

Bylaws of the Florence Township Cricket Association

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Tony Pastore, Chairperson, Florence Township Recreation Committee

Table of Contents

- Part 1. ADMINISTRATION 2
 - Article 101 NAME..... 2
 - Article 102 PURPOSE 2
 - Article 103 GOVERNANCE 2
 - Article 104 MEMBERSHIP..... 2
 - Article 105 TERMS OF OFFICE AND ELECTIONS 2
 - Article 106 AMENDING BYLAWS 2
 - Article 107 TEMPORARY RESOLUTIONS 2
 - Article 108 MEETINGS 3
 - Article 109 BUDGET 3

- Part 2. DUTIES AND RESPONSIBILITIES OF OFFICERS 3
 - Article 201 EXECUTIVE BOARD 3
 - Article 202 PRESIDENT 3
 - Article 203 VICE-PRESIDENT..... 3
 - Article 204 SECRETARY 3
 - Article 205 TREASURER 3
 - Article 206 FIELD COORDINATOR 4
 - Article 207 FUNDRAISING COMMISSIONER 4
 - Article 208 AT LARGE MEMBER..... 4
 - Article 209 DISCIPLINARY HEARINGS 4

- Part 3. RECREATIONAL CRICKET TEAMS..... 4
 - Article 301 FLORENCE TOWNSHIP CRICKET LEAGUE..... 4
 - Article 302 TEAMS OUTSIDE OF FTCL 4
 - Article 303 CERTIFICATION..... 4

- Part 4. FINANCES 4
 - Article 401 ACCOUNTING OF FUNDS 4

- Part 5. CONDUCT & DISCIPLINE..... 4
 - Article 501 CODE OF ETHICS 4
 - Article 502 CONDUCT 5
 - Article 503 REINSTATEMENT 5

- Part 6. PRIVACY STATEMENT 5
 - Article 601 PERSONAL INFORMATION 5

- Part 7. DISSOLUTION 5
 - Article 701 ASSOCIATION DISSOLUTION 5

Part 1. ADMINISTRATION

Article 101 NAME

The name of this organization shall be Florence Township Cricket Association. Within this document, it shall also be referred to as FTCA. The name of the adult recreational cricket league run by the association shall be Florence Township Cricket League. Within this document, it shall also be referred to as FTCL.

Article 102 PURPOSE

The Florence Township Cricket Association is organized in keeping with IRC Section 501(c)(3) primarily to conduct competition in the sport of cricket and to support and develop amateur athletes for that competition.

The purpose of FTCA is to provide a safe, community-oriented environment for the residents of Florence to learn the basics of the sport of cricket, sportsmanship, cooperation, and team play. Players will also be given the chance to develop their skills further in competitive environments.

Article 103 GOVERNANCE

The rules that shall govern the FTCA and FTCL are in order of precedence from highest to lowest authority: FTCA bylaws, FTCL play rules, and the International Cricket Council (ICC) Playing Handbook.

Article 104 MEMBERSHIP

All Florence Township residents are eligible for membership in the FTCA. Residents may apply for membership by contacting the executive board in writing (including email) and providing their name, place of residence, email address, and phone number. Any members who have not attended at least one of four consecutive FTCA regular meetings will be dropped from the membership role. Individuals who are dropped from the roles can re-apply for membership after a period of six months. Membership information will be protected in accordance with Article 601.

At any meeting of the FTCA, Voting Members are those members who have attended at least one of the two most recently preceding FTCA regular meetings.

Article 105 TERMS OF OFFICE AND ELECTIONS

At the inception of the FTCA, the Florence Township Recreation Committee shall appoint an initial set of Executive Board Members for a term ending at the start of the first regular meeting of the succeeding calendar year.

Subsequently, nominations followed by elections will take place at the start of the first regular meeting of each calendar year. Any Member of the FTCA not currently suspended from participation (see **Error! Reference source not found.**) may be nominated for any position by a ny Voting Member attending the meeting. Only Voting Members in attendance may vote in

elections. Any person who is running unopposed may be elected by voice vote. A secret written ballot shall be taken for those offices that are being contested.

The replacement of a Board member who relinquishes their position and the filling of new positions will be done at the next regular meeting. Nominations from the floor will be followed by a vote. Eligibility for these elections is the same as for the annual elections.

The composition of the FTCA Executive Board shall be made publicly available on the FTCA website.

Article 106 AMENDING BYLAWS

Recommendations for changes to these bylaws may be submitted by anyone associated with FTCA in writing to the Vice-President at any time. The Vice-President shall collect such recommendations and make sure they are evaluated by the bylaws committee.

These bylaws shall be reviewed annually. A committee chaired by the Vice-President and consisting of at least two other people shall review the bylaws and submit any recommended changes to the Executive Board. The bylaws committee shall be formed at the first regular meeting of the calendar year. As part of the review the committee shall consider all the proposals submitted in writing to the Vice-President since the last bylaws update. The Vice-President shall inform each person who submitted a recommended change when that change is to be discussed and invite that individual to attend that portion of the committee's meeting. The committee shall distribute any proposed bylaw changes in advance of the second regular meeting of the calendar year.

