

ASSOCIATION DES CLUBS DE CRICKET DU SUD OUEST

Internal Regulations

Document to be read in conjunction with the Association's formal Constitution

Approved by Annual General Meeting on Saturday 1st November 2008.

Caveat: This document is a translation from the French-language original *Règlement Intérieur*, which is and will remain the document of record.

Changes will be made in the first instance to the French-language document.

Every effort will be made to minimise any delay in updating this English-language document in line with any changes to the French original.

In the event of any debate or dispute, the French-language document will prevail.

1. Record of modifications approved

2. Procedure for the modification of this document

- i) Proposition made by, or to, the Association's Committee
- ii) Requires the approval of a majority of the elected members of committee, present or represented
- iii) Tabled at Annual General Meeting (« AGM »)
- iv) Requires the approval of a majority of member-clubs, present or represented.

3. Pre-conditions for membership

Affiliation to the Fédération Française de Baseball et Softball ("FFBS") is the norm for ACCSO member-clubs.

The Committee is authorised to approve an application for ACCSO membership by a club-in-formation, with or without FFBS affiliation, in pursuit of ACCSO's goal of helping and encouraging the development of new clubs in the region.

An existing ACCSO member-club which loses its FFBS affiliation – by deciding to cancel its affiliation, by non-payment of annual Club-level fee to the FFBS, or by expulsion from the FFBS – may, with the agreement of ACCSO Committee, remain a member of ACCSO, but without voting rights at ACCSO General Meetings.

Member-clubs must meet their legal obligations to provide the necessary insurance cover for civil responsibility, events, membership.

4. General Meetings

i) Qualification

In order to be allowed to *attend* a General Meeting, a member-club must have paid the current year ACCSO membership fee, and by no later than:

- the date of issue of the Call to Meeting, in the case of an Extraordinary General Meeting (“EGM”); or
- the date of the meeting itself, in the case of an Annual General Meeting (“AGM”).

In order to be allowed to *vote* at a General Meeting, a member-club must have paid the current year club-level membership fees to both ACCSO and the FFBS, and by no later than:

- the date of issue of the Call to Meeting, in the case of an Extraordinary General Meeting (“EGM”); or
- the date of the meeting itself, in the case of an Annual General Meeting (“AGM”).

ii) Call to meeting.

a) General Meetings (other than Extraordinary) .

The Association’s Secretary will notify member-clubs of a general meeting at least six weeks in advance of the scheduled date, and will call for nominations for election to Committee, subjects relevant to the management of the Association, and items for “Any Other Business”.

The Association’s President may, with the prior agreement of the Committee, invite relevant persons from outside the Association to attend and participate in a General Meeting, but without voting rights.

b) Extraordinary General Meetings (« EGMs »).

EGMs are called by the President

- as a result of a Committee decision ; or
- at the request of at least one one third of member-clubs.

The Association’s Secretary will notify member-clubs of an EGM and publish the agenda at least six weeks in advance of the scheduled date.

iii) Preparation of the Agenda for a General Meeting (other than an EGM).

a) The agenda is prepared by the Committee.

b) Member-clubs may put forward major items for inclusion in the agenda but such items must be lodged with the Committee at least seven days before the date scheduled for the meeting.

c) AOB items may be notified to Committee in advance of the meeting or may also be tabled at the meeting itself.

iv) Agenda for a General Meeting (other than an EGM).

a) Writing up the list of attendees and validation of voting rights.

b) Review and vote on the minutes of the preceding General Meeting.

c) Committee reports :

i. President’s review; vote.

- ii. Reports from any sub-committees or projects; vote, as required.
- iii) Reports by Treasurer and any nominated Auditor; vote on Accounts and Budget forecast.
- d) Replacement of those members of Committee who have reached the end of their term of office or whose posts are temporarily filled or are vacant.
- e) Adoption or modification of Constitution or of these regulations.
- f) Discussion of specific major items tabled by Committee and/or by member-clubs, plus AOB items.

v) Publication of the Agenda for a General Meeting (other than an EGM).

