



CONSTITUTION

COLOMBO COLTS CRICKET CLUB

REVISED 2018

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CONSTITUTION

Colombo Colts Cricket Club

1. TITLE

The Club shall be called the Colombo Colts Cricket Club and hereinafter where appropriate, will be referred to as 'the Club'.

2. OBJECTS

- I. To conduct, promote, administer and afford facilities for the game of cricket, arrange and Finance Club Tours abroad and representative Cricket Teams from abroad to Sri Lanka.
- II. To offer sporting and social amenities for members.
- III. To sell, manage, build, mortgage, develop, raise loans and/or overdrafts, lease, exchange, dispose of or otherwise deal with all or any part of the property of the Club subject to laws and rules of the Club.
- IV. Advance Cricket in the local arena through development programmes and the acquisition of relevant grants and / or funds.
- V. Act on behalf of and in the interest of its members and members of the local community.
- VI. Generally do and act in all such circumstances and instances as may seem convenient and or conducive to the carrying out of the objects of the Club.

3. COLOUR AND CREST

- I. The colours of the Colombo Colts Cricket Club shall be Navy Blue and Gold.
- II. The Crest of the Colombo Colts Cricket Club, of which the sealed pattern shall be held by the Honorary Secretary, shall be in the shape of a shield with the head of a horse with its mane, two cricket bats, a cricket ball and the name of the Club and the year founded incorporated in same in gold on a back ground of navy blue.
 - a. Head of the horse (Colt) - symbolizes the strength, agility, speed, competitiveness of the players / members who represent the Colombo Colts Cricket Club.
 - b. Crossed Cricket Bats - symbolize a salutation to the game of Cricket and its players, and its harmonious co-existence with other sports.



- c. Cricket Ball - symbolizes the epitome of hope in the game of Cricket where it is never over until the final ball is bowled.
- III. The Club Blazer shall be Navy Blue with the Club's Crest embroidered in the left hand upper pocket.
- IV. The Club Cap shall be Navy Blue with a miniature of the Crest of the Club in front of the cap.
- V. The Club Tie shall be in Navy Blue with a miniature of the Crest of the Club printed in front.
- VI. The Crest of the Club with its colours shall be awarded to sportsmen/women who represent the Club according to the standards set by the respective house committees and approved by the Executive Committee and shall in all instances be awarded by the Executive Committee.

4. MEMBERSHIP

The Club consists of,

- I. Honorary Life Members
- II. Life Members
- III. General Members
- IV. Playing Members
- V. Associate Members
- VI. Student Members
- VII. Corporate Members
- VIII. Expatriate Members

A register shall be maintained at the Club Office consisting of all relevant information of each Member of the Club.

5. CLASSIFICATION OF MEMBERS

I. Honorary Life Member

Any Member who has rendered exceptional service to the Club may, on a motion approved by the Executive Committee be elected as an Honorary Life Member by a vote of not less than two thirds of the Members present at a General Meeting. All Honorary Life Members shall be exempt from paying annual membership subscriptions and shall be entitled to all facilities and privileges of the Club free from any charges which may be levied.

The number of Honorary Life Members shall not exceed (50) at any given time.



II. Life Members

A General Member over the age of 29 years and having completed continuous membership of 10 years shall be eligible to be elected as a Life Member by the Executive Committee on the payment of the Life Member Subscription, and such Life Member will be exempt from paying his annual subscription but shall pay all other sectional or activity fees.

III. General Member

A General Member shall be a citizen of Sri Lanka above the age of 21 years and not being a student or under the age of 21 years but employed shall be eligible for election as a General Member.

Such members of the Club shall be eligible for voting on completion of one year of their membership, providing all dues and subscriptions have been duly and timely paid and membership being renewed.

A General Member upon completion of two years of joining shall be eligible to be nominated for election to sit as a Member of the Executive Committee and on completion of five years of joining shall be eligible to be nominated to sit as an Office Bearer of the Executive Committee.

All such General Members should have and hold an unblemished record in conduct and discipline.

IV. Playing Members

Playing Members shall be persons who are invited / selected to represent the Club in Cricket and/ or in any other sport endorsed as such by the respective Committee and approved by the Executive Committee.

Playing Members shall be exempt from paying the entrance fee but shall pay the subscription and sectional or activity fees.

All Playing Members shall be automatically terminated at the end of each Club year.

No Playing Member shall be eligible for election as a member of the Executive Committee or a House Committee except in the circumstances deemed necessary by the Executive Committee.

A Playing Member shall be entitled to vote at General/Special meeting of the Club only during the prevailing membership year.

On the automatic termination of Playing Membership, the person so affected may apply for full membership in accordance with the rules of the Club.



IV. Associate Member

Associate Members shall be Sri Lankan ladies over the age of 21 years who are employed or Non Sri Lankan ladies married to Members of the Club shall be eligible to be elected under this category. Such members will not be entitled to vote at meetings or be an office bearer.

V. Student Members

Student Members shall be bona fide students under 21 years of age. Such members will not be entitled to voting at meetings or hold office or represent any Committee of the Club.

