



**The Quebec Cricket Federation Inc.**  
**La Fédération Québécoise du Cricket Inc.**

INCORPORATED  
UNDER LAWS  
OF QUEBEC  
DECEMBER 8, 1976

AFFILIATE OF  
CANADIAN CRICKET  
ASSOCIATION

**CONSTITUTION**  
**OF**  
**THE QUEBEC CRICKET FEDERATION INC.**

Incorporated according to the provisions of the Company's Act of Quebec on October 27, 1976 (Libro C-683 Folio 46)

**1. TITLE**

The name of the organization shall be THE QUEBEC CRICKET FEDERATION INC., hereinafter referred to as The Federation.

**2. OBJECTIVES**

- To organize and manage cricket in the province through an association of member clubs;
- To promote the game of the cricket according to it's best traditions;
- To support the development of the game of cricket;
- To assist member clubs and coordinate their cricket activities within the Federation;
- To promote with others, the expansion of the game of cricket;
- To encourage and develop relationships with other Cricket Clubs and Organizations;
- To coordinate the Federation's participation in inter-provincial and international tournaments;
- To organize social activities for member clubs, their families and friends;
- To organize fund raising activities necessary to achieve the goals of the Federation; and
- To organize those activities; recreational, cultural and social, related to the objectives of the Federation.
- To foster the development and growth of junior cricket in Quebec's schools and institutions.
- To emphasize the development and growth of junior cricket in Quebec.
- To uphold the rules of the game of cricket as updated from time to time by properly constituted adopted regulations of the Federation.
- The Federation shall operate without the purpose of pecuniary gains to any of members, and any surplus of accretion thereof shall be used solely for the Federation and the promotion of its objectives.

### **3. HEADQUARTERS**

The headquarters of the Federation shall be located in the Province of Quebec, at the civic address, which is adopted by the Executive Committee.

### **4. SEAL**

The corporate seal of the Federation shall be in such form, as prepared by the Executive Committee of the Federation, provided that the seal shall bear the words LA FEDERATION QUEBECOISE DE CRICKET INC. (Quebec Cricket Federation Inc.)

### **5. JURISDICTION**

The Federation shall be affiliated with the Canadian Cricket Association, a body incorporated under the Laws of Canada on April 1, 1968 as well as with the International Cricket Council. (ICC)

The Federation shall conform to the international rules of the game of cricket as mandated and updated by the International Cricket Council (ICC) from time to time and, which rules are approved for observance by the Federation in accordance with article XV11 of the constitution.

The Federation shall have sole jurisdiction over the game of cricket of those clubs who hold bona-fide membership in the Federation.

### **6. TERRITORY**

The Federation shall have sole jurisdiction over cricket played in the province of Quebec.

### **7. REPRESENTATIVE COLOURS**

The representative colors of the Federation shall be blue and white (Quebec's Provincial Colors), with the emblem of the Federation.

### **8. MEMBERSHIP**

#### **A. Classes of Membership**

Any person or formally constituted cricket club located in the province of Quebec, and accepted by the Federation according to the Federation's prescribed processes for attaining membership.

There shall be three (3) classes of membership, described as below;

#### **(i) Full Membership**

Formally constituted clubs who participate in scheduled competitive matches sponsored by the Federation.

#### **(ii) Associate Membership**

Individuals or formally constituted clubs who do not participate in scheduled or regular competitive matches sponsored by the Federation, are not subject to the same annual dues structure as for Full Membership and, are not entitled to vote at meetings of the Federation.

#### **(iii) Life Membership**

The executive committee of the Federation may bestow Honorary Life Membership to any individual who have given eminent service to the Federation or to the furtherance of cricket in Quebec, Canada or

any other country. Honorary Life members may attend meetings as members of the Federation but shall not have voting privileges at these meetings.

Any full member who does not wish to participate in the scheduled competitive matches for a given year should apply for associate membership status with all its inherent stipulations.

## B. Application for Membership

### Full Membership

Application for full membership shall be made in writing to the secretary, supported by the following:

- The name under which the club wishes to be known;
- The names and addresses of the Officers and of the general members;
- The level of competitive entry desired, with support reasons;
- A cheque in the amount of \$300.00 (CDN) representing an entrance fee of \$100.00 and \$200.00 as an advance payment towards the annual fees for the first year. This fee is subject to change at the Federation's Annual General Meeting.
- The application to participate in scheduled competition must be submitted to the Secretary no later than February 1st. to be eligible for entry in that year.
- Written proof of availability of ground facilities.
- Should the application not be accepted, the fee specified in clause 4, will be refunded in full.