Member-clubs eligible to attend the General Meeting will receive the following no later than two weeks before the date scheduled for the meeting : the agenda ; the minutes of the preceding General Meeting ; copies of relevant reports ; a list of any candidates for election to Committee or to sub-committees ; any proposed changes to the Constitution or to these regulations ; and information relating to all other major items appearing on the agenda.

vi) Chairmanship of ALL general meetings.

- a) The President of the Association chairs all discussions.
- b) In the absence of the President, meetings are normally chaired by the Vice-president.
- c) If both the President and the Vice-president are absent, the meeting will be chaired by the oldest member of Committee.

vii) Decision-taking.

- a) Quorum for a General Meeting (other than an EGM) requires that at least half of those clubs eligible to vote must be present in person or represented.
Quorum for an Extraordinary General Meeting (EGM) requires that at least half of those clubs eligible to vote must be present in person or represented.
- b) If quorum is not met, the meeting will be re-convened, at least two weeks after the first date, at which time no quorum will be required.
- c) Each member-club is entitled to a single vote at any General Meeting. This vote is normally reserved to the president of the club but may be delegated to his/her duly authorised representative.
- d) Elected members of Committee are not entitled to vote at any General Meeting, unless they are also attending as the official representative of their own clubs.
- e) Voting by correspondence is not permitted.
- f) If a member-club is unable to attend a General Meeting, proxy voting is permitted. Proxies are to be given to a named member-club which has itself the right of vote at the meeting in question. Member-clubs unable to attend are encouraged to give their proxy-holders clear voting directions on specific major topics. A person voting at a General Meeting cannot represent more than three clubs, including his/her own club.
- g) To be approved, motions must receive a simple majority of the votes present or represented.

h) Voting for election of committee members or on all financial matters will be by secret ballot; all other matters are voted upon by a show of hands..

5. The Committee.

i) Function. The Committee is responsible throughout its mandate for the administration of the Association and the achievement of its objectives.

ii) Authority.

The Committee exercises all of the authority vested in it by the Association's Constitution, and especially:

- a) Proposes to the Annual General Meeting the annual fee for membership of the Association ;
- b) Administers the finances of the Association and approves the accounts and budgets as prepared by the Treasurer and then submitted to the Annual General Meeting;
- c) Ensures that the Constitution and these internal regulations are observed and respected, and takes any necessary administrative action ;
- d) Maintains relationships with the FFBS and with France Cricket, and also with the associations which represent Umpires, Scorers, Coaches and Players;
- e) Sets up and closes down any necessary sub-committee or project; defines any aspect which is not already covered by these instructions; and appoints a chairman or leader;
- f) Approves or modifies the decisions of any such sub-committees or projects ;
- g) Exercises any authority conferred on or delegated to Committee.

iii) Election.

The Committee is elected by secret ballot of member-clubs, at Annual General Meeting. In order to represent fully and effectively the interests of member-clubs in discussions and negotiations with French sporting and governmental bodies, ACCSO Committee members *should* hold current licences issued by the FFBS.

Preference will therefore be given to candidates who are FFBS-licenced.

iv) Composition and Term of Office.

The Committee comprises a President and three other members, elected by member-clubs at Annual General Meeting: a Vice-president, a Secretary, and a Treasurer. Committee members' term of office is two years, with half of the posts being offered for renewal each year (pairings: President and Secretary; Treasurer and Vice-president). It is possible for an Extraordinary General Meeting (EGM) to dismiss the Committee ahead of time, subject to the following procedure :

- a) The EGM must have been called specifically to debate such a motion and at the request of at least one-third of member-clubs.
- b) At least one half of member-clubs must be present or represented at the EGM.
- c) The motion to dismiss the Committee will be approved only if it receives a majority of all votes cast (including blank votes).

vi) Meetings.