Proposed bylaws changes shall be discussed and voted on at the second regular meeting of the calendar year. Each proposed change to the bylaws will be voted on separately. If the proposed change fails to pass, that existing bylaw will remain in effect. This is the only time the bylaws may be amended.

Current members of the Executive Board, members of the Florence Township Recreation Committee, and Voting Members of the FTCA are eligible to vote on bylaw amendments if they are present in-person at the meeting when voting is being held.

Bylaw changes that have passed the voting process must be approved by the Florence Township Recreation Committee before they go into effect. Once approved, updated bylaws shall be made publicly available on the FTCA website.

Article 107 TEMPORARY RESOLUTIONS

When a situation arises where the resolution of a problem would conflict with the existing bylaws, the Executive Board, by a two-thirds vote of the entire Executive Board, may draft and pass a Temporary Resolution, which supersedes the bylaws. All Temporary Resolutions expire at the start of the next second regular meeting of a calendar year.

Temporary Resolutions must be approved by the Florence Township Recreation Committee before they go into effect.

Temporary Resolutions shall be made publicly available on the FTCA website.

Article 108 MEETINGS

Four regular meetings will be held each year. Meetings will be held approximately in the months of January, April, July, and October. The President shall determine the date and time of these meetings and the Secretary shall distribute meeting announcements to all members of the Executive Board and make sure that meeting dates are posted on the FTCA's website.

The Executive Board has the option to call additional meetings as necessary.

Anyone present may speak but only the Executive Board, members of the Florence Township Recreation Committee, and Voting Members may make motions and vote. Unless otherwise specified in these bylaws, decisions shall be made by a majority vote.

Article 109 BUDGET

The President shall work with the rest of the Executive Board to prepare a preliminary calendar year budget prior to the first regular meeting of each year. The preliminary budget shall be reviewed at the first regular meeting of each year, comments collected at that meeting, and a final budget prepared for the second regular meeting of the year. Approval of the final budget shall be voted on at the second regular meeting of the year by Voting Members.

The preliminary budget shall remain in effect until a final budget is approved.

Part 2. DUTIES AND RESPONSIBILITIES OF OFFICERS

Article 201 EXECUTIVE BOARD

The Executive Board is empowered to meet at times other than regular meetings to act on pressing matters such as: disciplinary hearings, schedules, situations that affect play. Decisions made at these meetings must be put on the agenda for the next regular meeting. The Executive Board shall consist of the following five officers: President, Vice-President, Secretary, Treasurer, and Field Coordinator.

Article 202 PRESIDENT

The President's responsibilities shall include:

- Preside over all meetings.
- Preside over all disputes, investigations, and disciplinary actions unless an obvious conflict of interest exists as determined by a majority of the Executive Board.
- Establish and appoint members to committees as necessary to meet the goals of the FTCA.
- Schedule all regular meetings including reserving appropriate space and informing the Secretary of meeting times and locations far enough in advance for meeting announcements to be distributed.
- Schedule additional meetings as needed.

- Schedule and represent FTCA at an annual meeting with the Township Recreation Committee.
- Prepare an annual budget for the upcoming year prior to the end of the current year.
- Ensure that coaches of youth players are informed of township background check requirements.

Article 203 VICE-PRESIDENT

The Vice-President will chair any meeting in the absence of the President and assume the duties of the President in case of absence. In addition the Vice-President's responsibilities shall include:

- Accepting recommendations for changes to the bylaws throughout the year pursuant to Article 106 and chair the Bylaws committee.
- Maintaining a list of points of contact for all teams participating within the scope of the FTCA.
- Assisting with other duties as directed by the President.

Article 204 SECRETARY

The Secretary shall preside over meetings in the absence of both the President and Vice-President. In addition the Secretary's responsibilities shall include:

- Recording and distributing all official FTCA correspondence.
- Recording and distributing the minutes of each meeting.
- Coordinating elections.
- Assisting with other duties as directed by the President.
- Maintaining a list of all members and Voting Members.
- Maintaining a list of all disciplinary actions and provide reports to the Executive Board and Township Recreation Committee.

Article 205 TREASURER

The Treasurer's responsibilities shall include:

- Maintain the treasury of the FTCA including any checking and savings accounts.
- Maintain a history of FTCA finances.
- Submit a report detailing receipts, expenditures, and balances for the preceding period at each regular meeting.
- Issue checks and pay bills as directed by the Executive Committee provided they are within the currently approved budget.
- Prepare a year-end financial report.
- Assist the President with developing a budget for each calendar year.

- Perform a year-end audit of FTCL finances.

Article 206 FIELD COORDINATOR

The Field Coordinator shall coordinate the maintenance of the fields used by the FTCA and may designate people or organizations (such as FTCL) to assist. The Field Coordinator's responsibilities shall include:

- Order, distribute, and store supplies.
- Organize workdays.
- Coordinate with any organization which has been allocated use of township facilities.
- Coordinate any camps or clinics.
- Set up committees and make appointments to assist in these duties.

