



**CRICKET SWITZERLAND**

# **Constitution**

**Adopted 1 March 2014**

**Amended 28 February 2015**

**Last amended 18 February 2017**

## **1. Title**

The organisation shall be called the “Cricket Switzerland” shall be based in the Swiss Capital. The postal address may differ.

## **2. Objectives**

2.1 The objectives of Cricket Switzerland are:

- a. to encourage and promote cricket in Switzerland in accordance with the Laws of Cricket, the ‘Spirit of Cricket’ as described therein, and in the best traditions of sportsmanship generally;
- b. to best represent the interests of its membership, and to liaise between them and the Switzerland Federal Sport-Amt, International Cricket Council (ICC), the Swiss Olympic Association (Swiss Olympic) and other sporting authorities as the case may be;
- c. to oversee national and youth development schemes administered either directly or through its member organisations;
- d. to appropriately allocate funds received in the form of support grants for:
  - i. Youth development projects;
  - ii. Coaching programmes;
  - iii. Umpire and scorer training courses;
  - iv. Support to Member organisations for improving facilities for cricket.
- e. to conduct cricket tournaments and related events for the benefit of its membership; and
- f. to organise and manage Swiss national teams for participation in matches and tournaments at an international level.

### **3. Membership**

3.1 Cricket Switzerland membership shall consist of Associate and Affiliate members and shall be open to all clubs and organisations based in Switzerland, and in neighbouring regions, provided always that such clubs and organisations meet the specified eligibility criteria detailed in Appendix A to this Constitution.

3.2 Founding members of Cricket Switzerland shall sign a written declaration at the Inaugural General Meeting (hereinafter referred to as 'IGM') that they agree to abide by and shall continue to adhere to this Constitution.

3.3 Clubs or organisations that apply for Cricket Switzerland membership after the IGM shall be admitted, provided that they satisfy the conditions of admission to Cricket Switzerland membership detailed in Appendix A, which are an integral part of the present article.

### **4. Subscription**

4.1 The Cricket Switzerland annual subscription shall be determined at the IGM and annually thereafter at the Annual General Meeting, (hereinafter referred to as 'AGM') each year. Subscriptions are due by 31 March each year.

4.2 Failure to pay the required Cricket Switzerland membership subscription (or part thereof) by the due date may result in the defaulting member(s) being excluded from Cricket Switzerland and all its activities including voting rights at subsequent AGMs and Council Meetings.

### **5. General Meetings and subsidiary bodies of Cricket Switzerland**

5.1 The permanent bodies of Cricket Switzerland are:

- a. The AGM of members and the Extraordinary General Meetings (hereinafter referred to as 'EGM');
- b. The Council;
- c. The Executive Committee.

### **6. Role and Functions of the Annual General Meeting**

- a. Approval of the annual reports of the Executive Committee members and that of the Auditors and subsequently discharge the outgoing Executive from their obligations;
- b. Approval of amendments to the Constitution;
- c. Election of the members of the new Executive Committee and the Auditors;
- d. Election of the members of the Competitions Committee;
- e. Approval of the annual fees. Such fees may from time to time comprise but are not limited to Associate and Affiliate membership fees, League and Cup participation fees and prize monies to be awarded (if any) and player registration fees. Additionally the AGM shall approve the cost of approved competition balls, the use of which shall be mandatory for participation in the relevant Cricket Switzerland competition;
- f. Debate and vote on proposals submitted to the agenda of the AGM;
- g. Approval of the admission of Associate or Affiliate members;
- h. Consideration and decision on any other issues for which the AGM is competent; and
- i. Dissolution of the organisation in accordance with its Constitution.

## 7. The Annual General Meeting

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

7.2 The President shall decide the date and place following consultation with 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.

7.3 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.

7.4 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 fees specified in article 6e above;
- j. Approve the budget for the forthcoming year;
- k. Consider and decide on applications for Associate or Affiliate membership;
- l. Debate and vote on proposals submitted to the agenda of the AGM;

7.5 Motions received from the floor shall be taken under "any other business".

7.6 The Cricket Switzerland 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, an acting Chairman shall be elected for the purpose of conducting the business of that AGM or EGM only.

7.7 The quorum shall be one-third of those members entitled to be present. (Vide Art. 7.9).

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

7.9 Each Associate member may be represented at AGM's or EGM's by two delegates, however, each Associate member will be entitled to one vote only per motion.

7.10 The members of the Executive Committee shall have no voting rights unless they are the sole representatives of their respective organisations present.

7.11 Affiliate members may be represented but shall have no voting rights.

7.12 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 EGM of Cricket Switzerland 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 EGM 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 EGM shall be carried by two-thirds of Associate members present and voting.

