



CONSTITUTION

- Title** Berkshire Cricket Officials Association (BCOA - a part of the England & Wales Cricket Board Association of Cricket Officials (ECB ACO) and affiliated to Berkshire Cricket Ltd.
- Objectives** BCOA is an organisation committed to the Development and Support of Umpires and Scorers in Berkshire by the following:
- aim to improve the standard of umpiring and scoring by instruction, preparation for assessments, observation, supported development and other appropriate means
 - to promote and improve the status of Umpires and Scorers and to protect their interests
 - to assist and co-operate with cricket clubs and cricket bodies for the improvement of the game and the application of its Laws
 - to appoint Umpires and Scorers to appropriate matches
- Membership** All members of ECB ACO who resident in or have appropriate cricketing connections within the cricketing county of Berkshire, shall be eligible for membership of BCOA. Anyone involved as a cricket official, or retired from those duties, although not a member of ECB ACO may apply for membership of BCOA subject to the approval of the Committee.
- Subscription** Rates of subscription for BCOA shall be agreed annually at the Annual General Meeting and due for payment before 31st March each year.
- Committee** BCOA shall be administered by a Committee consisting of the following officers:
- Chairman (who shall exercise only a casting vote)
 - Vice-Chairman
 - Secretary
 - Membership Services Officer
 - Treasurer
 - Education Officer
 - Appointments Officer
 - Performance Officer
 - Two (2) annually elected Committee members.

At any meeting the quorum shall be four.

Officers shall serve for three years and shall retire on the following rotation, but be eligible for re-election.

Year 1 – Chairman and Appointments Officer (*from 2011*)

Year 2 – Vice-Chairman, Secretary and Education Officer (*from 2009*)

Year 3 – Treasurer, Performance Officer (*from 2010*), and Membership Services Officer (*from 2013*)

The Committee shall administer the affairs of the Association, meeting at least 3 times annually.

If necessary, the Committee may co-opt members between AGMs.

Sub-committees as appropriate may be established and may include members other than full Committee members.

AGM An Annual General Meeting shall be held NOT LATER THAN 28th February each year.
The meeting will:

- 1) receive Officer's Reports
- 2) consider and adopt Annual Accounts
- 3) elect Committee members on the above rotation
- 4) appoint Accounts Examiner, if necessary
- 5) matters for consideration which must be submitted to an Officer 7 days in advance of the meeting

At an AGM, the quorum shall be 25% of the membership.

EGM An Extraordinary General Meeting may be called by the Committee or by 20 fully paid-up members of the Association. It shall discuss ONLY the business on the notice of the meeting. The quorum for such a meeting shall be 25% of the membership.

Conduct of General Meetings

- 1) General meetings shall be notified at least 14 days in advance.
- 2) Nominations and resolutions, properly proposed and seconded must be lodged with the Secretary 7 days before the meeting.
- 3) Proposals and nominations by the Committee shall be included in the notice of the meeting.
- 4) Motions calling for an EGM must be lodged with the Secretary to meet the above timescale.
- 5) Proposals to amend the Constitution must follow the above procedure.
- 6) Voting at General Meetings will normally be by a show of hands with a simple majority of those present and voting carrying the motion. In cases where a change to the Constitution is concerned, the motion shall be carried by two-thirds of those members present and voting.

Officers Chairman (duties see appendix I)
Vice-Chairman (duties see appendix I)
Secretary (duties see appendix I)
Membership Services Officer (duties see appendix I)
Treasurer (duties see appendix I)
Education Officer (duties see appendix I)
Appointments Officer (duties see appendix I)
Performance Officer (duties see appendix I)

Other The Officers may from time to time make appointments to assist them in their duties. These positions and job specifications are detailed in Appendix II of this constitution.

Interpretation The Committee shall be responsible for the interpretation of the Constitution and shall decide on any matter on which this Constitution is silent.

STANDING ORDERS

- 1 No discussion shall take place on a motion, unless it has been properly proposed and seconded.
- 2 All discussion shall be through the Chair and not between individuals.
- 3 An amendment to a motion must be properly proposed and seconded and must be read out by the Chairman before it is discussed.
- 4 Only one amendment shall be considered at a time.
- 5 The order of discussion shall be: First, the amendment. If the amendment is defeated, any subsequent amendment may then be proposed. If the amendment is carried, then it becomes the substantive motion and any further amendment may then be moved. No second amendment shall be discussed until the first has been decided.
- 6 The decision of the Chairman on any point of order shall be final.