

**Constitution
Of the
Minnesota Cricket Association**



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ARTICLE 1: NAME AND JURISDICTION

Section 1: NAME

1. The name of the Association is **“Minnesota Cricket Association”**, (herein after referred to as **“MCA”**). The MCA was established in 1976, as a non-profit organization registered with The State Of Minnesota.
2. MCA may establish such acronyms or abbreviations as may be appropriate for its business use, and may establish logos, letterheads, service marks or trademarks as may be appropriate to further its purpose, mission, recognition and goals.
3. Persons or organizations may not use the name, initials, logos, service marks or trademarks of the MCA except with written consent of the MCA.
4. The Jurisdiction of the MCA shall comprise, all Cricket Leagues, Teams, Clubs and Cricket Organization in the State of Minnesota.

Section 2.

Non-Profit Status

1. MCA is a non-profit organization registered with the State of Minnesota, MCA shall operates for charitable, community diversification, and educational purposes, and shall have as its purpose, to foster, develop, and promote the sport cricket for all age groups and communities in the State of Minnesota.
2. The MCA shall operate consistent with, and shall maintain a federal tax-exempt status in accordance with section 501(C) 3 of the Internal Revenue Code of the United States of America.

ARTICLE 2.

OBJECTIVES AND FUNCTIONS

Section 1.

1. Act as the governing body to promote cricket as an Amateur sport in the State of Minnesota.
2. Organized and regulate MCA league tournaments.
3. Improve the infrastructure for cricket in the State Of Minnesota.
4. Provide a platform to promote, encourage, foster and develop interest in and knowledge of the game of cricket throughout the State of Minnesota for people of all ages and diversities.
5. Encourage and assist in promoting, administering and hosting cricket games from various states, regions, zones, and areas of the United States of America and Canada.
6. To foster, encourage and develop the highest standards of officiating at all levels of cricket through formal training and qualification of coaches, umpire's and scorer's.
7. To insure that all cricket matches organized by and under the auspices of the MCA are conducted in accordance with the laws of cricket, the tradition and spirit of the game, and such rules and regulations are applied locally.
8. To develop friendship and respect among player's spectators and the diversified community in which we live and play.
9. MCA shall affiliate with and maintain membership to the United States of America Cricket Association " U.S.A.C.A".

ARTICLE 3: MEMBERSHIP

Section 1: Membership in MCA is opened to all organized cricket clubs, schools, colleges, universities and community based organizations. Membership shall be recognized from 1st January through 31st December of each calendar year.

Section 2: The MCA shall have the following categories of Membership:

- Full Member
- Associate Member

Section 3: Full Member

1. A full member is club or organization which has satisfy all the requirements and conditions set forth in this Constitution.
2. The club or organization must submit an application in writing to the Secretary of MCA no later than February 15th.
3. Said application shall include **name** that is acceptable to the MCA, full names of players (minimum 15) its governing body comprising but not limited to President, Secretary, Treasurer and or Manager, application fee of \$500.00 or amount determined by MCA, telephone numbers, home addresses and electronic e-mail address of its governing body. MCA reserves the right to reject any application if the above conditions are not met or lack of facilities does not permit MCA to accept new clubs.

4. Secretary to refer application to Executives to To be reviewed for consideration and recommendations to MCA Board for approval or rejection.
5. Applications shall be approved by a two-thirds (2/3) Vote by the MCA Board. Applicant will be notifying immediately as to approval or rejection and reason if necessary. Upon approval governing body of accepted club must take an oath to comply with the MCA Constitution, By-Laws, Regulations, and Laws of Cricket and follow procedures set forth by MCA.

Section 4:

Associate Member:

1. Associate Membership are available to schools, clubs, colleges and other organizations that are otherwise not eligible for full time membership and are interested in and involved with the development and administration of cricket in Minnesota.
2. Associated Membership can be converted to Full Membership by complying with Article 3, Section 3.3.