### Associated Membership

Application for Associate Membership shall be in writing to the Secretary, stating the name and address of the applicant, and reasons for desired membership.

The acceptance of all applications shall be at the discretion of the Executive Committee of the Federation, and shall be presented to the General Body for approval, at the Federation's Spring Meeting.

## C. Dues

Membership annual dues and penalties for non-compliance shall be set at the Federation's Spring General Meeting.

## D. Resignation of Membership

Any member wishing to resign shall do so in writing to the Secretary of the Federation. The resignation shall take effect immediately, if accepted by the Executive Committee.

## E. Suspension of Membership

Any class of membership may be suspended at any time, if the holder's conduct is deemed to be incompatible or detrimental to the welfare of the Federation. Before any member can be suspended, the Executive Committee shall advise the member by means of a registered letter stating the reasons for the proposed action and set the time and date of a hearing by the Executive Committee.

## F. Cancellation of Membership

Any class of membership may be cancelled if the holder's conduct is deemed to be incompatible or detrimental to the welfare of the Federation.

Before the membership can be cancelled, the Executive Committee shall advise the member by means of a registered letter stating the reasons for the proposed action and, set the time and date of a hearing by the Executive Committee, these findings shall be presented to the General Body of the Federation for approval at a properly constituted General Meeting.

## G. Transfers between Member Clubs

Any player wishing to transfer from a member club to another must first obtain permission from the Executive Committee, to be eligible to participate in matches sponsored by of the Federation. Such a transfer can only be refused, if contested by the departing club on the grounds of unsettled financial obligations to the club by that said member.

## **9. ANNUAL GENERAL MEETING**

An Annual General Meeting of the Federation shall be held each year in the second week of December. The Executive Committee shall decide on which date and place in the province of Quebec. The notice of this Meeting shall be sent to all Member Clubs at the last known address of the Secretary of the club by at least ordinary mail and no later than fourteen (14) days prior to the date of the meeting.

The President or in his absence, the Vice-President shall chair all general meetings.

A Spring General Meeting shall be held each year in the month of March, The Executive Committee shall decide on which date and place in the province of Quebec.

### (i) Those eligible to attend

All bona-fide members of the Member Clubs;  
Full Membership Clubs;  
Associate Membership Clubs;  
Honorary Life Members;  
Elected members of the Executive Committee;

### (ii) The business of the Annual General Meeting shall be:

Roll Call;  
Reading and approval of Minutes;  
Annual report by the president;  
Special reports (Annual report by the Secretary, Treasurer, Standing Committee);  
Presentation of Financial Statements;  
Special issues and Yearly Events;  
Election of Officers and Executive Committee;  
Appointment of auditors;  
Entrance Fees for New Members;

Other Business;

(iii) The Business of the Spring General Meeting shall be;

Roll call;

Presentation of the budget for approval;

Setting of Annual Dues and Penalties for non-compliance;

Confirmation of Member Clubs and playing field location;

Entertain requests for exempt playing dates;

Appointment of Statisticians;

Appointment of selection Committee;

Report from Officers and Standing Committee;

Other Business;

(iv) Special General Meeting

A Special General Meeting shall be convened upon request of the Executive Committee or one third (1/3) of the Full Membership upon a written request to the Secretary stating the reason for the meeting. The requesting Clubs shall submit to the Secretary of the Federation, the name(s) of the representing delegate(s) at least five (5) days prior to the date of the meeting.

The notice of the meeting shall be sent to all Member Clubs at the last known address of the Secretary stating the reason for the meeting and sent by at least ordinary mail and no later than fourteen (14) days prior to the date of the meeting.

Decisions adopted at a Special General Meeting shall take effect on the date the resolution is adopted.

(v) Quorum

The quorum for all General Meetings shall be fifty (50%) of Full Membership and fifty (50%) of the elected Executive Committee, excluding all suspended memberships.

The meeting may be adjourned if after thirty (30) minutes of the appointed time for the meeting, a quorum is not obtained. A new date shall be fixed by the Executive Committee within twenty-one (21) days of the original date, at which meeting, regardless of quorum, the business of the meeting shall be transacted by the members present.

