



*Constitution  
of  
North Texas Cricket Association*

*Effective Jan 21, 2012*

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# Constitution

## 1. NAME

*In accordance with new letter patent, registered with the State of Texas, the name of the organization shall be 'NORTH TEXAS CRICKET ASSOCIATION'.*

## 2. AIMS & OBJECTIVES

*The aim and objective of the organization shall be to organize and to promote the game of Cricket.*

## 3. ENTITY

*The entity 'NORTH TEXAS CRICKET ASSOCIATION, hereinafter called NTCA, shall be comprised of a general body and a governing body.*

### 3.1 General Body

*The general body shall be comprised of all clubs of the entity who shall elect a body to govern its activities as stipulated in article 11 of this constitution.*

### 3.2 Governing Body

*The governing body shall be responsible for the affairs of the entity and shall be represented by an executive committee as stipulated in article 4 titled 'Executive Committee'.*

### 3.3 Affiliation

*The NTCA shall be affiliated with the United States of America Cricket Association and shall conform to the requirements of its parent bodies such as ICC etc.*

### 3.4 Terminology

*The purpose of this section is to describe all terms, acronyms and abbreviations, used in this document, in order that a clearer understanding of the constitution may be achieved.*

AGM	-	Annual General Meeting
EC	-	Executive Committee
PC	-	Professional Committees
USACA	-	United States of America Cricket Association

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GM	-	General Meeting - open to the entire membership
ICC	-	International Cricket Council
Member	-	Collective term used for Associate, Individual, Bona-Fide, Full and Life members
Membership	-	All types of memberships defined by this constitution
Organization	-	North Texas Cricket Association
NTCA	-	North Texas Cricket Association
Director	-	A member of the EC
SPGM	-	Special General Meeting
Constitution	-	This document
By-Laws	-	The latter portion of this document, so titled, that deals with competition specifics, such as rules & regulations etc.
DPL	-	Dallas Premier League

#### 4. EXECUTIVE COMMITTEE

##### 4.1 Definition

The Executive Committee, henceforth called EC, shall consist of five elected officers as described below:

- President
- Vice-President
- General Secretary
- Joint Secretary
- Treasurer

##### 4.2 Jurisdiction

The EC shall have complete jurisdiction over the affairs of the NTCA except for the following:

- **Dismissal of an officer from an elected office**
- **Permanent Removal of a team or a club from NTCA**

The above items will be decided by provision outlined in Article 4.7.

All administrative powers shall remain sole and EXCLUSIVE privileges of the EC.

##### 4.3 Term

The EC shall normally be elected for a term of two fiscal years or until such time as the new EC takes over. A normal term should commence on the **first day of January of the first year** and shall

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terminate on the **last day of December**, of the **second year**. Should, due to unavoidable reasons, be it not possible to elect a new EC, the term of the incumbent EC shall be automatically extended, till elections take place.

#### 4.3.1 Term Limits

*Each member of the EC will be subject to term limits (read in conjunction with Article 11.5) not exceeding 6 years or 3 terms whichever is greater in any EC position. The cumulative period of all positions served in the EC will be taken into account for computing the term served / limit.*

#### 4.4 Accountability

*The EC shall be accountable to the General body and shall abide by its (general body's) resolutions. In the case where a resolution of the general body constitutes a deliberate violation of any of the articles of this constitution, the ENTIRE Executive Committee may step down, leaving the affairs of the NTCA in the hands of the general body, which may name an interim board to govern. The interim board shall call for general elections within ninety days (from its date of appointment).*

#### 4.5 Duties of the EC

*The duty of the EC shall be to conceive, execute and administer all activities undertaken in accordance with Article 2, titled 'Aims & Objectives', of this constitution.*

*It will also be responsible for the enforcement of the constitution.*

#### 4.6 Obligations

*The EC shall be obliged to:*

- 1. Be well versed in the Constitution*
- 2. Keep notes of the proceeding of meetings*
- 3. Keep copies of minutes of meeting*
- 4. Act in accordance with the provisions of this constitution, as well as, those of the stated objective(s) of Article 2*
- 5. **NOT** to act in a manner deemed harmful to the NTCA*
- 6. Report quarterly, on budgets and expenses.*

*In addition, to the above, all members of the EC shall be obliged to:*

- Not to dispute, challenge or contradict the resolutions of the EC in public*
- Comply with the directives of the President assuming that they are within*

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*the stipulations of this document*