ARTICLE 4:

MEMBERSHIP DUES

Section 1:

The MCA Board shall approve annual Membership dues for both Full and Associate Members no later than February 25th of each calendar year.

1. Membership fee may be defined as the initiation fee One pays for first joining the MCA. Dues may be defined as a club's share of the MCA approved budgeted expenses for that calendar year.
2. If a Full Member club does not participate in the MCA competition in any given year for what ever reason that club status will be converted to Associate Membership.

3. Annual dues shall be paid to the MCA on or before date specified by MCA Board each year.
4. Members who fail to pay the annual membership dues By the stipulated date shall be deemed ineligible to participate in the activities of the MCA as a Full Member. A late fee of \$50.00 shall be assessed if membership dues and annual dues are not paid on date specified in this Constitution.
5. Membership dues and annual dues must be made Payable to MCA, all payments must be in form of a check, and receipt obtained from the Treasurer for all payments, membership and annual dues are non-refundable.

ARTICLE 5:
Section 1:

MEMBERSHIP RIGHTS & OBLIGATIONS

Members shall have the following rights and Obligations under this Constitution.

1. Full Membership will allow you to participate in all MCA sponsored events and competitions.
2. To designate two Representative and one alternate to represent club at all MCA schedule Board meetings.
3. Representatives is responsible for communication between the MCA Board and their respective clubs, organizations or teams.
4. Each Representative will have one (1) vote. An alternate to the Representative may attend and vote at the Board meeting provided an organization, a team, or a club formally notifies the MCA Board at least ten (10) minutes before any vote is cast.

5. To assist in drafting proposals for inclusion in the Agenda for MCA Board meetings.
6. To comply fully with the Constitution, By-Laws, Regulations, directives and decisions of MCA.
7. To pay membership and annual dues as specified by MCA.
8. To comply with the Laws of Cricket, playing Conditions, the spirit of the game, all stipulated Regulations and other requirements arising from the Constitution and other regulations.
9. To provide verifiable contact information of all of its officers and players. The contact list information should include the names, postal and electronic e-mail addresses and telephone numbers of said officers. This requirement is deemed necessary for effective communication and maintains membership to MCA.
10. Violation of the above mentioned obligations by any individual member or club may lead to sanctions provided for in this Constitution.
11. Mandatory participation in hosting MCA events or as stipulated by Executive Committee and or MCA Board or Committee Chairs.

Article 6:
Section 1:

Termination or Suspension of Membership

A member may resign membership at any time by submitting written notice to the Secretary of MCA. termination of membership may also result to non-payment of membership and annual dues, fines, assessment or penalty which remains unpaid by the stipulated date.

Section 2: The MCA Board by a two-thirds (2/3) Majority vote may suspend or expel a member due conduct deemed to be prejudicial, detrimental and or contrary to the aims and objectives of the MCA. The member shall be provided an opportunity to present its case to the MCA Board prior to the decision to suspend or expel.

ARTICLE 7: GOVERNANCE

Section 1: Governance of the Association shall be vested in The MCA Executives Committee and MCA Board.

Section 2: Members of the Executive Committee shall be Citizens or legal residents of the United States of America and must be domiciled in the United States during their term of office.

Section 3: Members of the MCA Board shall be From a Full Member Club.

Section 4: The Executive Committee shall comprise of:
(i) President
(ii) Vice President
(iii) Assistant Vice President - Appointed
(iv) Treasurer
(v) Secretary

Section 5: Elections of Officers to the Executive Committee.

Election of the President, Vice-President, Secretary and Treasurer shall be held no later than Second (2nd) Saturday in November the year Election to be held.

Section 6: The MCA Board, herein called the Board shall comprise of the President, and two Representatives from each member club. A Representative may also serve on the Executive Committee.

Section 7: 1. A quorum is needed to conduct the MCA business, a quorum shall consist of a simple majority of the MCA Board or 51% present, except for amendments that shall require a two-thirds (2/3) majority of MCA Board.

