

**ARIZONA CRICKET ASSOCIATION
CONSTITUTION**

Revised 2018 Revision approved by ACA Board 08/16/2018

Arizona Cricket Association Constitution

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Revision History:**# Summary of Change Date Approved Author**

#	Particulars	Date	By
1	Changes as presented and approved at the 2015 AGM	07/29/2015	Vishal Tiku
2	Changed as presented and approved at the 2018 AGM	08/16/2018	Vishal Tiku & Chandrakant Barlingay
3	Formatted the document	9/13/2021	Vivek Govekar
4	AGM in July. Removed co-opted member	9/13/2021	Vivek Govekar
5	Added ACA owned non voting Member	Approved ta EGM 5-May-2022	Vivek Govekar

I. Name: The Arizona Cricket Association (ACA)

www.AZCricket.com (ACA Official Website)

ACA is a consortium of member Leagues, Clubs, Teams and individuals that have the primary goal to play and promote the sport of Cricket in the State of Arizona.

ACA is an unincorporated not-for-profit Association.

II. Address:

ACA does not have a permanent physical address. All electronic communication should be routed to acaexecom@googlegroups.com

III. Aims & Objectives

1. To promote the game of CRICKET in the State of Arizona.
2. To organize the Arizona Cricket League matches for the mutual benefit of all the affiliated clubs.
3. To support and conduct coaching and cricket training sessions for the youth in Arizona.
4. To establish a platform to promote and develop understanding, brotherhood and unity among the members of the community for the benefit of the community.
5. To invite teams from other States for games to be played in Arizona and to visit other States to play games there.
6. To participate in National/Regional tournaments.
7. To be a member of the ICC Recognized USA Cricket (or other viable alternate) National Governing Body (NGB) for the sport of Cricket in the USA.
8. To provide the Community with the basic amenities and facilities for amateur cricketing activities.

IV. Membership

1. Voting Member

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An Organization such as a League, Club or Team may become a member of ACA with voting privileges upon approval by the ACA Board with a 2/3rd majority vote. Only Organizations that participate actively in ACA organized or recognized competition may be instated as voting members. Organizations accepted as voting members will not have any voting privilege for the first year after being accepted to join ACA.

2. Non-voting Member

An Organization such as a Cricket Academy, Leagues run independently of ACA or Individuals may become a member of ACA with no voting privileges upon approval by the ACA Executive Committee by a majority vote.

Teams/Clubs that actively participate in ACA organized tournaments and other activities can only be a member with voting privileges.

3. ACA owned Non-voting Member

An Organization such as a Cricket Academy, Leagues, or cricket teams owned by ACA that are run independently of ACA, and do not participate in ACA organized tournaments will be considered as ACA owned non-voting members. ACA owned non-voting member organizations are instated upon approval by the ACA Board with a 2/3rd majority vote and would have ACA executive members in the majority in the governing body of such non-voting member organizations. The duration of such membership would be one year and can be renewed annually by a simple majority vote by the ACA Board. Dates for the activities conducted by such members will be decided by ACA. If an independent constitution is needed for such ACA owned organization then ACA Board will create or amend or update such constitution.

4. Membership Fee

Annual Membership fee (non-refundable) from members will be due on **July 1st** of each year. The annual membership fee shall be **\$100 for voting members and \$25 for non-voting members.**

5. Suspension of Membership

a. Automatic Suspension:

A member would be automatically suspended for a failure to pay their annual membership fee or any other dues owed to ACA by the established or communicated due date for such dues.

b. Suspension by Vote:

A Voting Member may be suspended by the ACA Board by a 2/3rd majority vote. A Non-Voting Member may be suspended by the ACA Executive Committee by a majority vote. A suspension notice will be sent to the impacted member providing the reason(s) for suspension and any reinstatement requirement(s). Examples of reasons for suspension of a member under this clause include but are not limited to:

- i. Failure to comply with member obligations to ACA, OR
- ii. Failure to comply with member requirements as established by any of the ACA's authorized committees, OR
- iii. Failure to comply with other ACA Governing Documents such as the ACA Constitution/Match Playing Conditions.

c. Reinstatement:

A member that has been automatically suspended may be reinstated by the ACA Executive Committee upon fulfilling the reinstatement requirement(s) within 30 Days of suspension. Reinstatement requirement for such cases will be a full payment of the dues including any applicable fines, late payment fee etc. A member that has been suspended by the ACA Board by vote may only be reinstated by the ACA Board by a 2/3rd majority vote.

d. Suspension of an Organization:

A suspension of any Organization such as a League, Club or Team will be applicable to ALL of its constituent members/players. However, if the Organization is privately owned by one or more individuals, the suspension would only be applicable to the owners of the Organization. *For an Organization to be considered as privately owned, it has to indicate and provided evidence of private ownership when applying for or renewing its ACA membership.* Unless such evidence is provided, all Teams and Clubs will be considered publicly owned by its constituent members/players.