Article 207 FUNDRAISING COMMISSIONER

- Reserved for future consideration.

Article 208 AT LARGE MEMBER

- Reserved for future consideration.

Article 209 DISCIPLINARY HEARINGS

All complaints regarding the conduct of Members of the FTCA or participants of any team playing within the scope of FTCA must be submitted in writing (email accepted) to the Executive Board. In response to complaints, the Executive Board will evaluate the complaint as quickly as possible (meeting in person or virtually) and if needed a Disciplinary Hearing will be conducted as quickly as possible.

Disciplinary Hearings may be conducted after a regular meeting has adjourned or at any other time deemed necessary. Participation shall be limited to the Executive Board plus individuals invited by the Executive Board. After statements are made the Executive Board shall close the meeting to all but the Executive Board members who shall then deliberate and vote on the issue. All issues will be decided using the Bylaws (see Part 5), sanctioning body rules, and past precedents.

The secretary shall record decisions made by the Executive Board in minutes covering the disciplinary hearing and if disciplinary action is required, provide a record of the decision to the Florence Township Recreation Committee.

Part 3. RECREATIONAL CRICKET TEAMS

Article 301 FLORENCE TOWNSHIP CRICKET LEAGUE

FTCA designates the board of the FTCL to manage an adult cricket league with home grounds in Florence Township. FTCL shall give priority to teams comprised of at least 50% Florence Township residents but will also accept out-of-town teams to the extent field time is available.

FTCA will allocate field use to FTCL, provide oversight, audit their finances, and provide assistance as needed. FTCL will be responsible for:

- Organizing of their cricket league.
- Abiding by the rules of FTCA.
- Ensuring that teams comprised of at least 50% Florence residents are accepted into the league.
- Abiding by Florence Township rules as outlined in the Township's League Operating Agreement.
- Having at least one representative attend FTCA regular meetings.
- Providing clinics to introduce community youth to the sport of cricket.
- Managing the finances of their league and supporting a yearly audit of their finances.

Article 302 TEAMS OUTSIDE OF FTCL

Teams composed of at least 50% Florence Township residents may be formed with the approval of the FTCA. Teams can be considered under the conditions that:

- The team is composed of at least 50% Florence Township residents
- Team roster including identification of administrative point of contact is submitted to FTCA and the Florence Township Recreation Department
- Team acquires an insurance certificate which meets Florence Township Recreation Department requirements prior to playing
- When playing, grounds are left in the same or better condition at the end of play as they were at the start of play.

Article 303 CERTIFICATION

All coaches and any other volunteer who has direct contact with the children, must complete the Florence Township Background Check and prominently display the required badge at all times on the field.

Part 4. FINANCES

Article 401 ACCOUNTING OF FUNDS

Any fees and funds collected by the FTCA will be reported and given to the FTCA Treasurer.

Part 5. CONDUCT & DISCIPLINE

Article 501 CODE OF ETHICS

The FTCA shall stress the importance of ethical behavior. The FTCL and any FTCA teams operating outside of the FTCL are required to establish a code of ethics approved by the

Executive Board and ensure that all participants associated with all teams are informed of the code of ethics and held responsible for abiding by the code of ethics.

The use or dispensing of alcohol, tobacco, controlled substances or any other banned substance on or near the playing fields will not be tolerated.

Article 502 CONDUCT

All members of the FTCA and participants on teams affiliated with the FTCA should strive to set a positive example by emphasizing and demonstrating teamwork and good sportsmanship. Coaches should set a good example for players in their behavior toward their players, opposing players, opposing coaches, and umpires. Among the behavior that will not be condoned are abusive language (toward any player, coach, or official), verbal harassment (making derogatory or threatening remarks toward any player, coach or official) and the use of alcohol, tobacco, or other controlled substances on or around playing facilities. Any member of the FTCA may be dismissed by a vote of the Executive Board for improper conduct at any time.

Article 503 REINSTATEMENT

Before a suspended individual is reinstated, all suspensions and penalties must be served. The individual in question must submit a letter explaining the reason for the suspension and what they intend to do to prevent this from happening in the future. A vote to reinstate will be taken by the Executive Board at the next regular meeting unless the President decides that a timelier decision is required in which case a vote to reinstate will be taken by the Executive Board via a virtual meeting.

Part 6. PRIVACY STATEMENT

Article 601 PERSONAL INFORMATION

FTCA collects personal information on participants. The information collected may include, but is not limited to, address, phone, email address, date of birth, and other information necessary to ensure compliance with our Bylaws. The information collected is for the purpose of conducting association business only. The FTCA will not disclose this information for any other purpose.

Part 7. DISSOLUTION

Article 701 ASSOCIATION DISSOLUTION

If the time comes when the FTCA must dissolve, funds remaining in the treasury will be used to pay any outstanding bills. All remaining funds, uniforms, supplies, and equipment will be turned over to the Florence Township Recreation Committee for disposition as they see fit.