3. Each MCA Rep. is entitled to one (1) vote except that the President shall have only a casting vote.
4. Only MCA Rep. and or alternate Rep. may be elected to Executive Positions.
5. Electronic notification must be sent to MCA Rep.'s, Executive and all MCA approved contacts, fourteen (14) days prior to General Election.

Section 8: Terms of Executive Committee

1. The Executive Committee must be elected from the MCA Board and shall serve for a two (2) years period. All Executive members may run for Office for two (2) consecutive terms. After a one (1) term waiting, he or she may be eligible to run for subsequent terms for the office in question, a person leaving office on term limit, is eligible for any other positions of the Executive Committee, without a waiting period.
2. The MCA President, his or her designee shall be the USACA Representative.

Section 9:

Executive Committee and the MCA Board Duties

The President

1. The President shall chair all meetings of the Executive Committee and MCA Board and shall be the Chief Administrative Officer of MCA with responsibilities for implementing the programs and policies of the MCA. The President shall provide an annual report to the MCA Board prior to the Annual General Meeting of MCA.
2. To appoint committee and sub-committee chairs.
3. To negotiate with Minneapolis Park Board and other external agencies as directed by the MCA Board and to execute all MCA official documents.
4. To promote and maintain good public relation with Local, city and state representatives and or media Organization.
6. To uphold the Constitution of MCA.
6. To provide leadership, plan and coordinate activities and events to promote and foster relationship, sportsmanship and camaraderie among members and Clubs.
7. To plan, coordinate and execute social activities to bring visibility to MCA.
8. To help the MCA Board set goals that promote and improve cricket at all levels in the State Of Minnesota.

9. To supervise all elected Officers and appointed Committee and Sub-Committee Chairs, perform due-diligence as require by MCA Constitution and provide the MCA Board and Committee and Sub-Committee Chairs with reports on a periodic basis.
- 10.To issue directive's when deemed necessary.

Section 10.

The Vice-President

1. The Vice-President assumes the role of the President when the President is absent.
2. To plan and prepare the schedule of each cricket season and present to the MCA Board for approval.
3. To perform monthly audit of the MCA funds and provide report to the MCA Board.
4. To provide the MCA Board a final / detailed annual audited report three weeks prior to the MCA Annual General Meeting.
5. To receive, review and tabulate player's statistics and compile reports to be published on Website, Cricket Annual and other necessary media outlets.
6. Must have a general understanding of the Principles of Accounting and Auditing Practice's.

Section 11.

Assistant - Vice President

1. The Asst. Vice-President assumes the role of the Vice-President when he or she is absent, in reporting and representation only, Assistant Vice President is exempt from chairing MCA official Meetings, this position is an appointed position and must be approved by MCA Board.
2. To assist in supervising the integrity of information Published on MCA website.
3. To assist in developing a user friendly website.
4. To assist Vice President creates MCA schedule and tabulate statistics.
5. To participate in Executive Committee and MCA Board meeting.

Section 12.

The Treasurer

1. The Treasurer must have a sound Accounting and or Financial background.
2. Must be willing to provide the MCA with certified copies Drivers License, Social Security Card and be willing to signed an Affidavits of Identity confirming address, telephone numbers and alternate address and communication channels, background investigation may be required.
3. Keep and maintain complete and accurate records of the MCA finance's, including records of all receipts, disbursements, assets, and liabilities and retain earnings.
4. Collect all dues, fees, admission charges, and keep records of all collections.

