



Swiss Cricket Association Constitution

Amended **26th January 2013**, 4th February 2012, 26th February 2011, 20 January 2007, 25 March 2006, 27 March 2004, 25 January 2003, 29 January 2000, 12 March 1994, 13 March 1993 & 21 April 1990.

1. Title

The Association shall be called the “Swiss Cricket Association”, hereinafter abbreviated SCA, and shall be based in the Swiss Capital, Bern. **The postal address may differ.**

2. Objects

2.1 The objects of the SCA are:

a. to encourage and promote cricket in **Switzerland in** accordance with the Laws of Cricket and in the best traditions of sportsmanship,

b. to represent the interests of the Associated and Affiliated Clubs, and to liaise between them and the International Cricket ~~Conference~~ **Council and other sporting authorities,**

c. to administer national and youth development schemes,

d. to allocate funds received in the form of Support Grants for:

- i. Youth Development projects;
- ii. ECB coaching programmes;
- iii. Umpire training courses;
- iv. Support to Member Clubs for improving playing conditions on their respective home ground;

e. to conduct cricket tournaments and related events

f. to organise and manage national teams for participation in matches and tournaments at international level.

3. Membership

3.1 SCA membership shall consist of Associate and Affiliate members and shall be open to all clubs and organisations based in Switzerland.

3.2 The conditions of admission to SCA membership detailed in Appendix A are an integral part of the present article.

4. Subscription

4.1 The SCA annual subscription shall be determined at the Annual General Meeting, (hereinafter abbreviated AGM) **each** year. Subscriptions are due by 31 March each year.

4.2 Failure to pay the SCA membership subscription by the due date will result in the defaulting ~~club~~ **Member(s)**

being excluded from the SCA and all its activities including voting rights at subsequent AGMs and Council Meetings.

5. General Meetings and subsidiary bodies of the Association

5.1 The permanent bodies of the Association are:

- a. The Annual General Meeting of members and the Extraordinary General Meetings (EGMs);**
- b. The Council;**
- c. The Executive Committee.**

6. Role and Functions of the Annual General Meeting

a. Approve the annual reports of the Executive Committee members and that of the Auditors and subsequently discharge the outgoing Executive from their obligations;

b. Approve amendments to the Constitution;

c. Elect the members of the new Executive Committee and the Auditors;

d. Elect the members of the Competitions Committee;

e. Approve the annual membership, League participation and player registration fees; the annual League participation fee shall include the cost of six SCA approved League balls;

f. Debate and vote on proposals submitted to the agenda of the AGM;

g. Approve admission of Associate or Affiliate Members;

h. Approval of changes to Competitions format and rules;

i. Consideration and decision on any other issues for which the AGM is competent;

j. Dissolution of the Association in accordance with its rules.

7. The Annual General Meeting

7.1 The AGM shall be held no later than the end of February in each year.

7.2 Each Associate member may be represented at SCA General Meetings by two delegates. - Each Associate Club **Member** will be entitled to one vote only.

7.3 The President shall decide the date and place following consultation of the Executive Committee. The AGM shall be notified formally to the membership by the Secretary in writing at least 14 days before the meeting date.

7.4 Nominations for election to the Executive **Committee** and proposals for the agenda of the AGM must reach the Secretary, in writing, by 31 December prior to the AGM. Nominations **for the Executive Committee** may be taken from the floor on the day of the AGM.

7.5 The order of the proceedings at an Annual General Meeting shall be to:

a. Adopt the Minutes of the previous AGM or EGM;

b. Approve the annual reports of the Executive Committee members;

- c. Approve the Auditors' **reports**;
- d. **Discharge** the outgoing Executive from their obligations;
- e. Approve amendments to the Constitution;
- f. Elect the members of the new Executive Committee ;
- g. **Elect** the Auditors;
- h Elect the members of the League Committee;
- i Approve the annual membership, League participation and player registration fees; the annual League participation fee shall include the cost of six SCA approved League balls;
- j. Approve the budget for the forthcoming year;**
- k. Consider applications for Associate or Affiliate membership;**
- l. Debate and vote on proposals submitted to the agenda of the AGM;
- m. Motions received from the floor shall be taken under "any other business".