6. Termination of Membership:

A suspended member whose membership remains suspended for more than 30 days will be deemed as having withdrawn from ACA and its membership will be terminated.

7. Withdrawal of Membership

A member may withdraw their membership at any time by providing a written

notice to the ACA Executive Committee. Any monies owed to ACA by the withdrawing member shall become immediately due to ACA.

V. Board Of Directors (aka Management Committee)

a. Structure and Qualifications:

The “Board of Directors” is comprised of all voting members of ACA. Each such member shall nominate one individual as an **ACA Director** to represent their organization on the Board. An individual under active suspension or other disciplinary action(s) can’t function as an ACA Director. For a League or Club with several Teams, only one Director per League/Club will be allowed.

b. Authority of the Board

The ACA Board of Directors shall have ultimate authority over the business, policies and activities of the ACA including the sole authority:

1. To elect the Officers that comprise the ACA Executive Committee.
2. To remove any or all of the elected Officers of the ACA Executive Committee.
3. To adopt, amend or repeal provisions of the ACA Constitution and/or other ACA Governing documents.
4. To review and approve all voting member applications.
5. To suspend the membership of a voting member.
6. To reinstate membership of a suspended voting member.
7. To review and approve the annual budget and annual financial report.
8. To review and take action on any dispute or grievance complaints raised by an active member of ACA in good standing.
9. To take such other action that is customary for a board of directors of a corporation.

c. Voting

1. Each ACA Director will be entitled to one vote on behalf of his/her Organization.
2. An ACA Director may provide proxy rights to another individual of the same Organization he/she represents by providing notice to the ACA Executive Committee any time prior to a formal vote taking place.

VI. Executive Committee:

a. Structure and Qualifications:

The operational affairs of the Association shall be managed by its Executive Committee (ExeCom), consisting of the below mentioned six (6) elected individuals belonging to active voting members of the Association in good standing who are at least eighteen (18) years of age. Excluding the Chairman, no more than one (1) members of an ACA Voting Member can be elected into the Executive Committee for a given term, unless the position is empty and no other nominations or volunteers come forward.

1. The Executive Committee shall consist of the following members:

- i. Chairman
- ii. Vice Chairman
- iii. General Secretary
- iv. Treasurer
- v. Fixtures Secretary
- vi. Umpires Coordinator

2. The above positions will be elected for a 1 year term at the Annual General Meeting (AGM).

3. In case of a mid-term resignation or removal, the ExeCom shall schedule an Extraordinary General Meeting (EGM) to elect the replacement member(s). The newly elected replacement member(s) will complete the existing term of the originally elected member(s).

4. Any member of the ExeCom shall relieve his/her duties immediately if removed from Office by the ACA Board by majority vote at an AGM/EGM.

5. If any ExeCom member is suspended due to disciplinary actions or if his/her organization is suspended, he/she will automatically relinquish his/her position in ACA ExeCom.

b. Authority of the Executive Committee:

1. Manage the operational affairs of ACA in compliance with ACA's Constitution and other Governing documents as established and approved by the Board.
2. Take all operational decisions to ensure the smooth operation of ACA administration, activities and affairs.

3. Manage ACA finances in adherence to the approved annual budget by the Management Committee.
4. Monitor ACA's financial and other assets and take necessary action to ensure they are properly protected.
5. Ensure financial reporting obligations of ACA are met in a timely manner including filing of any Federal or State Tax Returns as required.
6. Ensure that ACA members comply with their obligations to ACA and communicate official warnings as appropriate for potential action due to non-compliance.
7. Establish Tournament Structure, Rules and Fees as applicable.
8. Establish due dates for any and all dues/fees/penalties owed by ACA members including any penalties and/or late payment charges for payments that are late.
9. Represent ACA with all entities external to ACA such as the City/Park officials, the USA National Governing Body, ICC etc.
10. Final authority on Disciplinary Action(s) as recommended by the ACA Disciplinary Sub-Committee against any individual(s) for on-field violations of any ACA Match Playing Conditions during games organized by ACA in accordance with the ACA's Disciplinary Guidelines.
11. Establish any sub-committees as appropriate to manage specific areas of ACA Operations or Programs such as Disciplinary, Umpiring and Youth Development sub-committees.
12. Take strategic decisions that advance the interests of ACA and its objectives.
13. Suspend a non-voting member.
14. Reinstate a suspended non-voting member.
15. Review and approve a new application for a non-voting member.

c. Responsibilities of the Executive Committee:

Responsibilities of the Executive Committee shall include but not limited to the following:

1. Day to day administration of the ACA
2. Schedule, organize and conduct all ACA Board Meetings including the AGM and EGM.
3. Conduct an Executive Committee Meeting at least once every 60 days. Publish draft minutes of each meeting within 30 days of the conclusion of the meeting to

the ACA Board.