(vi) Voting powers

- Each Full Membership Club has the right to one vote for each team entered in the Federation's regular season competition.
- Each newly elected member on the Executive Committee has the right to a vote.
- The President has the right to one vote and in the case of a balanced vote, he has a casting vote.
- New members shall not vote at the meeting of their acceptance but may do so at any meetings thereafter.

- In the case of a tie for a position other than that of president, the President shall cast the deciding ballot.
- In the case of a tie for the position of President, two (2) re-voting will be held to decide the winner. If the result is still tied, a third re-voting will be held in which each delegate and each member of the immediate outgoing Executive Committee will be allowed one vote each.
- Voting shall be by a show of hands upon call by the Chairman, unless there is a duly carried motion for a secret ballot. Two scrutinizers shall be chosen to oversee and declare the result of all secret ballots.

(vii) Election of Honorary Officers

- The Honorary Officers of the Federation shall be the President, Vice-President, Secretary, Treasurer and shall be elected by the members of the Federation at the Annual General meeting.
- Three (3) members at Large shall be elected to the Executive Committee at the Annual General Meeting. Where possible, these three (3) members shall be the sitting Chairmen of any of the Federation's Sub-Committees.

## 10. EXECUTIVE COMMITTEE

(i) Composition

The Executive Committee of the Federation shall be: -

- President
- Vice-President
- Secretary
- Treasurer
- Three (3) Members at Large

(ii) Duration of Mandate

Each officer shall be elected to hold office for a period of one year, but may serve for a further term if re-elected.

(iii) Powers of the Executive Committee

- The Executive Committee administers the business of the Federation and exercises those powers, which are conferred by law or by the Constitution and By-Laws of the Federation.
- To administer and organize the business of the Federation, paying due regard to the rules and regulations set out in the Federation's Constitution, By-Laws and General Policies as directed by the General Membership at General Meetings from time to time;
- To consider applications for membership;
- To serve as a disciplinary committee, with powers to suspend membership;

- To delegate such powers and to appoint Sub-Committees as it may deem necessary from time to time to assist in carrying out its duties. Such appointed delegates shall function under the terms of reference determined by the Executive Committee;
- To receive and manage requests, subscriptions, donations and grants for approved specific or general purposes connected with the game of cricket, and in particular, in achieving the Federation objectives.
- To control and organize local competitions between member clubs of the Federation, as well as Provincial and Inter-Provincial events;
- To co-opt members to the Executive Committee;

#### (iv) Executive Committee Meetings

The Executive Committee shall meet as regularly as required to adequately administer the affairs of the Federation.

The quorum at each meeting shall be a simple majority of its elected members.

The President shall chair the meetings and in his absence, the Vice-president shall take his place.

Each member shall be entitled to one vote. Co-opted members shall not have a vote. The vote of the majority shall rule.

#### (v) Vacancy

A vacancy of an elected position may be filled by the remaining Executive Committee, provided;

- There is a unanimous vote by the remaining Executive Committee members.
- The so elected member shall have the same voting rights as constituted for that position.
- Shall be considered for all intents and purposes, as if elected at a General meeting.

#### (vi) Suspension of Executive Committee member

The Executive Committee shall suspend any person holding any office of the Federation who fails to comply with the regulations or whose conduct is judged detrimental to the Federation.

Before such a member shall be suspended, the Executive Committee shall advise the member by means of a registered letter stating the reasons for the proposed action and, set the date and time for a hearing by the Executive Committee.

A vote to remove an Executive Member shall be by two thirds (2/3) majority of the membership.

## **11. DUTIES OF HONORARY OFFICERS**

### The President

- The President is the chief executive officer of the Federation and as such shall call and chair all meetings when in attendance. He shall have the authority to make binding decisions when acting as a sole representative of the Federation and on occasions of emergency, all in the interest of the Federation and its objectives.

- Shall be the provincial delegate to the national affiliate meetings and conventions.
- Shall have the authority to veto any decision taken by a member or individual, which conflicts with the constitution and by-laws of the Federation.
- In the absence of the President and the Vice President, members may select a Chairman from amongst themselves.

#### The Vice-President

- Shall perform the duties of the President in his absence and any other duties designated by the Executive Committee.

