

CONSTITUTION OF

CANADA CRICKET UMPIRES ASSOCIATION

ARTICLE 1

1. <u>NAME</u>

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 Board of Directors of the Corporation, and shall have the words **'Canada Cricket Umpires Association'** endorsed thereon.

3. <u>HEAD OFFICE</u>.

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. <u>AIMS AND OBJECTIVES</u>

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, contract negotiations, insurance claims, legal disputes, disciplinary and arbitration

proceedings directly related to their cricket activities, provided that the Association is not brought into disrepute thereby;

- (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 improvement of the game and the application of the Laws to further these Aims and Objectives.

BY-LAWS

ARTICLE 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 application fee which is non-refundable and annual membership dues for the applicable year.
- (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 four (4) categories of membership.

- (i) Regular Membership.
- (ii) Associate Membership.
- (iii) Honorary Member.
- (iv) Life 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 high 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 not have voting rights at meetings.

- 4. Life Members shall be members who have consistently served the Association with distinction for a minimum period of seven (7) consecutive years and who is a member at the time the member is recommended by a member of the Executive Committee and approved by a unanimous vote of the said committee. Upon approval by the Executive Committee, the member shall not be eligible to vote at meetings of the Association.
- 5. Life Members shall not be active umpires.

TERMINATION

A member may in writing, terminates membership with the association at any time. The effective date of the termination shall be the date of the termination 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 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 application fee 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 four (4) 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 on the first (1^{st}) Sunday in February at such time and place deemed convenient by the President and Directors.

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 thirty (30) days prior to the scheduled date of the Annual General Meeting.
- (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.

QUORUM

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

ARTICLE 5

1 BOARD OF DIRECTORS.

- (i) The property and business of the corporation shall be managed by a board of directors, comprised of a minimum of three directors. The number of Directors shall be determined from time to time by a majority of the directors at a meeting of the board of directors and approved by a vote of at least two-thirds (2/3) of the members at a meeting duly called for the purpose of determining the number of directors to be elected to the board of directors.
- (ii) The applicants for incorporation shall become the first directors of the corporation whose term of office on the board of directors shall continue until successors are elected.
- (iii) At the second Annual General Meeting of the members, the board of directors then elected shall replace the Provisional Directors named in the Letters Patent of the Corporation.
- (iv) Directors shall be elected for a term of one (1) year by the members at the annual general meeting of the Association.
- 2 The office of director shall be automatically vacated : If at a special general meeting of the members, a resolution is passed by two thirds (2/3) of the members present at the meeting that he be removed from office.
- (a) If the director has resigned his office by delivering a written resignation to the secretary of the corporation.
- (b) If he is found by a court to be of unsound mind;
- (c) If he becomes bankrupt or suspends payment or compounds with his creditors.
- (d) If he should die.
- (e) Provided that if any vacancy shall occur for any reason in this paragraph contained, the board of directors by majority vote, may, by appointment, fill the vacancy with a member of the corporation.

2 POWERS OF DIRECTORS

The board of directors is hereby authorized, from time to time:

- (a) To borrow money upon the credit of the corporation, from any bank, corporation, firm or person upon such terms, covenants and conditions at such times, in such sums, to such an extent and in such manner as the board of directors in its discretion may deem expedient;
- (b) Limit or increase the amount to borrowed;
- (c) Issue or cause to be issued bonds, debentures or other securities of the corporation and pledge or sell the same for such sums, upon such terms, covenants and conditions and at such prices as be expedient.
- (d) Secure any bonds, debentures or other securities, or any other present or future borrowing or liability of the corporation, by mortgage, charge or pledge of all or any currently owned or subsequently acquired real and personal, movable and immovable, property of the corporation, and the undertaking and rights of the corporation.
- (e) The board of directors shall take such steps as they deem requisite to enable the corporation to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objectives of the corporation.

3 MEETING OF DIRECTORS

Meetings of the board of directors may be held at any time and place to be determined by the President, Provided that at least (30) days notice of such meeting is sent in writing to each director.

There shall be at least (2) meetings per year of the board of directors.

No formal notice shall be necessary if all directors are present at a meeting or waive notice thereof in writing. At any meeting of the board of directors each director is authorized to exercise one (1) vote. At all meetings of the board of directors a minimum of (3) three directors shall constitute a quorum.

4 INDEMNITIES TO DIRECTORS AND OTHERS

Every Director of the Corporation and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the corporation, from and against:

- a All cost, charges and expenses which such directors, sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him, or in respect of any act, deed, matter of thing whatsoever, made, done or permitted by him, in or about the execution of the duties of his office or in respect of any such liability;
- b All other cost, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such cost, charges or expenses as are occasioned by his own willful neglect or default.

1 OFFICERS OF THE CORPORATION

The officers of the corporation shall be:

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

The financial members present at the Annual General Meeting shall elect officers to serve the Association for one (1) term. One (1) term for the purpose of this Constitution shall be one (1) year. The officers elected at the Annual General Meeting may serve for consecutive terms. The officers need not directors.

2 EXECUTIVE COMMITTEE

There shall be an Executive Committee composed of all of 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 31st 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.

3 OTHER COMMITTEES

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

Disciple committee

Selection committee

Planning committee

Social committee

The Chairpersons will select from the membership whom they desire to serve on the Committees. The Committees selected must be approved by the General Membership. Terms of Reference must be drawn up for each Committee by the Executive Committee and approved by the General Membership.

ARTICLE 7

DUTIES OF OFFICERS

All Elected Executives shall hold office for one (1) term 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, shall prepare an annual budget and provide a projection of income and expenditures for each fiscal year.
- (iv) The President, in conjunction with the Executive, 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.
- (v) The President shall have the power 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 as may be directed by the President.