4. Organize Tournaments.

5. Decide on all milestone dates for the year and communicate the dates with at least a two week notice to all ACA members. Dates to include but may not be limited to:

- i. Annual General Meeting date
- ii. Registration deadline for Tournament(s)
- iii. Due Date for all dues including any associated charges for late payment with at least a two week notice
- iv. Start date(s) of all Tournaments
- v. Any other dates relevant to the proper conducting of Tournaments.

6. Refer action(s) to the ACA Board as appropriate including:

- i. Member non-compliance issues including recommendations for suspension of membership
- ii. Approval of or changes to the Annual Budget
- iii. Approval of any changes to the ACA Constitution or any other Governing Documents.
- iv. Disputes or grievance by an active ACA member for resolution and disposition as specified in the Dispute Resolution Section.

d. Executive Committee Meetings:

1. A quorum for Executive Committee meetings is defined as half of the current, in place, elected Officers rounded up to the next whole number, plus one. If the quorum for a meeting is not met, the meeting called may be postponed for another date and time. Agenda items that may need a formal vote shall not be part of the meeting in such cases.

2. Approval of the items in the Executive Committee meetings, when applicable, shall be by vote of ALL members attending the meeting excluding the Chairman. In the case of a tie vote, the Chairman shall cast the deciding vote. The Chairman has the authority to veto any vote and send it for a vote to the ACA Board.

3. The Executive Committee shall publish the draft minutes of each ExeCom meeting. The draft minutes once published shall be approved at the next scheduled Executive Committee Meeting.

4. Executive Committee meetings may be held virtually through A/V Conferencing.

VII. Subcommittees:

1. Subcommittees may be formed or dissolved at the discretion of the Executive Committee for any purpose deemed appropriate
2. Each Subcommittee will comprise of one or more individuals each representing different ACA Members
3. The Subcommittee Chair proposes the names of the members of the committees for approval by the Executive Committee
4. The sub-committee shall duly enquire on the issues raised to them and propose recommendations for action to the Executive Committee

VIII. Co-opted Member:

This section is empty.

IX. Member Responsibilities:

1. Voting Members to send their selected ACA Director as a representative to all ACA Board meetings.
2. Pay their annual membership and other dues as applicable by the communicated deadline(s).
3. Pay any applicable late fees for payments not made by a communicated deadline.
4. In case of Leagues, Clubs or Teams, submit names of their registered members/players along with their Tournament Registration either electronically or Forms duly signed not later than the date designated each year by the Executive Committee.
5. Agree to adhere to ACA's Constitution, Match Playing Conditions and other Governing documents.

X. Board Meetings:

1. An **Annual General Meeting (AGM)** shall be called by the ACA Chairman or General

Secretary before July 31st each year at an agreed location, time and date with a notice of two (2) weeks to all Voting Members of ACA through their designated ACA Director. The AGM date can be extended by 30 days with the board approval. The

AGM will always be an in-person meeting, except for certain extraordinary situations where AGM can be held online with the board approval. Attendance by Proxy or Audio/Video Conference is allowed for ACA Members not located in the immediate Phoenix Metropolitan area.

2. An **Extraordinary General Meeting (EGM)** may be called, if necessary, with only a one

(1) week notice. The EGM will always be an in-person meeting. Attendance by Proxy or Audio/Video Conference is allowed for ACA Members not located in the Phoenix Metropolitan area.

3. A regular **Board Meeting (BM)** may be called by the ACA Chairman or General Secretary with preferably a two (2) but at least one (1) week notice. The BM may be held virtually using Audio/Video conferencing.

4. Reports on finances, activities organized during the preceding year and other related matters of interest to be provided by the ExeCom for information at the AGM.

5. Election of new officers shall take place at the AGM on the basis of one vote per Voting Member of ACA, AND Chairman's vote in the case of a tie.

6. Annual Budget will be presented and approved at an AGM or EGM. Changes to the budget after initial approval may be presented for approval electronically.

7. Amendments to the ACA Constitution **must be** presented for discussion at an AGM/EGM. Approvals for such amendments may occur at the AGM/EGM or electronically after the meeting.

8. A quorum for any Board meeting is defined as half of the active Voting Members of ACA rounded up to the next whole number, plus one. If the quorum for a meeting is not met, the meeting called may be postponed for another date and time or if held, no voting shall take place.

