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# **CONSTITUTION OF**

## **CANADA CRICKET UMPIRES ASSOCIATION INC.**

### **ARTICLE 1**

#### **1. NAME**

The name of the Association shall be the '**Canada Cricket Umpires Association**' hereinafter referred to as the 'Association'.

#### **2. THE SEAL**

The Seal of the Corporation shall be in such form as shall be prescribed by the Executive Board of the Corporation and shall have the words '**Canada Cricket Umpires Association**' endorsed thereon.

#### **3. HEAD OFFICE**

Until changed in accordance with the act, the Head office of the Corporation shall be in the City of Toronto, in the Province of Ontario.

### **ARTICLE 2**

#### **4. AIMS AND OBJECTIVES**

The Association shall be a non-profit organization constituted whose Aims and Objectives (hereinafter the Aims and Objectives') shall be: -

- (i) To promote and advance the status, role, authority and influence of cricket umpires and scorers; individually, collectively throughout Canada at all levels.
- (ii) To promote high standards of umpiring and scoring nationally at all levels throughout the game through the promotion of formal training courses, qualifying examinations, assessment and development programs and any other means approved by the Executive Committee.

- (iii) To promote the high standards of umpire and scorer training, nationally at all levels throughout the game through the provision of Instructor Induction Courses and advanced Instructor and Examiner training, development, and assessment programs.
- (iv) To advise, act on behalf of and generally support the interests of the Association's members in matters of match appointments and contract negotiations.
- (v) To develop, build upon and maintain close collaborative working relationships with cricket governing bodies and other umpire and scorer associations in Canada and overseas.
- (vi) To encourage and assist in the formation of constituent Branches and Affiliated Associations in Canada for the initiation fees of the game and the application of the Laws to further these Aims and Objectives.
- (vii) To provide Umpires when requested to do so by any members of any organized Cricket League, Associations and School Boards to officiate in cricket matches.

## **BY-LAWS**

### **ARTICLE 1**

#### **1 MEMBERSHIP**

##### **Section 1**

- (i) Membership in the Association shall be opened to persons and cricket Umpires' Organization that are interested in umpiring and umpiring related matters. A member of the Association in good standing shall sponsor applicants for membership.
- (ii) Application for membership must be submitted to the Secretary on the prescribed form and must be accompanied by the initiation fee which is non-refundable. See (Article 8).
- (iii) The Executive Committee shall review all application for membership. The Secretary shall notify the applicant in writing about the disposition of his or her application.
- (iv) The Secretary shall return the annual membership dues accompanying the application form to the applicants that are deemed unacceptable for membership.

##### **Section 2**

The Association shall establish three (3) categories of membership.

- (i) Regular Membership.
  - (ii) Associate Membership.
  - (iii) Honorary Member.
1. Regular Members shall apply for membership on the prescribed form to the Secretary of the Association. Regular Members shall be practicing umpires during the year they are classified as regular members. Regular Members shall pay the annual membership dues stipulated by the executive Committee and shall enjoy all the rights and privileges of the Association.
  2. Associate Members (individual, organizations) shall apply for membership on the prescribed form to the Secretary and shall pay the membership dues stipulated by the Executive Committee each year for Associate Members. Associate members shall be persons who may not be active and practicing umpires, but who may have interest in umpiring and umpiring related matters and who may contribute to the development and improvement of the Association. Associate Members shall pay the annual membership dues stipulated by the Executive Committee and shall enjoy all the rights and privileges of the Association. An organization that has been granted Associate status shall be entitled to one representative and one vote at all meetings.
  3. Honorary Members shall be persons of highest repute who have been active in cricket or who were involved in umpiring or cricket and have provided sterling contributions to cricket and whose membership will enhance the reputation of the Association. People eligible for Honorary Membership shall be recommended by a member in good standing and approved by a unanimous vote of the Executive Committee. Honorary members shall not pay the application fee or the annual membership dues and shall have no voting rights at meetings.

## **ARTICLE 2**

### **TERMINATION**

A member may in writing, terminate his or her membership with the Association at any time. The effective date of the termination shall be the date of the termination and shall be the date the letter is received by the Secretary. In addition, a member who fails to pay the annual membership dues or any levy established by the Executive Board shall automatically forfeit membership. The Secretary shall notify members in writing when membership dues are not paid.