7.6 The SCA President shall **be the Chairman** at an AGM or EGM. In **the case of** his **or her** absence the Vice President shall replace him **or her**. In the absence of both, a Chairman shall be elected.

7.7 The quorum shall be one-third of those entitled to be present. (vide Art. 5 b).

7.8 **Voting** at an AGM or EGM shall be carried by a simple majority of those present & voting, except where otherwise stated.

7.9 The members of the Executive Committee shall have no voting rights unless they are the sole representatives of their clubs present. Affiliate Clubs may be represented but shall have no voting rights.

7.10 In the event of a tie, the Chairman shall have a casting vote.

8. The Extraordinary General Meeting

8.1 The Secretary shall summon an Extraordinary General Meeting of the SCA, at either the request of the AGM, the Executive Committee, or upon receipt of a written, signed request by at least one-third of the Associate Members. In all cases the purpose/s of the EGM shall be stated by the proponents. Such a meeting shall be held not later than six weeks after the receipt of such a request.

8.2 Members shall be notified of the date, venue and agenda of the AGM at least 14 days in advance of the meeting.

8.3 The agenda of an EGM, once fixed, shall not be altered.

8.4 The quorum shall be one half of the Associate membership

8.5 All decisions taken by an AGM shall be made on the basis of two-thirds of Associate members present and voting.

8.6 The EGM shall abide by the relevant rules applicable to an AGM unless stated otherwise.

9. The Council

9.1 **Between AGM's** the business of the SCA shall be administered by a Council, which shall consist of:

- a. **The m**embers of the Executive Committee;
- b. a member, nominated to the SCA Council, from each Associate **Member**;
- c. a member, nominated to the SCA Council, by sFocus with no voting rights;
- d. such other officers as the AGM shall elect as and when required.

~~b. The Chairman of the Swiss Competitions' Committee shall also act as Assistant Honorary Secretary.~~

9.2 **The Council shall be responsible for:**

- a. **All business relating to the SCA Competitions Program, except the Competition format and changes to its rules and regulations;**
- b. **Recommending the admittance of new Associate or Affiliate Clubs to the AGM;**
- c. **Preparing action programmes and recommendations at the direction of and for the approval of the AGM ;**
- d. **Approval of changes to Competitions rules and regulations**

9.3. The Council shall meet at least once each year **between the end of a season and the next AGM.**

Additional meetings shall be summoned, either by the Executive Committee or upon written demand of at least ~~35~~ Associate Clubs **Members**.

9.4. **Council members** shall be given at least two weeks' prior notice of Council meetings, and shall be notified of the business for discussion.

9.5. The SCA President shall chair Council and Executive Committee meetings, but in his absence the Vice President shall replace him or in the absence of both, a Chairman shall be elected.

9.6. The quorum shall be one-third of those Associate Clubs **Members** entitled to be present (vide Art. 5 b).

9.7. All decisions shall be carried by a simple majority of those present ~~&~~ **and** voting. The Members of the Executive Committee shall have no voting rights unless they are the sole representatives of their Members present. In the event of a tie, the Chairman shall have a casting vote.

9.8. Affiliate Clubs **Members** may be represented at Council meetings with observer status only unless requested by the Chairman to participate actively, but without voting rights.

9.9. The SCA Council shall appoint any such sub-Committees as it considers necessary.

10. The Executive Committee

10.1. The Executive Committee, hereinafter referred to as the Executive, shall be composed of:

The President,
The Vice-President,
The Honorary Secretary,
The Honorary Treasurer,
The Chairman of the Swiss Competitions Committee,

The International Match Manager,
The Youth Development Officer and
The Sponsorship & **Advertising Publicity** Coordinator.

10.2 The AGM may decide to admit additional members to the Committee for one year if this is in the interests of the SCA. Such members shall have the same voting rights as the other members.