XI. Executive Committee Electoral Process:

1. The Executive Committee shall be determined through elections conducted annually.

2. The current General Secretary or Chairman shall announce the beginning of the electoral process for the Executive Committee with a deadline for nominations along with the date for the AGM.

3. An ACA Voting Member may nominate persons for candidacy in the elections with the prior consent of the nominated individual(s).

4. All nominations must be received by the General Secretary or Chairman by the

deadline announced.

5. At the AGM, each ACA Director or authorized delegate shall submit one (1) vote (secret ballot) for each of the Executive Committee posts that are up for election in that year.

6. The counting of votes shall occur after voting for ALL positions is complete. In case a nominee gets elected for more than one position that person would choose the position that he/she would relieve and a re-election for the relieved position would follow immediately.

7. The majority vote getters shall be considered elected to the Executive Committee.

8. If two or more candidates tie with the same number of votes for a position such that the total number of elected positions would be more than the required number for that year, then a run-off election shall be conducted at the same meeting, to decide among only these tied candidates. If a tie persists after the run-off election, both the nominees shall be a part of the Executive Committee and the Executive Committee shall decide on the responsibilities for each of the tied elected members.

XII. Disciplinary Sub-Committee:

1. The Disciplinary Sub-Committee (DC) is responsible for evaluating all on-field issues and making recommendations to the ExeCom for actions against individual(s) that are found to be in violation. The ExeCom has the final authority on enforcement of such recommendations.

2. The DC is chaired by the Vice Chairman and comprises of up to 5 individuals each of whom represents a unique ACA Member with no Member represented more than once.

3. For the evaluation of any issues, at least three (3) members of the DC need to be included with none of them representing any of the ACA Members involved in the issue being evaluated.

4. Issue assessment with recommended actions to be completed no later than 10 days from the first official report of the incident.

5. DC to evaluate violations based solely on documented guidelines per ACA's Match Playing Conditions and/or other ACA Governing Documents.

XIII. Member Dispute/Grievance Resolution:

An active Member of ACA is entitled to appeal to the ACA Board of Directors for resolving an ACA related dispute or grievance. The following applies to such an appeal:

- a. Appellant ACA Member needs to submit an official appeal in writing to the ExeCom that also documents verifiable support of **at least 1/3rd of the total number of ACA Directors**.
- b. ExeCom to schedule a Board Meeting within two weeks of having received and verified the eligibility of the appeal.
- c. Each appeal needs to be for an issue not previously resolved/dispositioned by the ExeCom or the ACA Board of Directors.

XIV. Liability:

No individual of this Association including those that serve on the Executive Committee shall be personally liable for the debts, liabilities or obligations of the Association.

APPENDIX A

Roles & Responsibilities of the Executive Committee

The following represents the positions on the ExeCom and what their responsibilities are. Responsibilities listed are not a comprehensive list. Responsibilities may be shifted from one position to the other by consent of the two individuals in order to equalize workload or take advantage of strengths/interests of each of the Executive Committee members.

Chairman:

- Highest Authority in the ACA
- Chair and facilitates all ACA Meetings.
- Review ALL meeting agendas
- Oversee conduct and functions of elected members and propose recommendations to Executive Committee
- Overall operations and development of the ACA
- Facilitate sponsorships
- Chairman does not vote, except in case of a tie-breaker
- Outside contacts representing ACA when contacting organization
- Cannot represent Chairman and team simultaneously at any Board Meeting
(must make sure someone from team is available)

Vice Chairman:

- Work as acting Chairman when Chairman is not available
- Maintain the constitution
- Co-Chair Disciplinary Committee, except when his team is involved in the dispute
- Promote youth cricket

General Secretary:

- Set up meetings
- Draft meeting agendas
- Maintain team roster
- Monitor meetings are being held to agenda's and time schedule
- Publish meeting minutes
- Communication to and from ACA Members
- Maintain contact information of ACA Members

Fixtures Secretary:

- Handle all aspects of scheduling for ACA Tournaments
- Propose changes to schedule (if required)

Treasurer:

- Maintain accounts of ACA – receivable and payable
- Present a report to Executive Committee at Executive Committee meetings
- Create/propose budget based on previous year
- Present Treasury Report at Annual General Meeting (AGM)
- Writing checks for items that are approved by the Executive Committee
- File any applicable State and Federal Tax Returns on time.
- Ensure that the address on file with IRS is accurate and make any changes as appropriate.

Umpires Coordinator:

- Ensure Umpires follow the RULES and regulations of ACA
- Assign Umpires to Games under ACA and publish on website
- Propose actions to be taken on non-compliance to Executive Committee
- Handle umpire dues in case of issues raised by Umpires
- Collect feedback from captains on assigned umpires and use the feedback while assigning umpires
- Arrange training sessions to improve umpiring
- Handle all aspects of ACA Umpire Certification