## **ARTICLE 3**

### **REINSTATEMENT**

- (i) Members who are expelled from the Association may re-apply for reinstatement in writing to the Secretary of the Association after one (1) year. The initiation fees and the membership dues must accompany the application.
- (ii) The Executive Committee shall review applications for re-instatement to determine whether the applicant merits reinstatement to the Association. The application for re-admittance may be approved or rejected upon a unanimous vote of the Executive.
- (iii) Membership dues, fees or levies that remain unpaid prior to the suspension or expulsion of a member must be paid at the time the application is submitted for re-instatement. The Executive Committee reserves the right to reject an application without providing reasons for the rejections to the applicant.

## **ARTICLE 4**

### **MEMBERS MEETINGS:**

Regular Membership Meetings shall be held at least (2) two times a year at a place deemed convenient by the President after consultation with the Executive Committee.

The agenda for the meeting shall be as follows:

- (i) Review the minutes of the previous Regular Meeting.
- (ii) Correction and confirmation of the minutes of the previous Regular Meeting.
- (iii) Review correspondences.
- (iv) Transact business of a general nature.

### **ANNUAL GENERAL MEETING**

The Annual General Meeting of the Association shall be held before March 31<sup>st</sup> at such time and place deemed convenient after consultation with the Executive Committee.

The agenda of the meeting shall be as follows:

- (i) Review the minutes of the previous Annual General Meeting.
- (ii) Correction and confirmation of the minutes of the previous Annual General Meeting.
- (iii) Review correspondences.
- (iv) Review the Secretary's report.
- (v) Review reports from committees.
- (vi) Review the President's Annual report.
- (vii) Review the Treasurer's Annual report.
- (viii) Conduct any other business.
- (ix) Election of officers.

## **NOTICE OF MEETINGS:**

- (i) The Secretary shall provide notices in writing to members at least fourteen (14) days prior to the scheduled date of the Annual General Meeting/by email.
- (ii) The Secretary shall provide notices in writing to the members at least fourteen (14) days prior to the schedule date of the Regular Membership meetings/by email.

## **QUORUM**

- (i) At all Executive Committee meetings (3) three Executive members shall constitute a quorum.
- (ii) At the Annual General Meeting, Emergency meetings, or (10) ten financial members plus (3) Executive members present shall constitute a quorum.

## **ARTICLE 5**

### **1: OFFICERS OF THE ASSOCIATION**

The Officers of the Association shall be:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Assistant Secretary/Treasurer/PRO
- f) Certification Officer

All Executive positions shall be for a two-year period. The President, Secretary and Treasurer shall be up for election in even years while the Vice President, Assistant Secretary/Treasurer/PRO and Certification Officer shall be elected in odd years.

### **2: EXECUTIVE COMMITTEE**

There shall be an Executive Committee composed of all the officers elected at the Annual General Meeting of the Association.

Executive Committee shall formulate and establish policies and guidelines for the general operations of the Association.

The Executive Committee shall be empowered to and reserves the right to suspend or expel a member or members from the Association for activities which may be deemed contrary to the aims and objectives of the Association and its members.

The Executive Committee may expel members for any of the following:

- (i) Non-Payment of membership dues if/when payment is not received by March 31<sup>st</sup> of the applicable year.
- (ii) Conduct deemed to be prejudicial to the Association of which may bring disrepute to the Association and its members.
- (iii) Violations of the Codes of Conduct of CANADA CRICKET UMPIRES ASSOCIATION INC.

### **3: OTHER COMMITTEES**

The President shall appoint a Chairperson for each of the following Committees:

- The Disciplinary Committee will be headed by the Vice-President with the Assistant Secretary/Treasurer/PRO serving as the Secretary of the Committee.
  - Selection committee
  - Planning committee
  - Social committee
- The Chairpersons will select from the membership whom they desire to serve on these Committees.

### **ARTICLE 6**

#### **DUTIES OF OFFICERS**

All Elected Executives shall hold office for one (1) term of (2years)\_commencing immediately after the conclusion of the meeting to elect the Officers of the Association.