VI. Corporate Members

A private company /Institution/ Association / Group can make an application to the Executive Committee nominating a minimum of 10 and a maximum of 25 names suitable to hold group membership at the Club. On approval of the Executive Committee, the applying party shall pay the quoted fee as an annual subscription to the Club. By no means will any individual Member be responsible for the payment but the applied Company / Institution/Association / Group or person nominated by them shall be directly responsible for all dues and payments.

The Corporate Membership shall be duly terminated within the calendar year (Jan – Dec) and a fresh application and payment should be made for the following year.

If a Member nominated by the applying party ceases to be a part of the Membership the applying party shall be held responsible to update the Club Office of same and return the Membership Card of the said person.

New replacements too shall be notified in the same manner and a Membership card be obtained.

The acceptance/renewal of the Corporate Membership shall be at the discretion of the Executive Committee and can be terminated at any given time.

No Corporate Member shall hold any voting or representational rights in the Club.

VII. Expatriate Members

Expatriate Members shall be persons who are not citizens of Sri Lanka but are resident in Sri Lanka for a period of more than 3 months with valid visa. Such members will not be entitled to vote at meetings or be office bearers.

6. ELECTION OF MEMBERS

- I. Each applicant for admission as a Member of the Club shall apply in the prescribed form called the 'Membership Application Form' and such application should be proposed and seconded by a General Member and an Executive Committee Member.



- II. All such applications received by the Club Office shall be displayed for seven (7) days on the Notice Board for the information of the Membership. Any views of objection can be made in writing to the Screening Committee within the stipulated 7 day period.
- III. The General Member other than the Executive Committee Member proposing or seconding the applicant shall have more than 5 years of continuing unblemished duly paid membership at the time of signing the new Membership application form.
- IV. Face an interview called for by the Screening Committee. The name of the new Member shall be proposed for acceptance to the Executive Committee by the Screening Committee.
- V. The applicant on approval of the Executive Committee shall make payments for the entrance fee and the annual subscription as a whole. No waivers or part payments shall be allowed unless in the instance where special recommendation is made by the Executive Committee under exceptional circumstances.
- VI. The Members proposing and seconding any application shall be equally liable for all dues in default of such members for a period of three years.
- VII. If 2 or more members of the Executive Committee object to the election of a person applying for Membership the application shall be rejected and if any money has been paid, it shall be refunded in full to the applicant.

7. PAYMENTS OF ENTRANCE/SUBSCRIPTION / SECTIONAL FEES

- I. The Entrance Fee shall be paid in full at the time of joining the Club.
- II. All subscription and sectional fees should be paid in full before the 31st of January each year.

8. DEFAULT IN PAYMENT OF SUBSCRIPTIONS / SECTIONAL FEES

- I. If a Member has not duly paid subscription / sectional fees on or before the 1st of January of each year, the Honorary Secretary shall draw the Member's attention, in writing, to the outstanding and call for same to be paid within 21 days of the letter dated. Should a payment not be made on or before the 31st of January, a 10% surcharge and all prevailing taxes will be charged from the Member on his outstanding fees at the time of payment.
- II. All defaulters shall then be listed and the list be displayed on the notice board and thereafter the names be struck off from the membership register. Such persons shall not be permitted to enter the Club as a member or exercise any of his rights as a Club Member.



- III. Such Member would not be allowed to regain membership except by paying all owed dues; such persons shall not be eligible to apply under a fresh application except on payment of dues, surcharge and relevant taxes.
- IV. A Member violating the provision of Section 7 (II) with or without a reminder shall ipso facto cease to be a Member and the defaulters names shall be struck off from the Register of Members.

9. DISPLAY OF NON PAYMENT OF DUES

The name of any person struck off from the Register of Members for non payment of subscription or sectional fees or any other dues to the Club shall be displayed by the Executive Committee at its discretion, within the Club premises and shall remain displayed until such time as the Executive Committee may order the posting removed.

10. REJOINING

A Member who has ceased to be same under sections 7 or 8 shall apply fresh under section 6 and pay all owed dues, including 10% surcharge plus all relevant taxes inclusive of the prevailing year's annual subscription and obtain the approval of the Executive Committee (2/3 vote) to renew the Membership.

Any Member struck off under sections 8 or 9 shall not be eligible to be considered to have had a continuous Membership of the Club.

A member having resigned from the Club shall be readmitted only at the sole discretion of the Executive Committee with or without payment as per the Committee's decision. He too shall not be considered as to have had continuous Membership in the Club.

The President may place a casting vote in the event of a tie.

11. ENTRANCE FEES, SUBSCRIPTION AND SECTIONAL FEES

- I. The Executive Committee shall by a majority not less than two thirds of the Members present recommended to the General Membership the Entrance Fees, Annual Membership Subscription and Sectional Fees.
- II. The recommendation of the Executive Committee may be approved / rejected / amended/ varied by the General Membership at an Annual General Meeting or a Special General Meeting summoned for that purpose.
- III. Entrance Fees, Membership Subscriptions and Sectional Fees shall be prominently displayed in the Club Notice Board for one month upon approval according to Rule 11 (II) and shall be made available to any prospective member wishing to join the Club and shall be printed in all membership application forms.