#### 4.7 Rights / Privileges

- *The Executive Committee shall have the right to appoint committee(s), formulate its mandate and determine the extent of this mandate. In any dispute, the EC's **and not** the committee's judgement shall be considered final. Article 7.12 also applies.*
- *The EC shall have the right to revoke the playing and participating rights of any membership (defined in article 5.) provided such an action is supported by:*
  - *The fact that the member refuses to abide by the provisions of this constitution OR acts in a manner considered harmful to the NTCA*
  - *That the action is supported by at least 2/3<sup>rd</sup> members of the General Body and carried out via a vote at an AGM or SPGM.*
- *The EC shall have the right to dismiss a **non-elected** committee member including its chairperson provided:*
  - *A simple majority of the EC support such an action*
  - *It is carried out in a meeting i.e. not by phone, email etc.*
- *The EC shall have the right to dismiss **an elected** officer i.e. a member of the EC provided:*
  - *The EC **unanimously**, excluding the office subject to the dismissal, supports such an action*
  - *It is carried out in a meeting i.e. not by phone, email etc.*
  - *Both parties have had the opportunity to present their case to the General Body*
  - *2/3<sup>rd</sup> of the general body support the decision via a vote*
  - *It is carried out at AGM or SPGM.*
- *The EC shall have the right to fill a vacancy in the Board by means of publicised nomination provided the following:*
  - *If the vacancy occurs within first 18 months of the term of an elected officer then the vacant position shall be filled as outlined in Article 7.11.*
  - *If the vacancy occurs in the last six months, it will be a prerogative of EC to either fill a vacant position within the EC or hold a special general meeting for the vacant position*
  - *The EC shall have the right to fill a vacancy in the Board by means of special election.*
  - *The EC shall nominate the election committee and the election committee shall conduct the special election outlined in Article 11.*

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- *The EC shall have the right to call Special General Meetings.*
- *Each member of the EC shall be entitled to one single vote in meetings.*

#### 4.8 Functions of the Executive Committee

*The EC's function shall be to identify, approve and execute tasks approved by the general consensus among members of the EC. The respective functions of the members of the EC are described below:*

##### 4.8.1 President

*The president's primary function shall be to provide leadership in the realisation of the objectives of NTCA. On his own initiative the president will identify short and long term goals and would formulate plans towards their attainment. The president would activate the EC to execute prioritised tasks. The president may delegate the responsibilities of overseeing the execution to the Vice-President thus being free to devote entirely to the primary function.*

*All members of the EC shall comply with the president's directives providing such are in accord with the specifications of this constitution.*

*The president shall:*

- *preside the meetings of the EC*
- *form liaison among the Executive Committee*
- *be one of the signing officers of the NTCA*
- *have the right to authorize an expense not exceeding \$ 500.00*
- *represent the NTCA with **all** external medium(a)*
- *govern by consensus*
- *be entitled to 1 vote in meetings*
- *be entitled to a **tie-breaking** vote in case of a tie*

##### 4.8.2 Vice-President

*The vice-president's function shall be Overseeing Operations, scheduling NTCA activities and enforcement of the constitution. At the option of the president, the vice-president may be delegated the responsibility to oversee the execution of specific tasks. In the absence, of the president, however, the V.P. shall function as the president and shall have the same rights, privileges and obligations as that of the former.*

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*The Vice-President shall:*

- *Oversee the following assigned professional committees:*
  - *Operations Committee*
  - *Disciplinary Committee*
  - *Appeals Committee*
- *have the right to authorize an expense not exceeding \$ 100.00*
- *be entitled to 1 vote in meetings*

#### *4.8.3 General Secretary*

*The General Secretary shall be the Communications Officer, as well as, the Custodian of all, except financial, assets of the Organization.*

*The General Secretary shall:*

- *be responsible for all communication from and within the NTCA*
- *create/maintain all non-financial records for the organization*
- *record and distribute minutes of meetings*
- *carry out all external correspondences **upon approval** from the president*
- *advise the EC on legal obligations (may consult professionals, if/when the need arises)*
- *be one of the liaisons with the government(s)*
- *control the flow of information within NTCA*
- *BE THE SOLE AUTHORIZER OF THE UTILIZATION OF THE ASSETS OF THE NTCA*
- *be entitled to 1 vote in meetings*

#### *4.8.4 Joint Secretary*

*The Joint Secretary shall assist the General Secretary in day-to-day affairs. In his absence he will function as the General Secretary.*

***Additionally, the Joint Secretary shall be responsible to:***

- ❖ *Create, maintain and to transfer to his successor, the LOG as described in the Article V of the By-Laws.*
- ❖ *Oversee Web Application and presence*

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The Joint Secretary shall:

- be entitled to 1 vote in meetings

#### 4.8.5 Treasurer

The treasurer shall be the financial officer of the organization.