- 10.3. The Executive shall meet as often as is necessary, and shall be responsible for:
- a. Managing and administering the affairs of the SCA, including its day-to-day business;**
 - b. Deciding on all questions related to the SCA and for which the Constitution does not provide otherwise;**
 - c. Executing action programs and implementing the decisions passed by the AGM, EGM or the Council;**
 - d. Formulating proposals for the attention of the AGM, preparing and placing on the agenda of all questions to be dealt with at the AGM;**
 - e. Establishing and maintaining relations with the Federal Sport-Amt, International Cricket Council (ICC), Swiss Olympic Committee (SOC) and the media;**
 - f. Planning and organising home international matches involving SCA representative teams in collaboration with the host club.**

10.4. The Executive shall be elected at the AGM, and shall serve a term of one year. **Executive members shall be members of Associate Members. The members** shall be eligible for re-election.

10.5 **The** President may request the Vice President or the Secretary or Treasurer to act on his behalf during his absence;

10.6. Except the Chairman of the Swiss Competitions' Committee, other members of the SCA Executive Committee may not be part of the League Committee.

10.7 . The President shall convene and chair the Executive meetings. He or she shall have an ordinary vote on the Executive and whenever votes are equal he or she shall exercise a casting vote.

10.8 The Executive may appoint other officers if necessary, for specific purposes, but without the right to vote.

11. Finances

11.1. The SCA financial year shall be concurrent with the calendar year.

11.2. The SCA shall be financed by subscriptions, donations and other means determined by the Council- **AGM.**

11.3. The Honorary Treasurer shall ensure that SCA accounts are kept in proper order.

11.4. All applications for grants (vide Art. 2 d) shall be submitted to the Executive for preliminary discussion.

11.5. All SCA monies available for investment shall, after ratification at the AGM, be applied for this purpose in a manner just and secure. The Executive Committee shall be responsible for any such proposal.

11.6 All expenses beyond budgeted expenditure (e.g. tours, visiting teams, donations, receptions etc.) which exceed CHF 500.- shall require authorization of the Executive Committee.

11.7 **The President shall authorise expenses up to CHF 500.--.**

12. Application of Funds

- a. The income & property of the SCA whencesoever derived shall be utilized solely towards the promotion of the objects as set forth in Art. 2 of this Constitution.
- b. The SCA shall not secure the services of any salaried officers unless previously sanctioned at an AGM.
- c. Services rendered to the SCA by all those holding office, other than reasonable travelling expenses, shall be on a voluntary basis in the best interests of cricket.
- d. SCA funds shall be used for:
 - i. match expenses (ball, grounds & refreshments) for Cup Finals and home International matches,
 - ii. direct expenses (telephone calls, stationery, postage etc.),
 - iii. other expenses approved at the AGM.

13. Amendments to the Constitution

13.1. Proposals to amend the Constitution of the SCA shall either be filed by the Executive or by an Associate Member.

13.2. Any proposed amendment to the SCA Constitution shall be sent in writing to the Secretary at least 30 days before the AGM or prior to the convening of an EGM. Any such proposal for amendment(s), other than those made by the Executive, shall require the support in writing of at least two other Associate Clubs at the time of submitting the proposal.

13.3. All amendments to the SCA Constitution shall be circulated to each Associate member 14 days before an AGM or EGM at which they shall be tabled for discussion.

13.4. Proposed changes to the SCA Constitution require a two-thirds majority in favour by those present and entitled to vote at an AGM or EGM.

14. Dissolution

14.1. Any motion relating to the dissolution of the SCA shall require the consent of at least two-thirds of those present and entitled to vote at an AGM or EGM (vide Art. 5 b). Such a motion shall be submitted to the Secretary, in writing by not less than ~~3~~ **5 Associate Clubs** ~~Members~~, and bear the signatures of those authorized to sign.

14.2. In the event of the dissolution of the SCA, the Executive or a sub-Committee previously appointed for this purpose at an AGM or EGM shall be responsible for implementing the dissolution.

14.3. The disposal or further use of the net assets, after meeting fully all payments & liabilities, shall be applied to the furtherance of sport or as may be decided at an AGM or EGM prior to dissolution.

14.4. In no case shall the Associate and Affiliate **Members** claim that the assets are divided amongst **the Members**.

14.5. The financial liability of each Associate and Affiliate Member ~~club~~ of the SCA shall not exceed in total an amount greater than the SCA's annual Associate or Affiliate membership fee.

