committee members.
- g. Members of Sub-Committees shall be co-opted by the Sub-Committee Head with the approval of the Management Committee, which shall not be unreasonably withheld, as and when required.
- h. Sub-Committees shall meet as deemed necessary by the Sub-Committee Head in order to provide relevant input for the Sub-Committee Head to feed into the Management Committee.

9. General Meetings

- a. The Annual General Meeting (AGM) shall be held within two months after the end of each year, to:
 - i. adopt the Minutes of the previous Annual General Meeting
 - ii. receive reports on the previous year
 - iii. receive and approve the accounts for the previous year
 - iv. advise of subscriptions for the current year
 - v. elect the Management Committee.
 - vi. consider any proposal(s) for Honorary Life Membership
 - vii. transact any other business for which proper notice has been given
- b. Resolutions to be laid before an Annual General Meeting shall be:
 - i. Proposed by the Management Committee, or
 - ii. Proposed by a Member and seconded by another Member and submitted to the Secretary within 14 days of the Annual General Meeting.
- c. An Extraordinary General Meeting (EGM) may be called by the Management Committee or on the written request of fifteen (15) Members whose request to the Secretary shall state the purpose of the meeting. An Extraordinary General Meeting requested by Members shall be held within two months from the date the request was received by the Secretary.
- d. Members shall be given a minimum of 21 days' notice of all Annual and Extraordinary General Meetings.
- e. The agenda for any Annual General Meeting and Extraordinary General Meeting shall be issued to members by the Secretary, seven (7) days prior to the meeting.
- f. Fifteen (15) Members shall form a quorum at an Annual or Extraordinary General Meeting.
- g. A simple majority of paid members present, and voting shall carry a resolution at an Annual General Meeting. A two-thirds majority of paid members present, and voting shall carry a resolution at an Extraordinary General Meeting. Voting can also take place via electronic resource.
- h. For the avoidance of doubt, Honorary Life Members can vote at Annual or Extraordinary General Meetings.

10. Affiliation

- a. The Association is affiliated to Cricket Scotland.
- b. The Management Committee may nominate appropriate representatives, as required, onto relevant groups within the wider cricketing community.

11. Interpretation

- a. The Management Committee shall be the only authority for the interpretation of the Constitution and Rules and shall have the power to decide on any matter not explicitly covered by them. It is the responsibility of the Committee to ensure that the Association is managed in accordance with its Constitution and Rules.

12. Amendments

- a. Notice of proposed amendments to the Constitution and Rules should be proposed at the Annual General Meeting or an Extraordinary General Meeting in accordance with Section 9 (notably Clauses 9b and 9c) above.

13. Property

- a. The property and all funds of CSMOA remain vested in the members of CSMOA and must be used solely for promoting the Aims and Objectives of CSMOA.
- b. The property, including any intellectual property shall remain the property of CSMOA, and the Management Committee shall use said property for promoting the Aims and Objectives of CSMOA whilst in office. Upon individuals leaving office for whatever reason, all properties shall be returned to the Management Committee within 14 days.

14. Dissolution

- a. Notice that the Association is to be dissolved can only be proposed by the Management Committee and can only be laid before an Extraordinary General Meeting.
- b. The said meeting to be called and conducted in accordance with Clause 9c above.
- c. The notice must include the reason why the Association is being dissolved, a statement of assets and liabilities and how all liabilities will be settled, and all assets distributed.
- d. For the dissolution of CSMOA to take place, and for deciding on the disposal of its assets, at least two-thirds of the votes cast need to be in favour.
- e. Voting shall decide on how the assets of CSMOA shall be disposed of, provided always that the assets are used for the purposes of the benefit of cricket officiating, and in the best interests of the game of cricket, and in so far as effect cannot be given to such provision then to some charitable objects.

Change Record:

- *April 2021 - CSMOA EGM (electronic vote):*
 - *Clause 6a) vii) - addition of Match Administration & WTU Manager role on Management Committee*
 - *Clause 8a) v) - addition of Head of Female Pathway role on Extended Committee*
- *February 2022 - CSMOA AGM:*
 - *Definition & any reference - CSHL Cricket Scotland Holdings Ltd, changes to CSC Cricket Scotland Council.*
 - *Clause 1d) - Insertion of clause within title, clearly indicating non-profit organisation.*
 - *Clause 2f) - Insertion of the word 'equality'.*
 - *Clause 3h) i) - Change of incorrect wording to reflect gendered terminology. 'He' removed and replaced by 'the individual'.*
 - *Clause 6a) viii) - additional role of Head of Female Pathway*
 - *Clause 6a) ix) - additional role of Equality, Diversity & Child Wellbeing Manager*
 - *Clause 6b) - insertion of clause depicting members & office bearers' responsibility with non-profit making organisation. Supporting insertion of clause 1.d. (subsequent sub-clauses moved down by one)*
 - *Clauses 6f) & 6g) - removal of wording in extenuating circumstances.*
 - *Clause 6i) - insertion of financial approval route clause for individual Management Committee members, to ensure Association spend ratification. (Subsequent sub-clauses moved down by one)*
 - *Clause 7d) - insertion to further clarify democratic approach to appointment of any mid-term Management Committee vacancies.*
 - *Section 8 & Clauses 7c), 9a) & 9b) - removal of Extended Committee from current structure & constitution due to simplified restructure. (Subsequent sections moved up by one)*
 - *Clause 11a) (formerly Affiliation - now Clause 10a) - change CSHL to CSC, see definition above*
 - *Clause 11a) (formerly Affiliation - now Clause 10a) - change reference to CSMOA Education Pathway for umpires after introduction of our own umpire training materials with our own CSMOA accreditation & certification.*
 - *Clause 11a) (formerly Affiliation - now Clause 10a) - scorers education pathway affiliation reference changed due to mistake from ICC changed to ECB ACO.*
- *February 2024 - CSMOA AGM:*
 - *Following updates to Definitions & Abbreviations (and consistent reference elsewhere in the document):*
 - *Constitution & Rules*
 - *Paid member*
 - *Year - replicating wording in Clause 5a*
 - *AGM & EGM*
 - *Removal of Cricket Scotland Council (CSC) - also see changes to Section 10.*
 - *Other minor grammatical changes throughout such as capitalisation, consistency of terminology etc.*
 - *Clause 6a v.) and vi.) - merger of Domestic (Club) Umpires Manager role (Clause 6a v.) and the International & Regional Umpires Manager role (Clause 6a vi.) into a single role, titled "Umpires Manager" to become revised Clause 6a v. All other Management Committee positions subsequent, are renumbered accordingly.*
 - *Clause 6g - removed (and subsequent clauses in Section 6 renumbered) - Assistant Secretary and/or Assistant Treasurer roles can still be filled, however they would be working under the named officer bearer and as such at the same level as other roles in the organisation such as umpire development officers, appointments officers etc.*
 - *Clause 10a - separated into two new clauses and simplified to reflect restructuring of Cricket Scotland governance:*
 - *Clause 10a will simply acknowledge our affiliation to Cricket Scotland.*
 - *Clause 10b is adjusted to reflect that CSMOAs likely involvement in several newly formed committees within Cricket Scotland governance, and that and several Management Committee members already represent CSMOA on other committees.*
 - *Reference to education pathway removed to allow flexibility for the Management Committee to choose an appropriate education pathway for officials without the need for Constitutional change.*