He shall:

- administer cash flow of the NTCA
- create and record all financial transactions of the NTCA
- prepare and report the financial status, at least quarterly
- deal with Internal Revenue Service and other financial bodies, both federal and state, as required by law
- have the right to authorize any expense not exceeding \$200.00
- be entitled to 1 vote in meetings

### 5. MEMBERSHIP

#### 5.1 Eligibility

All CLUBS interested in engaging themselves into the game of cricket, or individuals wishing to sponsor such activities, shall be eligible to **apply** for the membership of the NTCA.

#### 5.2 Admission Criterion

The prerequisite of a club's admission into NTCA shall be **access** to and having **playing rights on a ground**. The applicant must provide written proof to this effect. Additionally, article 5.3 shall apply.

#### 5.3 Membership Application Processing

Membership shall **not** be automatic. All applications received by the secretary shall be first verified for conformity with the goals as well as, the aims, objectives and the ethics of the association. The secretary at his own discretion **may refuse** an application. Should the secretary be satisfied with the desirability of the application, the application shall be forwarded to the EC. Only upon explicit approval from the EC, the applicant shall be deemed a member.

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#### 5.4 Types of Membership

There shall be five types of memberships:

1. ASSOCIATE MEMBERSHIP
2. FULL MEMBERSHIP
3. INDIVIDUAL MEMBERSHIP
4. BONA-FIDE MEMBERSHIP
5. LIFE MEMBERSHIP

#### 5.5 Associate Membership

All new applicant clubs shall be required to become associate members of the NTCA for a period of at least one year.

New applicants upon applying and subsequent approval, thereof, by the EC, shall be granted associate membership.

##### 5.5.1 Rights/Privileges of Associate Members

1. Shall have the right to participate in all competitive and non-competitive activities of the organization
2. Shall have the right to be included in the statistics
3. Shall have the right to hold Trophies and awards if applicable
4. Shall **NOT** have the right to vote, **NOR** to hold office

##### 5.5.2 Obligations of Associate Members

1. Every Associate member of the NTCA shall be obliged to abide by the aims and objectives of the NTCA. Furthermore, members must not act in a manner considered harmful to the NTCA. No member shall represent the NTCA without prior approval.

The procedure to apply for associate membership is described in Article 7.9.1 titled 'Application'. **It should be noted that this is one of the only two types of membership that can be applied for.**

For all matters related to membership maintenance, refer to Article 7.9.

#### 5.6 Full Membership

Full membership shall be obtained by elevation only. It shall be granted upon proposal to this effect by the EC to the general body. Associate members shall be promoted to full  
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*memberships, upon approval of the general body in the AGM.*

***There shall be absolutely NO pre-set criteria for admission to full membership. The EC must be satisfied in all respects and must be unanimous i.e. even if one member of the EC disagrees with the elevation, the proposal cannot be made.***

#### *5.6.1 Rights of Full Members*

*ALL full members shall have the right to:*

- 1. One single vote, per each team entered, in the Spring General Meeting (subject to a maximum of 3 votes regardless of the number of teams in a club)*
- 2. Hold an office upon being elected*
- 3. Nominate other members for an office*
- 4. Acquire membership in other organizations not in conflict with the NTCA*
- 5. Access the records of the NTCA except those pertaining to personal information*
- 6. Observe the proceedings of EC meeting, upon permission*
- 7. Participate in professional committees, upon selection*
- 8. Renew or forfeit their membership upon written request*
- 9. Request Special General Meetings (SPGM); 6.4 also applies.*

#### *5.6.2 Obligations of Full Members*

*Every full member of the NTCA shall be obliged to abide by the aims and objectives of the NTCA. Furthermore, members must not act in a manner considered harmful to the NTCA. No member shall represent the NTCA without prior approval.*

#### *5.6.3 Privileges of Full Members*

- 1. To vote in general meetings of the NTCA*
- 2. To hold an office*

#### *5.7 Individual Membership*

*An individual may join NTCA for the purposes of serving the association.*

*Every individual member of the NTCA shall be obliged to abide by the aims and objectives of*  
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the NTCA. Furthermore, members must not act in a manner considered harmful to the NTCA. No member shall represent the NTCA without prior approval.

#### 5.7.1 Rights/Privileges of Individual Members

1. Shall have the right to participate in all activities of the organization
2. Shall have the right to hold Trophies and awards if applicable
3. **Shall have the right to hold office**
4. Shall **NOT** have the right to vote

#### 5.7.2 Obligations of Individual Members

1. Same as full members as in 5.6.2.

#### 5.8 Bona-Fide Membership

1. Members of Clubs holding a full membership with the organization shall be deemed Bona-Fide members of the organization.
2. Bona-Fide members shall have the right to:
  1. attend General Meetings
  2. be nominated for an open position
  3. hold an office, if applicable

#### 5.9 Life Membership

Life membership may be bestowed upon those whose service to the organization is deemed to be out of the ordinary. Life membership shall be considered continuous i.e. shall not require renewal.