#### The Secretary

- Shall conduct all general correspondence and maintain proper files of all documents of the Federation.
- Shall issue the notice of all meetings called by the Federation.
- Shall record the minutes of all meetings when in attendance and be responsible for the current maintenance of the Minute Book of the Federation, in conformity with statutory requirements.
- Shall work with the newly established committee to provide terms of reference and documents.

#### The Treasurer

- Shall keep the books of accounting according to good bookkeeping principles, supported by proper documentation and sub-records.
- Pay all accounts approved by the Executive committee by cheque drawn on the Federation's authorized bank account.
- Receive and deposit, within seven (7) business days from receipt, all monies of the Federation into the bank account of the Federation as designated by the Executive Committee.
- Present a written monthly statement of accounts to the Executive committee.
- Present a complete audited statement of accounts at the Annual General Meeting of the Federation.

## **12. FINANCE**

### Income

The Federation's income shall be obtained from membership fees and from any other available and legally appropriate source as approved by the Executive Committee. Such income shall be used for the furtherance of the objectives of the Federation and accord with the budget approved by the membership at the Spring General Meeting.

An audit of the books of account shall be carried annually and a detailed income and expenditure statement and balance sheet shall be presented at the Annual General Meeting for acceptance.

All disbursements authorized by the Executive Committee shall be paid by cheque. The signing officers of the Federation shall be:

- The President
- Vice-President
- Treasurer



- Secretary

Cheque shall be signed by the Treasurer or President and one other signing officer.

(ii) Fiscal Year

The fiscal year of the Federation shall end on October 31, of each year.

(iii) Auditing

Auditors shall be appointed annually by the General Assembly, to audit the books of the Federation and shall submit their report to the Executive Committee at least ten (10) days prior to the Annual General Meeting.

(iv) Remuneration of Members of Executive Committee

The Honorary Officers of the Federation shall not be paid for their services. However, proper compensation for expenses incurred on behalf of the Federation is in order.

(v) Membership Fees

A fee shall be levied upon successful application for membership as set out in Article 8, subsection B of this Constitution.

An annual membership fee shall be levied for each participating member of a Full Membership Club and, the settlement of such levy shall be the responsibility of the member club and paid to the Federation within the time frame stipulated in the By-Laws.

An annual membership fee of \$100.00 shall be levied for each Associate Member club as an entity and \$10.00 for each individual Associate Membership.

### **13. TRUSTEES**

The officers of the Federation shall be the trustees of the Federation.

### **14. INTERPRETATION**

The interpretation of this Constitution, By Laws and Rules of the scheduled games sponsored by the Federation shall be vested in the Executive Committee.

### **15. INDEMNITY**

The officers and members of the Executive Committee shall be indemnified by the Federation against all costs and losses for which they may become liable because of any duty performed for or with the authority of the Federation.

### **16. AMENDMENTS TO THE CONSTITUTION**

Alterations or additions to this Constitution can only be made at a specially called General Meeting, and at which, proposed amendments are carried by two thirds (2/3) majority in favor.

Proposed amendments must be sponsored by the Executive Committee or jointly by no less than three (3) Full Member Clubs and attested to by the signature of the President of those clubs. Such proposals shall be sent to the Secretary of the Federation.

The Secretary shall mail a copy of the proposed amendments to each Full Member Club not later than twenty (20) days before the date of the meeting.

Decisions relating to amendments taken at a specially called General Meeting shall take effect immediately and shall be subject to any required governmental approval.

## **17. BY LAWS**

The By-Laws and Playing Rules of all games played under the sponsorship of the Federation shall be established by majority vote at properly constituted general meetings from time to time.

The Executive Committee is empowered to interpret, apply and enforce such By-Laws, and their decision shall be final and binding.

## **18. DISSOLUTION OF THE FEDERATION**

The Federation shall not be dissolved unless all liabilities have been discharged and a motion has been passed by two thirds (2/3) majority of eligible voters, and recorded at a General Meeting convened for the sole purpose of dissolution the Federation.

Any remaining funds at time of dissolution may be donated to any charitable organization(s), according to the majority of the members at the General Meeting shall decide. Failing such distribution, the remaining funds shall be donated to the Douglas Hospital located in the City of Verdun, in the Province of Quebec.