##### **1 President**

- (i) The President shall function as the Chief Executive Officer of the Association and shall be responsible for the general supervision of the administrative and financial operations of the Association.
- (ii) The President shall preside at all Regular, Annual, and Executive Committee Meetings or other membership meetings deemed necessary by the President.
- (iii) The President, in conjunction with the Executive Committee shall appoint Chairpersons of such committees as deemed necessary to fulfill the functions of the Association or as determined by the Executive Committee. The President shall be the ex-officio member of each Committee.
- (iv) The President in consultation with the Executive Board shall have the authority to call meetings and determine the place and time when such meeting will be held.

##### **2 Vice-President**

- (i) The Vice-President shall function in the capacity of the President in the absence of the President due to illness or other unavoidable circumstances. The Vice-President, while functioning as President shall enjoy all the rights and privileges of the President.
- (ii) The Vice-President, from time to time may advise the President on all matters pertaining to the effective and efficient operations of the Association. The Vice-President shall serve in the capacity so directed by the President.

##### **3 Secretary**

- (i) The Secretary shall be responsible for the **Administrative Responsibilities** of the Association and communicate with members.
- (ii) The Secretary shall maintain a record of membership dues, fines, etc.
- (iii) The Secretary shall receive official correspondences on behalf of the Association and maintain and manage a correspondence file. The Secretary shall establish and maintain a record of the names, addresses and telephone number listings of officials and members of the Association.
- (iv) The Secretary shall ensure that proper notes are recorded and that accurate minutes of the proceedings at Regular, Annual and Executive Committee meetings of the Association.
- (v) The Secretary shall retain the administration files utilized to record transactions for and on behalf of the Association for audit purposes.
- (vi) The Secretary shall retain the custody of the **Corporate Seal**.

#### **4 Assistant Secretary/Treasurer/PRO**

- (i) The Assistant Secretary/Treasurer/PRO shall function in the capacity of the Secretary due to illness or other unavoidable circumstance. The Assistant Secretary/Treasurer/PRO, while functioning as Secretary/Treasurer/PRO, shall enjoy all the rights and privileges of the Secretary/Treasurer/PRO.
- (ii) The Assistant Secretary/Treasurer/PRO shall assist the Secretary/Treasurer/PRO in the day-to-day operations of the Association and shall carry out such duties as may be assigned by the Secretary/Treasurer/PRO.
- (iii) The Assistant Secretary/Treasurer/PRO shall provide media or other publications with reports of umpiring activities for publishing throughout the year.
- (iv) The Assistant Secretary/Treasurer/PRO shall arrange and obtain Press, TV and Radio coverage for all events sponsored by the Association.
- (v) The Assistant Secretary/Treasurer/PRO shall perform such other pertinent duties as the President or Executive Committee may determine from time to time.
- (vi) The Assistant Secretary/Treasurer/PRO shall obtain sponsorship and grants for the Association.

#### **5 Treasurer**

- (i) The Treasurer shall have care and custody of and be responsible for the funds of the Association.
- (ii) The Treasurer shall prepare and maintain records of financial transactions conducted on behalf of the Association.
- (iii) The Treasurer shall open and maintain accounts at banks or other financial institutions. The Treasurer shall advise the Executive Committee on the most prudent methods to invest the finances of the Association.
- (iv) The Treasurer shall endorse in the name of the Association and deposit all monies collected on behalf of the Association at the bank or designated financial institutions no later than ten (10) days after the Treasurer received such monies.
- (v) Treasurer shall issue a receipt for all monies received on behalf of the Association.
- (vi) The Treasurer shall disburse monies only upon receipt of an approved voucher signed by the President or persons designated by the President. The Treasurer shall obtain approval of the President and/or the Executive Committee prior to the withdrawal of funds from any account at a bank or financial institution.
- (vii) The Executive Committee shall authorize three (3) signatures for each account at the bank or financial institutions. Funds may not be withdrawn without the signatures of the Treasurer and one of the other two (2) authorized signatures.
- (viii) The Treasurer shall reconcile bank and/or financial institution statements each month to ensure there are no discrepancies.
- (ix) The Treasurer shall present an audited financial report to coincide with the close of the fiscal year of the Association to be presented at the Annual General Meeting of the Association. Financial reports shall also be available for Regular and Executive Committee Meetings or as directed by the President.
- (x) The Treasurer shall retain the financial records of transactions completed on behalf of the Association for audit purposes.