#### 5.9.1 Rights/Privileges of Life Members

5. Shall have the right to participate in all activities of the organization
6. Shall have the right to hold Trophies and awards if applicable
7. Shall have the right to hold office
8. Shall **NOT** have the right to vote

#### 5.9.2 Obligations of Life Members

1. Same as full members

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## 6. MEETINGS

### 6.1 EC Meetings

- (a) Normally, the 1st Friday of every month at 7.00 PM at a mutually agreeable location
- (b) Optionally, more frequently if agreed by all participants
- (c) Quorum: 4
- (d) Decision: Simple Majority
- (e) Recording of Minutes: Secretary
- (f) Distribution of Minutes:
  - Handed out to EC in the **next meeting**
  - Emailed to clubs within 7 days
- (g) Vote: 1 per person
- (h) Tied Vote: 1 extra vote to the presiding officer
- (i) Number of votes for and against a given decision

### 6.2 General Meetings

- (a) AGM: **1st Saturday of December** each year at 12.00 PM
- (b) SPRNG-DM: **2nd Saturday of January** each year at 12.00 PM  
The Spring Divisional Meeting is a general meeting that shall replace the Spring General Meeting.
- (c) SPGM: As required
- (d) **Quorum**:
  - 75% of full membership + 3 members of the EC
  - Should the quorum be missing, the meeting shall be delayed for a period lasting 30 minutes from the appointed time of commencement.
  - Should at the end of the 30 minutes, the quorum be still missing, the meeting shall be convened without the quorum and all business except as noted below shall be transacted as usual.
    - Constitutional Amendments
    - General Elections
- (e) Decision: Simple Majority
- (f) Recording of Minutes: Secretary
- (g) Distribution of Minutes: Copies available on NTCA website and e-mailed to all members within 7 days

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(h) *Vote: 1 per full member, per each team entered in the Spring General Meeting (subject to 5.6.1.1 limitations/definitions)*

(i) *Agenda of the AGM, shall include, at least the following:*

- *Reading and approval of the minutes of the last General Meeting*
- *To confirm any matters arising from those minutes*
- *To receive report(s) on the past year*
- *To receive audited accounts for the past year*
- *To appoint auditors, if applicable*
- *General Elections, every alternate year, in view of the two years term*
- *Any other business*

*The final agenda will be circulated in the GM.*

(j) *Agenda of the SPRNG-DM, shall include, at least the following:*

- *Reading and approval of the minutes of the last General Meeting*
- *To consider any matters arising from those minutes*
- *To confirm number of teams entered by each club*
- *To receive dues for each team entered by each club*
- *Any other business*

*The final agenda will be circulated in the SPRNG-DM.*

### 6.3 Voting Rights-GM's

*The voting rights for GM's shall be restricted to full members only.*

### 6.4 Calling Method-GM's

- *SPRNG-DM, AGM automatically; plus reminder and venue information to be sent via e- mail*
- *SPGM:*
  - *called upon a written request supported by:*
    - *at least 6 Full Members / Life Members or by the EC*
  - *must be called within **14 days** from date of request*

### 6.5 Distribution of Agenda for GM's

*The agenda for general meetings shall be distributed as follows:*

*AGM: e-mailed & distributed in the meeting*  
*SPRNG-DM: e-mailed & distributed in the meeting*  
*SPGM: e-mailed & distributed in the meeting*

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## 7. GENERAL OPERATING PROCEDURES

### 7.1 Code of Ethics for the EC

1. *The affairs of the NTCA shall be governed by consensus among the members of the EC.*
2. *The EC shall be primarily guided by the objectives of article 2 and shall not violate the Constitution.*
3. *The EC shall, at all times, take into consideration the collective wishes of its members and shall attempt to comply with it to the best of its capacity.*
4. *All decisions made by the EC, except those of an EMERGENCY nature MUST BE DONE IN A FORMAL MEETING.*
5. *Outgoing Communication shall be primarily carried out in writing. However, un-written communication shall be permissible providing it is recorded at the time of occurrence and is later reported to the EC. It shall also be included in the minutes.*

### 7.2 Use of Forms

*The following activities shall be authenticated by the use of prescribed forms, appearing in the appendices section of this document. These forms shall be an integral part of this constitution:*