3 Secretary

- (i) The Secretary shall be responsible for the administrative responsibilities of the Association and communicate with members. The Secretary shall designate duties to any financial member as deemed necessary.
- (ii) The Secretary shall collect and maintain a record of membership dues, fines, etc received and issue receipts. The Secretary shall manage the non-monetary assets of the Association.
- (iii) The Secretary shall notify and transmit to the Treasurer within ten (10) days all monies that were collected and those that are held in storage for and on behalf of the Association. The Secretary shall conduct periodic reconciliation of the financial transactions with the Treasurer to ensure the records are accurately maintained.
- (iv) 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.
- (v) 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.
- (vi) The Secretary shall retain the administration files utilized to record transactions for and on behalf of the Association for audit purposes.
- (vii) The Secretary shall retain the custody of the corporate seal.

4 Assistant Secretary

- (i) The Assistant Secretary shall function in the capacity of the Secretary due to illness or other unavoidable circumstance. The Assistant Secretary, while functioning as Secretary, shall enjoy all the rights and privileges of the Secretary.
- (ii) The Assistant Secretary shall assist the Secretary in the day-to-day operations of the Association and shall carry out such duties as may be assigned by the Secretary.

5 <u>Treasurer</u>

- (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 approved by the Executive Committee. The Treasurer shall advice the President and 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) The Treasurer shall establish a process to collect monies within ten (10) days from the date of notification from the Secretary or members designated by the President to collect monies for and on behalf of the Association. The 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 conduct periodic reconciliation of records with the Secretary to ensure that the records are accurately maintained. 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.

- 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 corruing out the following duties.
- 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.
- vi) Assessing and grading of umpires and scorers, umpires and scorers shall be assessed and graded as per the I C C guide lines.
- 2) 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 ICC 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 A.C.U.& S.A Member or who have pass West Indies Cricket Umpires Association Final Written, Practical and Oral Examination.

7 <u>RIGHTS OF APPEAL</u>

- (i) Any member contesting a decision or ruling may appeal in writing to the Secretary within fifteen (15) 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 plus three (3) Directors 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 30 days of the event, by submitting his complaint to the secretary of the association .
- (ii) The secretary shall within fourteen (14) 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 thirty (30) 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 \$25.00 which will be non refundable.

9 PUBLIC RELATIONS/FUND RAISING OFFICER.

- (i) The Public Relations/Fund Raising Officer shall be appointed by the Executive Body.
- (ii) The Public Relations/Fund Raising Officer shall be responsible for developing plans, proposals and recommending programs to the Executive for implementing fund raising activities on behalf of the Association.
- (iii) The Public Relations/Fund Raising Officer, upon review by the Executive Committee shall establish a process to ensure information pertaining to the programs to be implemented is communicated to the print and electronic media and other organizations in an effort to promote the activities of the Association.
- (iv) The Public Relations/Fund Raising Officer shall work in close collaboration with the Executive Committee to ensure the projection for incomes and expenses are realized.

ARTICLE 8

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.

MEMBERSHIP FEES:

The Executive Committee shall establish the Annual Membership dues. 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 the first day (1st) of February each year.

ARTICLE 10

EXECUTIVE COMMITTEE MEETINGS:

- (i) The President shall convene meetings of the Executive /Management 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 11

NOTICE OF EXECUTIVE MEETINGS:

The Secretary shall provide notices in writing to Executive members at least thirty (30) 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 shall determine what constitutes an emergency.

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

QUORUM

At all Executive Committee meetings (3) three Executive members shall constitute a quorum.

ARTICLE 12

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 has 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, seven days (7) prior to the meeting, indicating his/her intention to accept nomination and election to any office.
- (v) Except with the permission of the Executive Committee, no motion lost or rejected at any regular meeting may be brought up again until after three (3) months.

PROXY VOTE

- (i) Proxy votes may be cast only at Annual General Meeting of the Association, providing the proxy is in writing and is signed by the member.
- (ii) The proxy shall be submitted to the Secretary of the Association at the meeting and shall be sealed and opened only at the meeting in the presence of the members in attendance.

ARTICLE 14

FINANCIAL YEAR

(i) The financial business of the Association shall be conducted on a fiscal year basis. Unless otherwise ordered by the Board of Directors, The financial year shall commence February 1st of each year and end on January 31st of the following year.

ARTICLE 15

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 EXECUTION 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. The Board of Directors shall have powers from time to time by resolution to appoint an Officer or Officers on behalf of the Association to sign specific contracts, documents and instruments in writing.

- b) All cheques shall be signed by the Treasurer and the President or the Secretary. In the absence of the above cheque Signatories, the Board of Directors may appoint their replacement from the Officers of the association, by a resolution at a properly constituted meeting of the Board of Directors.
- c) The Seal of the Corporation, when required, nay be affixed to contracts, documents and instruments in writing by the Officer signing as aforesaid or by any Officer or Officers appointed by resolution of the Board of Directors.

AMENDMENTS

- 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 Ministry of Industry.

ARTICLE 17

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 other organizations whose aims and objectives are similar to those of the Association.

ARTICLE 18

AUDITORS

The members shall, at each Annual General Meeting, appoint an Auditor to audit the accounts and annual financial statements of the corporation for report to the members at the next annual general meeting. The Auditor shall hold office until the next annual general meeting provided that the directors may fill any casual vacancy in the office of the auditor. The remuneration of the auditor shall be fixed by the board of directors.