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

## 9. The Council

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

- a. the members of the Executive Committee;
- b. one member, nominated to the Council, from each Associate member;
- c. such other officers as the AGM shall elect as and when required.

9.2 The Council shall be responsible for:

- a. All business relating to the Cricket Switzerland Competitions Program, including the Competition(s) format;
- b. Approval of competition balls. Consideration shall be given to cost and durability aligned with the particular competition requirements (i.e. 20 or 40 overs-matches), and other factors such as ball colour (visibility). Use of competition balls so approved shall be mandatory for use by all members for the forthcoming season.
- c. Preparing action programmes and recommendations at the direction of and for the approval of the AGM;
- d. Approval of changes to Competitions rules.
- e. Review of the then current Balance Sheet and progress against the annual budget

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 convened as and when deemed necessary by, either by the Executive Committee, or upon written demand of at least five Associate 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 Cricket Switzerland President shall chair Council and Executive Committee meetings, but in his or her absence the Vice President shall replace him or her; in the absence of both, an acting Chairman shall be elected for the purpose of conducting the business of that Council meeting only.

9.6 The quorum shall be one-third of those Associate Clubs entitled to be present (vide Art. 9.1. 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 respective clubs present. In the event of a tie, the Chairman shall have a casting vote.

9.8 Affiliate 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 Cricket Switzerland 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 Competitions Committee,  
 The International Match Manager,  
 The Youth Development Officer,  
 The Sponsorship Coordinator,  
 The Publicity Coordinator, and  
 The Women's Cricket Development Officer

10.2 The AGM may decide to admit additional members to the Executive Committee for one year if this beneficial to the interests of Cricket Switzerland. Such members shall have the same voting rights as the other members.

10.3 The Executive Committee shall meet as often as is necessary, and shall be responsible for:

- a. Managing and administering the affairs of Cricket Switzerland, including its day-to-day business;
- b. Deciding on all questions related to Cricket Switzerland and for which the Constitution and/or Swiss law 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 Switzerland Federal Sport-Amt, International Cricket Council (ICC), the Swiss Olympic Association (Swiss Olympic), other sporting authorities and the media;
- f. Planning and organizing home international matches involving Cricket Switzerland 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 or Affiliate clubs or organisations. The members shall be eligible for re-election.

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

10.6 The President may request the Vice President or the Secretary or Treasurer to act on his behalf during his absence.

10.7 The Executive Committee may appoint other officers if necessary, during the then current season for specific purposes, but without the right to vote.

## **11. Finances**

11.1 The Cricket Switzerland financial year shall be concurrent with the calendar year.

11.2 Cricket Switzerland shall be financed by subscriptions, donations and other means determined by the AGM.

11.3 The Honorary Treasurer shall ensure that accounts are kept in proper order and consistent with Cricket Switzerland's bank account transactions.

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

11.5 All Cricket Switzerland 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, legal expenses) which exceed CHF 500. - shall require prior written authorization of the Executive Committee.

11.7 All payments made from the bank account of Cricket Switzerland shall require dual authorization of two officers of the Executive Committee, nominally the President and the Honorary Treasurer (including their deputies as may have previously been notified to the Executive Committee in writing).

## 12. Application of Funds

a. The income and property of Cricket Switzerland whencesoever derived shall be utilized solely towards the promotion of the objectives as set forth in Art. 2 of this Constitution;

b. Cricket Switzerland shall not secure the services of any salaried officers unless previously sanctioned at an AGM;

c. Services rendered to Cricket Switzerland by all those holding office, other than reasonable travelling expenses, shall be on a voluntary basis in the best interests of cricket;

d. The funds of Cricket Switzerland shall be used for:

- i. the base operating costs of Cricket Switzerland (e.g. insurance, communication s fees, bank charges, professional services);
- ii. match expenses (ball, grounds & refreshments) for League Finals and all Cup and International matches;
- iii. other direct expenses (e.g. telephone calls, stationery, postage, reasonable travel expenses, stock purchases for the purpose of resale to members);
- iv. other miscellaneous expenses, subject also to prior AGM approval if comprising a single charge in excess of CHF 1,000.

## 13. Amendments to the Constitution

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

13.2 Any proposed amendment to this 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 members at the time of submitting the proposal.

13.3 All amendments to this 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 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 Cricket Switzerland shall require the consent of at least two-thirds of those present and entitled to vote at an AGM or EGM (vide Art. 7.8). Such a motion shall be submitted to the Secretary, in writing by not less than five Associate members, and bear the signatures of those authorised to sign on behalf of their respective organisations.