1. *Approval of Expense*
2. *Application/Renewal of membership*
3. *Authorization for a specific activity*
4. *Representation on behalf of the NTCA*
5. *Amendments to the constitution*
6. *Voting by ballot*
7. *Use of NTCA materials*
8. *Transfer from one club to another*

### 7.3 Approval of Expense

*All expenses shall be approved prior to being undertaken. The Expense approval form shall be employed for this purpose. The expense approval form shall contain most of the following information:*

- Purpose of expenditure*
- Name of the Project, if applicable*
- In-charge of the Project, if applicable*

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- Date of Start
- Date of Completion
- Date project was approved
- Date expense was approved
- Type of meeting in which the expense was approved
- Person proposing the approval of expense
- Person seconding the approval of expense
- AMOUNT approved for the expense
- Procedure to be followed when/if the project runs over budget
  - Type of Authorization required for this expense i.e. general membership, EC, President, Vice-President etc.
- Signature of Signing Officer(s) as applicable

#### 7.4 Expense Approval Limits

1. The EC shall not approve an expense exceeding \$ 5,000.
2. The president may approve an expense not exceeding \$500.
3. The vice-president may approve an expense... \$100.
4. The Treasurer may approve an expense...\$200.

#### 7.5 Recording of Minutes

The recording of minutes shall be done at two levels. Firstly, ALL participants (observers exempted) shall take notes of the proceedings, in a format convenient for their personal reference. Secondly, the General Secretary shall record the proceedings in a format usable for subsequent Minutes Creation and publication.

#### 7.6 Reading / Approval of Minutes

1. All minutes of meeting shall be read in the next meeting of the same body.
2. The notes taken by individual participants shall be used to eradicate discrepancies.
3. The minutes shall be approved if there have been no amendments.
4. If amendments are required, the approval shall depend upon their nature and extent. Minutes with minor errors such as typographical error shall be approved with amendment. Minutes requiring major amendments shall be corrected, re-produced, re-read (in another meeting) and then approved.

#### 7.7 Delegation / Representation

1. Representation on behalf of the NTCA, by its elected officers, in line with the duties of their  
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- respective offices, shall not require formal authorization*
2. *Representation on behalf of the NTCA, by non-officers shall be undertaken on written authorization only.*
  3. *The Authorization form shall be completed in the name of the representative.*
  4. *A person may be delegated the responsibility of carrying out a specific task. The issuing of the Authorization form shall authenticate such an act.*
  5. *The Authorization form shall cover the purpose, scope and the duration of the activity being authorized.*
  6. *The Authorization, shall be non transferable under all circumstances.*

### 7.8 Storage / Access to Records

1. *The records of the NTCA shall be kept at a place designated for this purpose by the EC.*
2. *A duplicate copy of essentials may be deposited in a locker or similar facility, leased for this purpose.*
3. *Only the Secretary and the Treasurer shall have direct access to the records.*
4. *All **full** members and Life Members wishing to review the records of the NTCA shall be permitted, provided such a request is made in writing and provided the General Secretary of the association accompanies the viewing.*
5. *Item 4 shall exclude all personal information such as date of birth etc., which shall not be disclosed until and unless explicitly authorized in writing by whom the information is about, or where required by law.*

### 7.9 Membership Maintenance

#### 7.9.1 Application

1. *Application for membership applies to Associate and Individual Membership only.*
2. *A new membership application shall be submitted, upon the prescribed form, with the Application Fee of \$250, to the General Secretary. The fee shall be applied towards the payment of the club fee for the coming season and shall be refunded, in full, within 30 days, should the application be rejected.*

*The following documents should be attached to the application:*

- *The name of the Club, its executives and the names of its members*
- *Any other document considered pertinent by the applicant*

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- *Written proof of playing privileges to a shared or exclusive ground*
- 3. *The General Secretary will present all the applications for memberships in the first monthly meeting following the date of receipt of such application.*
- 4. *The EC shall consider the application and may request more information if necessary.*
- 5. *The applicant shall be informed of the acceptance or the rejection, **in writing**, whichever applicable. A rejection may or may not cite the reason(s) for the action.*

### 7.9.2 Membership Term

*The term for Associate, Individual and Full memberships shall be from the first day of January to the last day of December of each year.*

### 7.9.3 Good Standing

1. *Memberships must be maintained in good standing. Good Standing shall generally apply to Associate and Full Membership and shall mean:
  1. *Maintaining a **clean financial status** with the organization*
  2. *The remittance of all dues including fees, fines and penalties, on time**
2. *A member **not in good standing** shall automatically loose the right to vote in GM's. This right shall be automatically restored once the member's status returns to "good standing".*
3. *The definition of Good Standing may be broadly interpreted by the EC and be extended to Individual and Life Membership, as required.*
4. *Article 11, imposes further implications.*