- a) The Committee will meet at least twice per year. Meetings are convened by the Secretary at the request of the President or of two elected members of committee or of one-third of member-clubs.
- b) Quorum for a meeting of committee is at least half of the elected members present or represented.
- c) Only those members of Committee elected at AGM are allowed to vote at a meeting of Committee.
- d) Each elected member of Committee carries one vote. If an elected member is unable to attend a meeting of committee, he/she can give another Committee member power of proxy, but no member can carry more than one proxy vote.
- e) Committee decisions are taken on a simple majority vote by elected members present or represented, with the President having the casting vote in the event of a tied vote. Committee decisions are effective immediately, except where the decision taken is subject to the approval of a General Meeting.
- f) The President has the right to invite to any Committee meeting any person(s) who can contribute to discussion. Such person(s) may be, for example, a member of a member-club, an officer of FFBS or France Cricket, a member of an ACCSO sub-committee ; but such guests will not have voting rights at the Committee meeting which they attend.
- g) The Secretary will prepare minutes of all Committee meetings, these to be made available to Committee members and member-clubs within two weeks.
- i) The President has the right to delegate part of his/her authority to another elected member of Committee, but must notify the entire Committee of such a decision. Any such delegation must be documented.
- j) All decisions taken by Committee are binding upon all members of Committee.

6. The President.

The President of the Association is elected at Annual General Meeting.

He/she is responsible for the execution and implementation of the Association's policy and direction, as defined at Annual General Meeting, together with the execution of all decisions made by Committee.

The President

- is responsible for the day-to-day operation of the Association;
- represents the Association in dealings with third-parties and is duly authorised to do so;
- calls meetings of Committee, sets the agenda and leads all debates;
- chairs and directs all General Meetings.

7. The Secretary.

- i) On behalf of the President, the Secretary prepares minutes of all meetings and organises their publication.
- ii) Co-ordinates the activities of any sub-committees or projects.
- iii) On behalf of the President, the Secretary invites members of Committee to meetings and is responsible for the administration of the Association.
- iv) Checks that the Association's Constitution and internal regulations are respected.
- v) All files and documentation relating to any aspect of the Association's work (General Meetings, Committee and any sub-committees, correspondence and other documentation) will be held at the Association's registered office or in the possession of the Secretary or in the charge of the President.

8. Treasury.

- i) The Treasurer is responsible for the management of the Association's finances. He/she prepares and executes all accounting and financial operations within the context of the approved Budget and in collaboration with the Committee, to whom he/she is in turn personally accountable.
- ii) The Committee, via the Treasurer, will open and operate the necessary current and savings accounts, in one or more appropriate establishments.
- iii) Financial transactions are executed on behalf of the President, and are signed either by the Treasurer alone (up to and including a value of € 1,500) or by both the President and the Treasurer (above € 1500).
- iv) A professional auditor may be nominated by the Committee but this nomination is subject to the approval of member-clubs at an Annual General Meeting (AGM). If approved, the auditor :
 - a) will examine the Association's accounts at least one month ahead of the date scheduled for an AGM ;
 - b) will present a report and observations and, as necessary, will propose any modifications judged to be relevant ;
 - c) may perform these tasks for any number of years, subject to re-approval by AGM each year; but may not be or become a member of the Association.

9. Sub-Committees.

- i) The scope and responsibilities of sub-committees and projects are defined and delegated by the Association's Committee.
- ii) The Association's Committee elects the leader of each sub-committee or project, and determines his/her term of office.
- iii) The Association's Committee may replace the leader of a sub-committee or project before the end of his/her term of office.

- iv) Leaders of sub-committees or projects may attend meetings of the Association's Committee, but without voting rights.
- v) The Association's Committee has the authority to modify the conclusions and decisions of sub-committees and projects.
- vi) The leader of a sub-committee or project may invite any relevant person to attend a meeting of the sub-committee or project, but without voting rights.
- vii) The President of the Association has full right of access and address to all sub-committees and projects. The powers granted to sub-committees and projects are always subordinate to the the authority of the President.

10. Working language.

The working language of the Association is English. Committee members are likely to need a reasonable fluency in French in order to represent the Association in dealings with French authorities and sporting bodies.

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