

# Cricket Scotland Match Officials Association

## Constitution and Rules

### December 2020

This document is the constitution of the Cricket Scotland Match Officials Association (the 'Constitution').

**N.B.** It should be noted that anywhere in this document;

- The term 'in writing' is deemed to include, but not be limited to, email, publication on the Cricket Scotland Match Officials Association's website, or notification by post.
- The term 'paid up' refers to all members who have paid their subscriptions in line with clause 4; Subscriptions

#### **Definitions:**

Within this document the following definitions shall apply:

- CSMOA – Cricket Scotland Match Officials Association
- CSHL – Cricket Scotland Holdings Limited
- 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 (the association).
- b. The only abbreviation to the above shall be CSMOA.
- c. The association was formed on 2<sup>nd</sup> December 2020.
- d. 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.
- f. To promote inclusion and diversity 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 clause 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.

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- 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 he 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 such term is defined within Article 5.1) 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 30<sup>th</sup> 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 31<sup>st</sup> March in that year.
- c. Members who have not paid the appropriate subscription by 30<sup>th</sup> 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 1<sup>st</sup> 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 31<sup>st</sup> 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. Domestic (Club) Umpires Manager
  - vi. International & Regional Umpires Manager

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- b. 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.
- c. The Treasurer shall keep the Association's books and papers in good order and produce appropriate budgets and accounts for each year.
- d. 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.
- e. The Management Committee may in extenuating conditions appoint a Deputy Chair from amongst the CSMOA membership.
- f. The Management Committee may in extenuating conditions appoint an Assistant Secretary and/or an Assistant Treasurer 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. At a meeting of the Management Committee, all Management Committee members as defined in Paragraph 6a of this Constitution 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 electronically using email.
- j. The Management Committee shall be notified of Management Committee meetings at least 14 days in advance.
- k. 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 Chairman.
- l. 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.
- m. 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.
- n. 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.
- o. 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.

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- c. A member of the Management Committee, Extended Committee, or a Sub-committee shall vacate his or her office immediately upon ceasing, for any reason, to be a member of the Association.

**8. Extended Committee**

- a. In addition to the Management Committee, there will be an Extended Committee Chaired by the Domestic (club) Umpires Manager.
- b. The Extended Committee will consist of:
  - i. Head of Umpire Recruitment & Education
  - ii. Head of Umpire Development
  - iii. Head of Umpire and Observer Appointments
  - iv. Head of Match Discipline
- b. Members of the Extended Committee shall be appointed by the Members at an Annual General Meeting for a one-year term and shall be eligible to be reappointed without restriction.
- c. At a meeting of the Extended Committee members who are present at the meeting shall each have one vote. In the event of an equal number of votes the Domestic (club) Umpires Manager shall have a second and decisive vote.
- d. Any other Management Committee member shall be entitled to attend any of the Extended Committee meetings as an observer but shall have no voting rights at that meeting.
- e. The notes of all Extended Committee meetings shall be lodged with the Secretary for distribution to Management Committee members.
- f. The Extended Committee shall meet as deemed necessary by the Domestic (club) Umpires Manager in order to provide relevant input for the Sub-committee Head to feed into the Management Committee.

**9. Sub Committees**

- a. Sub-Committees, as appropriate, may be established and may include members other than Management Committee and/or Extended Committee members
- b. Each Sub-Committee shall consist of a Head, who must be a member of the Management Committee and/or Extended 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.

**10. General Meetings**

- a. The Annual General Meeting 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:

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- 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 may be called by the Management Committee or on the written request of fifteen 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 7 days prior to the meeting
- f. Fifteen Members shall form a quorum at an Annual or Extraordinary General Meeting.
- g. A simple majority of paid-up Members present, and voting shall carry a resolution at an Annual General Meeting. A two-thirds majority of paid-up 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.

#### **11.Affiliation**

- a. The association is affiliated to CS and the Chair is responsible for reporting to the CSHL. The association shall follow the ECB ACO Education Pathway for umpires and scorers and shall follow the ICC Pathway for umpire progression.

#### **12.Interpretation**

- a. The Management Committee shall be the only authority for the interpretation of these 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.

#### **13.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 clause 10 above.

#### **14.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.

#### **15.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 10c 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 favor.
- 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.