### 7.9.4 Forfeiture/Cancellation of Membership

1. *The EC may cancel a membership if the member consistently refuses to meet its financial obligations. Additionally, the EC may cancel an associate, individual or a full membership where the conduct of the member is deemed destructive to the cause of the NTCA.*

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2. *A member may request a forfeiture of its membership providing it is done in writing. The General Secretary, upon instruction from the EC, shall acknowledge the forfeiture.*

#### 7.9.5 Expiration / Renewal

1. *All memberships shall expire on the last day of the month of DECEMBER of each year, unless renewed. Expired memberships shall not be permitted to compete or to vote in NTCA activities, however, this right shall be restored as soon as the membership gets renewed.*
2. *A Renewal shall be submitted to the secretary on the same form used for new membership application.*
3. *A request for renewal shall be **e-mailed** to all members by the 30<sup>th</sup> November of each year.*

#### 7.10 Appeals

*All appeals shall be directed to the office of the Vice-President due to stipulations of Article 4.8.2 of this constitution.*

##### 7.10.1 Membership Cancellation Appeal

1. *A member may appeal to the chairman of the appeals committee with regards to the cancellation of its membership.*
2. *The chairman may opt to have the appeal considered by his committee immediately or he may defer it till the next GM.*
3. *The member in concern shall be notified of the resolution in writing within 30 days.*

##### 7.10.2 Other Appeals

1. *A member not in agreement with a decision of the EC shall have recourse for its appeal to be heard in a GM.*
2. *The member shall communicate its intention to have its appeal heard by the general body in writing to the EC. The chairman may still opt to have the appeal heard by the appeals committee.*

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### 7.11 Vacancies

1. *In case of the president's office being vacated, the Vice-President shall automatically succeed it.*
2. *In case of the General Secretary's office being vacated, the Joint Secretary shall automatically succeed it.*
3. *All other vacancies, including those created by automatic succession, shall **normally** be filled from the general body by:*
  - *publicising the vacancy*
  - *proposing a candidature to the EC*
  - *The EC **unanimously**, excluding the office subject to the dismissal, supports such an action*
4. *A vacancy may also be filled from **within** the EC. If the candidacy of a **director** (i.e. a member of the EC) to fill a vacancy in the EC (a different portfolio) is approved, the director shall hold two portfolios for a period of 30 days from the day of approval of his candidacy. Following this period one portfolio must be resigned / vacated.*
5. *The vacated position shall be filled according to (3)*
6. *Vacancy applies to EC positions only. Chairpersons, Captains and their deputies are not considered administrative positions and therefore addition or forfeiture of such titles does not, in any way, create a vacancy, nor does it violate this constitution.*

### 7.12 Committees

1. *The EC may form professional committees to assist it in carrying out specific one time or on-going tasks.*
2. *All such committees shall be headed by a chairperson, who may be part of the Executive Committee.*

### 7.13 Minutes

1. *Minutes shall be recorded of each meeting.*
2. *Minutes shall be distributed in accordance with articles 6.1(f) & 6.2(g).*
3. *Minutes shall be read and approved in subsequent meetings.*

### 7.14 Dues

1. *All members excepting Life Members shall owe a fixed amount each year.*  
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2. *This amount shall be decided by the EC at the beginning of each year.*
3. *In addition the EC may levy other dues such as Cricket ball charges etc.*
4. *Late payment charges may be applied.*

#### 7.15 Billing

1. *There will be, generally, no formal billing to the members. All dues shall become payable on a date determined by the EC. Members shall be informed as soon as possible, thereafter.*
2. *The treasurer may formulate alternative plans where applicable/necessary.*

#### 7.16 Payment/Remittance of Dues

1. *All amounts becoming due shall be payable immediately upon notification.*

#### 7.17 Reimbursement for Services

1. *All reimbursements shall be discharged as soon as possible. Article 7.16 may apply.*

#### 7.18 Disciplinary Measures

##### 7.18.1 Misuse of office

1. *Misuse of any office by any officer of the NTCA shall be reported to the general body in a GM.*
2. *The general body's decision shall be final and binding.*

##### 7.18.2 Conduct

1. *Members whose conduct is considered detrimental to the well being of the NTCA shall be given ONE notice in writing.*
2. *In the event of proven repetition and after due consideration to the matter, the member shall be expelled from the NTCA with due cause outlined in section 4.7.*
3. *All Expelled members shall NOT be readmitted to the NTCA.*

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4. ***This applies to all types of memberships.***