14.2 In the event of the dissolution of Cricket Switzerland, 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 of Cricket Switzerland shall not exceed in total an amount greater than the Cricket Switzerland annual Associate or Affiliate membership fee.

## **15. Entry into Force**

15.1 The Cricket Switzerland Constitution shall be effective immediately upon adoption.

15.2 Amendments to the Constitution shall be effective immediately upon adoption.

## **16. Language**

16.1 The original language of the Constitution shall be English. Translations into official national Swiss languages may be approved at an AGM.

16.2 All Cricket Switzerland business, including the AGM, the EGM, the Council and the Executive Committee meetings, shall be conducted in English. Documentation may be translated into German, French or Italian where deemed necessary.

## **APPENDIX A to the Cricket Switzerland Constitution**

### **CONDITIONS OF ADMISSION TO MEMBERSHIP**

#### **A1. General principle**

1.1 All clubs or organisations that at the time of the IGM conformed to the dispositions of A2 or A3 (below) shall be accorded Affiliate or Associate status, as the case may be, of Cricket Switzerland

1.2 All Clubs or organisations that apply for Cricket Switzerland membership after the IGM, 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 Cricket Switzerland Affiliate membership.

#### **A2. Affiliate Member**

2.1. At the time of applying for Affiliate membership, a Club or organisation is required to submit the following to the Cricket Switzerland Secretary:

- a. A valid copy of its Constitution;
- b. A valid club or organisation address registered as such with the local authorities;
- c. A club or organisation bank account with proof of solvency above CHF250.-;
- d. An electronic address designated as the club or organisation formal contact address;
- e. A list of its members together with the names of its Office bearers;
- f. Supporting letters from two Cricket Switzerland Associate members;
- g. A confirmation letter, duly signed by its President and a member of its Executive, that the club or organisation is willing to abide by and adhere to the Cricket Switzerland Constitution.

2.2 The request for admission shall be initially discussed by the Executive Committee and, if considered suitable, subsequently submitted for decision to the AGM, providing that the above conditions are met.

2.3 Membership shall commence immediately following the AGM at which the application is approved.

2.4. An Affiliate Member has no voting rights at the AGM, nor at an EGM nor are its members eligible for election to the Cricket Switzerland governing bodies until such time as its Associate membership is approved. Unless an AGM decides otherwise on an exceptional basis, it may not play in the Cricket Switzerland League Championship or other Cricket Switzerland competition matches but may participate in friendly cricket activities held under the auspices of Cricket Switzerland.

2.5. Affiliate members may first apply to become Associate members at the next AGM held subsequent to the AGM at which Affiliate membership was approved; such application to be made fully in accordance with A3 hereunder.

#### **A3. Associate Member**

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

- a. A valid copy of its Constitution;
- b. A valid club or organisation address registered as such with the local authorities;



c. Where applicable, 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. A club or organisation bank account with proof of solvency above CHF 500.-;

e. An electronic address designated as the club or organisation formal contact address;

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

3.2. Upon receipt of above documents, a person nominated by the Cricket Switzerland Executive Committee together with a member of the concerned club shall verify the reality of the ground allotted and assess on site if that ground is fit to play cricket.

3.3. The Affiliate Member's request to becoming an Associate Member shall be subsequently submitted for decision to the AGM, providing that the above conditions are met.

3.4. Membership shall commence immediately following the AGM at which the application is approved.

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

## **APPENDIX B to the Cricket Switzerland Constitution**

### **DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE MEMBERS**

#### **B1. Duties and responsibilities of the Executive Committee Members**

The President represents Cricket Switzerland 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 Meeting. He/she shall maintain good relations with the ICC and ECC.

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 Cricket Switzerland. 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 Switzerland-representative teams either at home or away. In addition he/she shall be the Chairman of Selectors, a committee comprising the Cricket Switzerland President and one other elected by the AGM in the first instance, and failing that by the Executive Committee.

The Chairman of the Switzerland Competitions' Committee shall be responsible for overseeing the Switzerland Competitions (League or other), 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 Coordinator shall act as a fund raiser, seeking sponsorship for Cricket Switzerland to develop and support cricket in Switzerland and to assist the IMM in helping national teams to participate in international matches and tournaments.

The Publicity Coordinator shall in agreement with the President represent Cricket Switzerland to outside organizations and institutions such as local and Federal media organizations. He/she shall promote cricket in Switzerland including the most important events such as competition finals and international matches and tournaments.

The Women's Cricket Development Officer is responsible for establishing and managing Cricket Switzerland's women's development cricket program across Switzerland. The role is primarily one of identifying the opportunities for women's cricket to be played, building knowledge of the game and increasing participation and performance levels from school playgrounds to international competitions.