15 Entry into Force

15.1 Amendments to the Constitution shall be effective immediately upon being adopted.

16. Language

16.1 The original language of the Constitution shall be English.



APPENDIX A to the SCA Constitution

CONDITIONS OF ADMISSION TO SCA MEMBERSHIP

A1. General principle

All newly constituted Clubs **or organisations** that apply for SCA membership, providing their application is successfully processed in conformity with the dispositions under A2 or A3, shall be admitted as Affiliate Members. They shall be entitled to apply to become Associate Members after one year of SCA membership.

A2. Affiliate Member

2.1. At the time of applying for Affiliate membership, a newly constituted Club **or organisation** is required to submit the following to the SCA Secretary:

- a. A valid copy of its Constitution;
- b. A valid Club **or organisation** Address registered as such with the local authorities;
- c. **Details of its bank** account with proof of solvency above CHF ~~500~~ **250**.-;
- d. An electronic address designated as the Club Member formal contact address;
- e. A list of its members together with the names of its Office bearers;
- f. Supporting letters from two SCA Associate Clubs.

g. A confirmation letter, duly signed by its President and a member of its Executive, that the club or organisation is willing to abide with the SCA Constitution

2.2 The newly constituted Club's **Member's** request for admission shall be initially discussed by the Executive and, if considered suitable, subsequently submitted for decision to the Council and Annual General Meeting, providing that the above conditions are met. **In the event that an application is submitted between a meeting of the Council and the AGM, the Executive may submit the application direct to an AGM.** Membership ~~would~~ **will** commence immediately following the AGM at which the application is approved.

2.3. An Affiliate Member has no voting rights at the AGM and its members are not eligible for election to the SCA governing bodies. **Unless an AGM decides otherwise on an exceptional basis,** it may not play in the SCA League Championship or other SCA competition matches but may participate in friendly cricket activities held under the auspices of the SCA.

A3. Associate Member

3.1. At the time of applying for Associate membership, an SCA Affiliate Member is required to submit the following to the SCA Secretary:

a. A valid copy of its Constitution;

b. A valid ~~Club~~ address registered as such with the local authorities;

c. Official authorization for use of the declared home ground given in a formal Letter from the Swiss Sport Authorities in charge of the ground that the Club is allowed to use;

d. Details of its bank Account with proof of solvency above CHF 500.-;

e. An electronic address designated as the Club formal contact address;

f. A list of its members together with the names of its Office bearers;

g. In the face of rejection of its candidature, there shall be a mandatory waiting period of one year before the Affiliate Member becomes eligible to re-apply for Associate membership.

3.1. Upon receipt of above documents, a person nominated by the SCA Executive together with a member of the concerned **Member** shall ~~check~~ **verify** the reality of the ground allotted and assess on site if that ground is fit to play cricket.

3.2. The Affiliated Member's request to becoming an Associate Member shall be subsequently submitted for decision to the Council and Annual General Meeting, providing that the above conditions are met. **In the event that an application is submitted between a meeting of the Council and the AGM, the Executive may submit the application direct to an AGM.** Membership **will** commence immediately following the AGM at which the application is approved.

3.3. An Associate Member shall be entitled to vote at the AGM as well as at Council meetings and its members shall be eligible for election to the SCA governing bodies. It may participate in all SCA activities or any such held under the auspices of the SCA.



APPENDIX B to the SCA Constitution

DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE MEMBERS

B1. Introduction

Following the ratification of the revised SCA Constitution at the 2006 Extraordinary General Meeting, the new organization comprises the following bodies:

The Association's Patron
The General Assembly
The Council
The Executive Committee
The Auditors

B2. The General Assembly

Each Associate club may be represented by two delegates, -- one, a member nominated to the SCA Council, and the other, a Club member of good standing, -- at the Annual General Meeting (AGM) and at the Extraordinary General Meetings, and shall be entitled to one vote only.

The General Assembly shall be responsible for

- a. The election of the Executive Committee and the two Auditors;
- b. The election of the League Committee;
- c. The approval of the Association's Financial Accounts for the previous year, and the Budget for the current year;
- d. Approval of proposed changes to the SCA Constitution;
- e. Admission of new Associate or Affiliate Club Members;
- f. Determining the fees for Associate and Affiliate Club Membership, Competition participation fees, player registration fees and passive club membership fees;
- g. Approval of proposed changes to Competition format, rules and regulations;
- h. Approval of the International Match Programme,
- i. Approval of action programmes,
- j. Discuss and make decisions on any other topics for which the General Assembly is competent,
- k. The dissolution of the SCA.