#### 7.18.3 Cricket Ground Acquisition

1. *No member shall be permitted to contact **any** city, for acquisition of cricket grounds, without the express consent of the grounds committee representative for the respective city.*
2. *In the event where there is no city representative, the chairperson of the committee must be requested to provide the consent.*
3. *Any violation of the above shall be considered a misconduct and shall be governed by the stipulations of section 7.18.2.*

#### 7.18.4 Other Violations

1. *All other violations, implying a misconduct of some sort, whether on or off the field, not explicitly covered by this section, shall be referred for adjudication to the disciplinary committee.*

### 8. AMENDMENT TO THE CONSTITUTION

1. *Amendments to the constitution shall be done in GM's only.*
2. *All proposed amendments must be submitted to the General Secretary, in writing, at least 30 days prior to the GM.*
3. *Prior to proposing an amendment the EC shall verify and assure that the proposed amendment shall not contradict and/or violate other portions of the constitution.*
4. *Upon verification, a copy of the proposed amendments shall be sent, in as much advance, as possible, to all members.*
5. *The EC shall present the proposed amendments to the general body for approval.*
6. *A minimum of **two-thirds** majority (2/3) shall constitute a decision except as noted below:*
  - a. *Dissolution of the DPL tournament or entity will require a three-fourths (3/4) majority in the GM.*
7. *An amendment once approved shall be communicated to the State of Texas, if applicable.*
8. *The amendment shall be re-distributed to each member.*

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## 9. GUIDANCE FROM CONSTITUTION

1. *The EC shall seek constant guidance from the Constitution. Its decisions shall be made in light of the constitution and it shall make every effort to promote the awareness of the constitution among members.*

## 10. FINANCE & AUDIT

1. *The fiscal year of the NTCA shall be the calendar year i.e. January 1st to December 31st.*
2. *All disbursements shall be signed by:*
  1. *The Treasurer OR*
  2. *The President*
3. *Expenses exceeding \$5,000 must be approved in a GM.*
4. *Every expense above \$100 must be brought to the attention of the EC in its next meeting.*
5. *Expenses above \$500 must be approved by the EC, prior to the incurring of the expenses.*
6. *The EC under the direction of the president shall prepare a budget transcribing the proposed activities and programs and submit it to the general body for discussion and approval.*
7. *The approved budget and the program schedules may be modified, if necessary and if the circumstances demand changes.*
8. *The funds received by the organization shall be deposited in the bank account of the organization, immediately.*
9. *All expenses shall and must be paid by cheques (with the exception of petty cash) for the purpose of efficient accounting.*
10. *An **AUDITED financial statement shall be presented in the AGM.** An internal auditor may perform this audit.*

## 11. ELECTION & ELECTORAL PROCEDURES

1. ***Appointment of the Election Committee***
  - *The outgoing EC, or current EC in case of special election, shall appoint an Election Committee comprised of **three** people including a chairperson.*
  - *This appointment must be completed and communicated to the general body at least 30 days prior to the date of the general or special elections.*
  - *Neither the chairperson nor the members of the Election Committee can be from*

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*among the EC.*

- *Members of the Election Committee shall not be eligible to contest any office during that election.*

## **2. Invitation for nomination**

- *The Election Committee shall create an invitation for the nomination of candidates and instruct the General Secretary of the Association to send it, to the General Body, on their behalf.*
- *The invitation must be sent at least **two weeks** prior to the date of general or special elections.*
- *The invitation shall specify, at least, the following:*
  - *The form in which the nomination should be communicated*
  - *The target where the nomination should be sent*
  - *The deadline of receiving nominations*

## **3. Deadline for nomination**

- *The deadline of receiving nominations shall be at least **7 days** prior to the date of general or special elections.*

## **4. Method of nomination**

- *The nomination must be initiated (proposed) by a **full member** and must be **seconded** by a full member, as well.*
- *A full member shall not propose a candidate and second another candidate for the same position.*

## **5. Validation**

- *The election committee shall verify the validity of each nomination received, through the membership record, which shall be provided by the EC.*
- *The record provided by the EC shall list all members in **Good Standing (7.9.3)**.*
- *Should the proposing or the seconding member of the nomination be **not in Good Standing (7.9.3)**, the nomination shall be rejected and the member shall be so informed in writing.*
- *The Election Committee shall also validate each nomination for compliance with the preceding article i.e. 11.3, above.*
- *Should the nomination contravene the stipulations of article 11.3, it shall be rejected and the proposing full member shall be so informed in writing.*
- *The Election Committee shall also validate each nomination for compliance with the provisions of article 4.3.1. Partial terms in EC will constitute a full term for calculation of term limits.*
- *Should the nomination contravene the stipulations of article 4.3.1, and the article above, it shall be rejected and the proposing full member shall be so informed in*

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writing.