5. Endorse the name MCA on all funds to be deposited
In the MCA account's in the designated institution,
within seven (7) days of receipt or otherwise
specified.
6. Opening and closing of accounts must be done with
prior approval of the Executive Committee and or
the MCA Board.
7. Prepare an MCA Annual Proposed Budget with
Input from the Executive Committee, MCA Board,
and Committee and Sub-Committee chairs to be
presented to MCA Board for approval.
8. Reconcile and provide a written updated Financial
Report at every MCA Board or Executive
Committee meetings, this report must include
income & expenditure and receivables.
9. To be responsible for all MCA assets, take physical
Inventory at the beginning and end of each year.
10. To report immediately to the Executive Committee
and MCA Board any discrepancy noted in the MCA
finances or property.
11. To report all receipts collected for dues, fees,
admissions, fines and receivables to the Secretary
to be recorded in the MCA official minutes.
12. To provide MCA appointed auditor originals of
banks statements, receipt book, copies of all check,
cash received and deposited, date of deposits,
originals of all MCA returned bank checks, receipts
and payment vouchers to support expenditures, cash
journal in addition to Financial Report.

13. Present audited Financial Report signed by the Treasurer and approved by the President and Vice President with a copy of the Auditor's findings and recommendations to the MCA Board for approval at least three weeks prior to the Annual General Meeting.
14. Treasurer's immediate supervisor's are the Vice-President and President.
15. MCA fiscal year is January 1st through December 31st, final audited report must be completed by January 30th of each year.
16. Treasurer must seek prior approval for all disbursements of MCA funds.
17. Treasurer to request cancelled checks be returned with monthly bank statements.

Section 13.

Auditor.

1. The Auditor may be appointed and must be confirmed by the Board of Directors.
2. Auditor must have a sound Accounting and or Financial background.
3. Auditor must work closely with Treasurer and Vice President to ensure effective operational policies and procedures are implemented to meet basic Principle Accounting Standard and to comply with Federal and State laws.
4. Auditor to perform quarterly audit of MCA Finances and report findings to MCA Board through the Vice President.

Section 14.

Secretary

1. The Secretary shall keep records and updated Database of all clubs, as well as names, addresses, contact information including email addresses of Executive Committee, MCA Board, Committee and Sub-Committee Chairs, Team Captains, Umpires and Individual Team Executives.
2. To notify approved distribution list of MCA Meetings.
3. To record in permanent form the minutes of all MCA meetings.
4. To receive and write correspondence on behalf of MCA, disseminate correspondence, notifications, directives, and minutes electronically in accordance with the provisions of this Constitution and By-Laws or as required by law.
5. To protect and preserve all written, photographed, Financial and electronic records of the MCA. The Secretary is the custodian of all MCA records and documents.
6. The Secretary will assume the role of President when the President, Vice President and Treasurer are all absent.
7. The Secretary shall have knowledge of Laws Governing meetings and Parliamentary Procedures.

Section 15.

Parliamentarian

1. The Parliamentarian is an appointed position and must be confirmed by the MCA Board.

(16)

2. Parliamentarian must be knowledgeable in Parliamentary procedures and Laws governing Meetings.
3. Parliamentarian to guide the MCA Board and Advise when necessary.

Article 8. Removal of Executive or MCA Board Rep..

Section 16. An Executive or MCA Rep. shall be removed by a 2/3 Majority vote from the following.

1. Continual absence from meetings.
2. A petitioned by a two-thirds (2/3) of the MCA Board.
3. Embezzlement, misuse or unauthorized use of MCA funds, assets or properties.
4. Failure to uphold the goals, objectives and Constitution of the MCA.
5. A letter of resignation.
6. A written request by the Executive, MCA Board or the club that Rep. represents.

Article 9. Vacancies

Section 1. 1. Elected and appointed positions must be filled within Thirty (30) days of being vacant. The MCA President may appoint a temporary replacement until proper Fourteen (14) days notification and elections are held.

Article 10. Indemnification

Section 1. The MCA shall defend, indemnify and hold harmless each member of the Executive, MCA Board, appointed Committee and Sub-Committee Chairs from and against all claims, charges and expenses which has been incurred as result of any actions or lawsuit brought against the Executives, MCA Board, Committee And Sub-Committee Chairs, arising out of the performance of the his or her duties in MCA, unless such claims, charges and expenses were caused by fraud gross negligence or willful misconduct on the part of said Executive's, MCA Board, Committee and Sub-Committee Chairs.