B3. The Council

The Council comprises the members of the Executive Committee and one member nominated by each Associate Club.

The Council shall be responsible for

- a. ~~Recommending the admittance of new Associate or Affiliate Clubs to the AGM;~~
- b. ~~Preparing action programmes and recommendations for the attention and approval of the General Assembly.~~

B4. The Executive Committee

The Executive Committee shall meet at least four times per annum, and shall be responsible for:

- a. ~~Managing and administering the affairs of the SCA, including its day-to-day business~~
- b. ~~Executing action programmes and decisions of the General Assembly~~
- c. ~~Preparing for the General Assembly~~
- d. ~~Formulating proposals for the attention of the Council and the General Assembly~~
- e. ~~Establishing and maintaining contact with the Federal Sport-Amt and the media~~
- f. ~~Maintaining contact with the International Cricket Council (ICC) and the European Cricket Council (ECC)~~
- g. ~~Promoting the development of youth cricket in schools and amongst other young people in Switzerland~~
- h. ~~Informing the Council on developments within the ICC and ECC~~
- i. ~~Issuing an SCA Annual Report~~
- j. ~~Planning and organizing home international matches involving SCA representative teams in collaboration with the host club~~

Duties and responsibilities of the Executive Committee Members

The President represents the SCA to cricketing organizations and institutions such as local authorities, Federal Sport-Amt, the media and at international cricket meetings. He/she should be prepared to act and guide his colleagues in the Executive Committee or in the Council to promote cricket in Switzerland. He/she shall chair all meetings of the Executive Committee, the Council and the General Assembly Meeting. He/she shall maintain good relations with the ICC and ECC and the Association's Patron.

The Vice-President shall support the President and/or deputise for him/her. In the absence of the President, he/she shall deputise for him/her.

The Honorary Secretary shall organize the meetings of the Executive Committee, the Council and the General Assembly, preparing their agendas, taking and distributing the minutes.

The Honorary Treasurer shall keep accurate records of the accounts of the financial transactions of the SCA. He/she shall prepare and present to the AGM a budget for the forthcoming financial year, and shall be responsible for keeping to the budget. He/she shall verify that payments for **Associate and** Affiliate membership and Competition participation fees are received in due time, otherwise he shall inform the Executive Committee.

The International Match Manager (IMM) shall manage all international matches involving Swiss-representative teams either at home or away. In addition he/she shall be the Chairman of Selectors, a committee comprising the SCA President and one other elected by the ~~General Assembly~~ AGM in the first instance, and failing that by the Executive Committee.

The Chairman of the Swiss Competitions' Committee shall be responsible for overseeing the Swiss Competitions (League or Knock-out etc), the registration of players for such competitions, convoking the League Committee whenever necessary, and keeping the participating clubs and information organizations informed of the current state of the competition(s). In addition he/she shall act as Assistant Honorary Secretary.

The Youth Development Officer shall be responsible for overseeing the promotion of Youth Cricket in Switzerland by personal contacts with locally based Youth Organisations and organizing/coordinating coaching, training courses and youth fixtures both in Switzerland and abroad.

The Sponsorship & Advertising Coordinator shall in agreement with the President represent the SCA to outside organizations and institutions such as local and Federal media organizations. He/she should be prepared to act as a fund raiser, seeking sponsorship for the SCA to promote cricket in Switzerland and to assist the IMM in helping national teams to participate in international matches and tournaments. ~~He can request support and assistance from his colleagues in the Executive Committee or in the Council~~

~~B7. Duties and responsibilities of the Association Patron~~

~~The Association Patron will promote the SCA to outside organizations and institutions such as local and Federal sports authorities. He should be a campaigner for cricket, prepared to act as a fund raiser, seek sponsorship for the SCA to promote cricket in Switzerland and to help national teams to participate in international matches and tournaments. He can request support and assistance from his colleagues in the Executive Committee or in the Council.~~