## **6. Procedure**

- The election committee shall handle and supervise the entire election process.
- The chairperson of the election committee shall announce the names of the candidates in the AGM or SPGM.
- Voting shall be by secret ballot and **no proxy** shall be allowed.
- A simple majority shall determine the election of the members to the Executive Committee of the NTCA.
- The election committee shall be dissolved automatically & immediately after the election results have been finalized and accepted.

## **7. Tied Voting**

- Should after counting, the votes be tied, the chairperson of the election committee shall order re-voting.
- Should the result be still a tied vote, a second re-vote shall take place.
- Should the result be still a tie, the election of the **tied position** shall be suspended. It shall be treated and filled as a vacancy as described in article 7.11.
- The election of the rest of the offices of the association shall proceed normally.

## **12. TRANSFER OF OFFICE**

1. The outgoing EC shall hand over the charge to the newly elected EC within 30 days from the date of the AGM, in a formal meeting.
2. All materials belonging to the NTCA must be handed over to the new EC at the same time.

## **13. RECOGNITION**

### **1. For Service off the field**

Recognition may be extended, in whatever form deemed appropriate for the purpose, for services rendered, off the field, to the association.

### **2. For performance on the field**

1. Trophies shall be awarded for on the field performances. A complete list of the trophies to be awarded, each year, appears in Article IV.11 of the By-Laws.

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#### 14. FUND RAISING

*The organization shall utilize all means at its disposal that are permissible under the laws of the State of Texas.*

#### 15. INDEMNITY

*The officers of the NTCA shall be indemnified from all personal liability(ies) provided they have operated within the bounds of this constitution.*

*NTCA shall not be responsible for any liability incurred due to or in process of misuse of office.*

#### 16. DISSOLUTION

*All assets shall be equally distributed among the remaining full members of the association.*

#### 17. MATTERS NOT COVERED BY THE CONSTITUTION

- 1. The EC shall be entitled to adjudicate at its own discretion any situation not explicitly or implicitly covered by the constitution.*
- 2. The EC may, if it so desires, consult the general body or present the matter in a SPGM.*

#### 18. EXCLUSIONS

*1. DPL is a fully owned subsidiary & product of NTCA. DPL will have its own constitution administered by the EC. All aspects of DPL except dissolution will be governed by the DPL Constitution and will be out of scope of the NTCA constitution. DPL dissolution (if required) will be treated as a NTCA constitutional amendment and will be subject to Articles 6.2 and 8 of the NTCA constitution.*

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19. SUMMARY OF AMENDMENTS TO THE CONSTITUTION

<b>Date</b>	<b>Description of Amendment</b>	<b>Resource</b>	<b>Reference</b>
March 13, 2007	Added Article 18 i.e. "Summary of Amendments to the Constitution".	Anwer	18
March 13, 2007	Replaced SPRNG-GM by SPRNG-DM i.e. "Spring Divisional Meeting". Also, changed the date of occurrence from last Saturday of February to second Saturday of January.	Anwer	6.2, 6.4, 6.5
March 13, 2007	Removed By-Laws from this document and placed it in a separate document title By-Laws. Updated the TOC to reflect this change.	Anwer	By-Laws, TOC
March 13, 2007	Added a note at the end to indicate that By-Laws are no longer contained in this document.	Anwer	By-Laws, Last Page
December 4, 2010	Added provisions to address removal of elected officer and permanent removal of a club/team. Added provision for transparency to EC decisions.	Boaden/Naik/Ismail/Sheikh	4.2, 4.7, 7.11.3, 7.8.12, 11.1, 11.2, 11.3, 11.6,
December 10, 2011	Added DPL to Sections 3. , Modified Section 6.2 on Quorum and exceptions. Special provision added for dissolution of DPL in Section 8. Added Section 18 – Exclusions and defined how DPL will be governed. Define term limits for EC in new Section 4.3.1 and modified 11.5 accordingly. Minor cosmetic changes in 11. 5 (instead of article above – states article 11.3)	Ramesh	3, 4.3.1, 6.2, 8, 11.5, 18
Jan 21, 2012	Cap to number of votes per club introduced	Shahanawaz, Rahul, Aziz, Ramesh, Amer	5.6.11 6.2.h

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## **By-Laws**

*The By-Laws are an integral part of this constitution; however, they are comprised of that portion of the constitution that can be amended without going through the Constitution Amendment process described in article 8. It follows from the above that the executive Committee, on an as needed basis, can modify the By-Laws. Furthermore the By-Laws deal with competition related matters only.*

**Following the last amendment on March 13, 2007, the By-Laws have been moved to a separate document titled “By-Laws”.**

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