Article 11. Conflict of Interest

Section 1. If any Executive, MCA Board Rep., Committee or Sub-Committee Chairs has a conflict or financial interest in any transaction that may influence the determination and result that individual shall:

1. Disclose the conflict of interest.
2. Not participate in the evaluation or vote on transaction.

Article 12. Grievance

Section 1. The President shall appoint a Grievance Committee Consisted of not more than five (5) members and Chair Prior to be beginning of the cricket season.

1. This committee shall deliberate on only valid Grievances, disputes, complaints, conduct etc.
2. A grievance etc. is valid only if filed in writing to the Secretary of MCA within seventy two (72) hours of the alleged infractions along with supporting evidence and or all statements etc.
3. The Executive Committee shall generally administer And oversee all grievance's and complaints and ensure that all properly filed complaints are heard in a timely, fair and impartial manner normally seven (7) days.
4. After deliberation the Grievance Committee shall make recommendations based on mitigating factors to the MCA Board to be voted on. The MCA Secretary shall communicate electronically the final decision of the MCA Board.
5. A party shall have the right to appeal the decision of the MCA Board to an Arbitrator by mutual consent. the decision of the Arbitrator is final and binding, the loser shall pay Arbitrator's cost.

Article 13.

Code of Ethics

The Minnesota Cricket Association (hereinafter “MCA”) Executives Members, MCA Board and other Committee and Sub-Committee Chairs are governed by such regulatory documents as the Constitution and By-Laws. In addition, this duty carries with it an obligation to perform with fairness, transparency and objectivity through an overriding sense of integrity.

MCA recognizes that the Executives, MCA Board , Committee and Sub-Committee Chairs are elected or appointed to their positions because the members of MCA have enough confidence that they will perform their jobs within the goals and objectives of the MCA. However, the responsibility of accepting positions must have stipulated guidelines. It is to this end that all Executives, MCA Board, Committee and Sub-Committee Chairs adhere to the Code of Ethics outlined below.

1. Implement the MCA Constitution, By-Laws, regulations and policies so that the highest possible standards of honesty, fairness and equality are achieved and maintained.
2. Cooperate with the MCA organizers and officials in carrying out the MCA duty with utmost efficiency.
3. Know and understand the MCA Constitution, By-Laws and other Policies governing MCA.
4. Make management and financial decisions that are in the best interest Of MCA.
5. Report any and all unethical practice of another member to MCA.
6. No discrimination against clubs or any individual member thereof on the basis of race, color, ethnicity, disability, gender, national origin, Religious belief or otherwise.
7. Never use MCA assets, information or resources for personal benefit.
8. Accountability and honesty in handling MCA transactions.

9. Recognize and fully respect the rights of all member clubs to make Their own decision.
10. Take a proactive stance in attempting to rectify any situations where The Constitution, By-Laws, Code of Ethics has been violated.
11. Refrain from knowingly using or being a party to improper practices that is detrimental to the MCA and violates MCA policies.
12. Refrain from intentionally spreading false or misleading information, whether written spoken or implied.
13. Recognized that even the appearance of misconduct or impropriety can be very damaging to the reputation of the MCA, you are requested to act accordingly.

Any Executive's, Board Rep's., Committee, Sub-Committee Chairs and members who is found to violate the Code of Ethics may be subject to disciplinary measures as set forth in this Constitution.

This Code of Ethics in no way supersedes the Constitution but serve to Augment it.

14. Distribution of assets upon Dissolution

MCA can be dissolved at any point of time through an extra ordinary General meeting or an Emergency meeting called by the MCA Board with a 15 day notice and a 75% quorum, and a minimum of 3/4th or 75% voting majority.

In the event of dissolution of the MCA whether voluntary or involuntary or by operation of Law and after payment of legitimate debts and liabilities, the remaining property or assets shall not be made available to any private individuals or organization except to satisfy the requirements of Section 501-C-3 of the United States Internal Revenue Code.