## **6 Certification Officer.**

- A. The Certification Officer shall select a Committee of four (4) from the general membership. The Committee shall be called the Education and Training Committee. The Committee shall be responsible for carrying out the following duties.
- (i) Draw up a syllabus for the training of umpires and scorers in Canada.
  - (ii) Appoint supervisors, invigilators and oral examiners.
  - (iii) Set and mark questions for all examinations, also to decide on the structure of questions for discussions at the oral examinations.
  - (iv) Assessing and grading of umpires and scorers, umpires and scorers shall be assessed and graded as per the MCC guidelines.
- B. Umpires shall be graded as follows: -
- Level 1 – Qualified to umpire Junior and Senior inter-club cricket, umpires must take level 1 course and pass Level 1 Examination.
  - Level 2 - Qualified to umpire Junior and Senior inter-club cricket, inter – league cricket and representative matches.  
Pre-requisite: level 1 certificate,  
Must have at least 2 years experience.  
Must take level 2 course and pass level 2 Examination.
  - Level 3 -Qualified to umpire Inter –Provincial and inter – country cricket up to and including I C C Associate Member Games.  
Pre-requisite: level 1 and 2 certificates,  
Must have at least 3 years experience.  
Must take level 3 course and pass level 3 Examination.
  - Level 4 - Umpires who qualified as a Full Member or and who have passed West Indies Cricket Umpires Association Final Written, Practical and Oral Examinations.  
Pre-requisite:  
Level 3 Canada Cricket Umpires Association Certification.  
Must have three (3) years Practical Umpiring Experience.  
Must be a member of Canada Cricket Umpires Association for two years consecutively.

## **7 RIGHTS OF APPEAL**

- (i) Any member contesting a decision or ruling may appeal in writing to the Secretary within fourteen (14) days after being notified of the decision or ruling. If the appeal is granted, the member shall be heard by the Executive Committee at a date, time and venue set by the Executive Committee.
- (ii) After an appeal is heard, the decision of the Executive Committee shall be final.
- (iii) Pending the decision of any appeal, all penalties imposed shall be held in abeyance until the final disposition of the appeal.



## **8 APPEALING EXAMINATION RESULTS.**

The Education and Training Committee shall deal with all appeals which may arise, especially problems from those dissatisfied with results of examinations.

- (i) Any umpire wishing to appeal shall do so in writing within fourteen (14) days of the event, by submitting his complaint to the Secretary of the Association.
- (ii) The Secretary shall within seven (7) days of the receipt of the appeal, notify all members of the committee where adjudication will take place.
- (iii) The Chairperson of the committee shall summons a meeting to consider the complaint not later than fourteen (14) days after the notice.
- (iv) The umpire appealing shall be given the right to be heard.
- (v) The umpire appealing may be assisted at the hearing by his President or Secretary only.
- (vi) The umpire appealing shall pay a fee of (\$100.00) which will be non refundable.

## **ARTICLE 7**

### **FUNDRAISING**

Members shall not hold any form of fund-raising using the CCUA logo or letterhead without the consent of the Fundraising Committee and the approval of the Executive Committee.

## **ARTICLE 8**

### **MEMBERSHIP FEES:**

- (i) The Executive Committee shall establish the annual initiation fees paid by all new members as of 2021 and will have the powers to adjust the same each year as it sees fit.
- (ii) The Executive Committee shall establish the annual membership fees paid by all members and will have the powers to adjust the same each year as it sees fit.
- (iii) Changes to the Annual membership dues must be communicated to the members at the Annual General meeting of the Association and shall be effective on or before the 31<sup>st</sup> of March of each year.

## **ARTICLE 9**

### **EXECUTIVE COMMITTEE MEETINGS:**

- (i) The President shall convene meetings of the Executive Committee after consultation with the Secretary. The President shall determine the venues of such meetings after consultation with the Secretary.
- (ii) At meetings of the Executive Committee each member shall be eligible for one (1) vote. The President/Chairperson shall not have a primary vote but may cast a deciding vote in the event of a tie.

## **ARTICLE 10**

### **NOTICE OF EXECUTIVE MEETINGS:**

The Secretary shall provide notices in writing/email to Executive members at least fourteen (14) days prior to the schedule date of the Executive Committee meetings.

In the event of an emergency, the President may convene a meeting of the Executive Committee upon three (3) days' notice to members of the Committee. The President in consultation with members of the Executive Committee shall determine what constitutes an emergency.

Emergency meetings can be convened either in person, via the internet, email, audio, or video phone.

## **ARTICLE 11**

### **VOTING:**

- (i) Each financial member shall be eligible for one (1) vote at Regular, Annual General Meeting or Emergency Meeting of the Association. The President /Chairperson of the Meeting will not have a primary vote but shall cast the deciding vote in the event of a tie.
- (ii) Voting for the election of officers shall be cast by secret ballot. All other voting shall be conducted by a voice vote, except where the President/Chairpersons of the meeting or Presiding Officer may put a question to the floor to determine other methods of voting.
- (iii) To be eligible to vote a member must be in good standing. To be eligible to run for Executive office, a member must have attended one-half of the legally constituted meetings that have taken place over the past twelve (12) months. Ballots shall be distributed to eligible members at the Annual General Meeting, who shall be entitled to one vote for each elective office. A motion shall be moved after the elections of officers have been completed to destroy the ballots.
- (iv) Financial members who are absent when elections are being conducted shall be eligible for nomination and election, provided the absent member submit a written notification to the Secretary, two days (2) prior to the meeting, indicating his/her intention to accept nomination and election to any office.
- (v) To be nominated for President and Vice President, the candidate must be an Executive member for two (2) years consecutively.
- (vi) A candidate seeking to be nominated for any Executive position except President, Vice-President and Treasurer must have served the Association for a minimum of three (3) years consecutively.

## **ARTICLE 12**

### **FINANCIAL YEAR**

The Financial Business of the Association shall be conducted on a fiscal yearly basis. Unless otherwise ordered by the Executive Committee The financial year shall commence (January 1<sup>st</sup> of each year and end on December 31<sup>st</sup> of the same year.)

## **ARTICLE 13**

### **1 INTERPRETATION**

- (i) The Executive Committee shall be the authority on behalf of the Association for the interpretation of the Constitution and the rules governing the operations of the Association. The Executive Committee shall have jurisdiction over matters not specifically covered in the Constitution or Rules established by the Association to supplement the Constitution.
- (ii) Decisions of the Executive Committee are final and shall not be subject to review by another other organization or litigation (in any court of laws in Canada or otherwise).

### **2 EXECUTIONS OF DOCUMENTS**

- a) Contracts, documents, or any instrument in writing requiring the signature of the Association shall be signed by any two of the following: President, Vice President, Secretary or Treasurer, and all contracts, documents and instruments in writing so signed shall be binding upon the Association without any further authorization or formality.
- b) All cheques shall be signed by the Treasurer and the President or the Secretary.
- c) The Seal of the Corporation, when required, may be affixed to contracts, documents and instruments in writing by the Officers of the Association.

## **ARTICLE 14**

### **AMENDMENTS**

- (i) Request from members to amend the Constitution must be submitted in writing to the Secretary specifically stating the section (s) of the Constitution to be amended. Articles of the Constitution may be amended only by a two thirds (2/3) majority vote of all financial members present at a Annual General Meeting or at an Emergency Meeting, specifically called for that purpose.
- (ii) The Secretary shall schedule an Emergency Meeting within fourteen days (14) from the date the notice was received requesting a meeting to amend the Constitution. The Secretary shall notify members in writing at least seven (7) days prior to such Special Meeting and specifically state the purpose of the meeting.
- (iii) Any amendment that has been approved by the membership shall not be enforced or acted upon until it has received the approval of the Minister of Industry.

## **ARTICLE 15**

### **DISSOLUTION**

In the event of the dissolution of the Association any assets remaining after the payment and satisfaction of debts and liabilities, shall be devoted to Charitable Organizations approved by the Executive Board.