12. PARTICIPATION IN ACTIVITIES

No applicant for membership shall participate in the activities of the Club until he/she has been elected by the Committee of the Club and so notified by the Honorary General Secretary.

13. OFFICE BEARERS OF THE CLUB

- a. The Office Bearers of the Club shall be the President, Honorary Secretary, Honorary Treasurer, Honorary Assistant Secretary and Honorary Assistant Treasurer.

I. President

- a. The President of the Colombo Colts Cricket Club shall be a General Member or a Life Member having a continuous, unblemished membership of not less than 10 years and should have served in the Executive Committee as a Member or an Office Bearer for not less than 5 years of the 10 years.
- b. A Member with any previous disciplinary issues will not be considered.
- c. The President once elected shall hold office till the next AGM unless and otherwise he resigns or dies while holding office or is otherwise incapacitated.
- d. The President of the Colombo Colts Cricket Club shall not be removed from office during his tenure of service except by a vote of two thirds of the Members present at a General or a Special General Meeting of the Club.
- e. The President shall be eligible for re-election.

II. Vice Presidents (3)

- a. The Vice Presidents, whose numbers shall not exceed 3 at any given time, shall be General or Life Members who are either Senior Members of the Club or Members who have rendered meritorious service to the Club or who have brought fame to the Club.
- b. Vice Presidents will be nominated by the Executive Committee
- c. A Vice President once elected shall hold office until the next AGM and shall not be removed until he resigns or incapacitated or dies while holding office and shall not be removed from office except by a vote of two thirds of the members present at a General or a Special Committee.

III. Honorary General Secretary

The Honorary Secretary shall be in charge of the administration of the Club.



The Honorary General Secretary shall be a General Member or a Life Member of the Club and at the time of election should have had a continuous period of not less than 7 years as a General Member and have served in the Executive Committee for at least three of them in any capacity.

IV. Honorary Treasurer

The Honorary Treasurer shall be a General Member or a Life Member of the Club and at the time of election should have had a continuous period of not less than 7 years General or Life Membership, at least three of them in the Executive Committee in any capacity.

V. Honorary Asst. Secretary & Honorary Asst. Treasurer

The Honorary Assistant Secretary and the Honorary Assistant Treasurer shall be General or Life Members of the Club and at the time of election should have had a continuous period of not less than 5 years out of which 3 years should have served in the Executive Committee in any capacity.

VI. Patrons

A Patron and a maximum of two Vice Patrons shall be elected by the incoming Executive Committee at the AGM and nominations for same shall be proposed by the President in unison with the Office Bearers which will be seconded by a Member of the newly elected Executive Committee. The Patrons will serve in an advisory capacity and may be called upon by either the President or Hony. General Secretary when guidance is required by the Executive Committee.

14. EXECUTIVE COMMITTEE

- I. The Executive Committee of the Club shall consist of 25 Members of which 8 shall be Ex-Officio Members.
- II. The 8 Ex-Officio Members shall be the President, the Honorary Secretary, the Honorary Treasurer, the Honorary Assistant Secretary and the Honorary Assistant Treasurer and the 3 Vice Presidents.
- III. Members of the Executive Committee, the President are subject to the provisions of Rule 13 (II) and the Ex Officio Members shall be elected at a General or a Special General Meeting of the Members of the Club.
- IV. The Executive Committee and the office Bearers (25) shall hold office until the next Annual General Meeting and shall be eligible for re-election.
- V. If an elected Member of the Executive Committee resigns or is otherwise incapacitated or is disqualified, the Executive Committee may appoint another eligible Member for the balance period of the term of the Executive Committee by a two third majority of those present at a meeting of the Executive Committee within one month of the vacancy.



- VI. If any Member of the Executive Committee other than the President absents himself from three consecutive meetings without obtaining leave of absence, he shall 'ipso facto' cease to be a Member of the Executive Committee but may be eligible for re-election.
- VII. No Member shall serve as a Member of the Executive Committee unless he is over 25 years of age and has had 2 years of uninterrupted voting rights in the Club.

15. ELECTION TO THE EXECUTIVE COMMITTEE

- I. Subject to the provisions relating to the election of the President, the Executive Committee Members and Office Bearers shall be elected at the Annual General Meeting of the Club and shall hold office until the next Annual General Meeting but shall be eligible for re-election.
- II. The outgoing Executive Committee may recommend to the Members, the names of 5 Members for election as Office Bearers and the names of 20 Members for election as Members of the Executive Committee for the ensuing year. The recommendation of the outgoing Executive Committee shall be displayed on the Notice Board of the Club for at least 7 days prior to the date of the Annual General Meeting.
- III. Names of eligible Members for election as Office Bearers or as Members of the Executive Committee may be proposed and seconded in writing by a Honorary Life Member, Life Member or a General Member and may be seconded by one of same as per item 13 and 14 of this constitution.

The proposer and seconder at the time of proposing or seconding should be a Member for a continuous period of at least 3 years with 2 continuous years with voting rights.

All nominations should be forwarded to the Honorary Secretary not less than 14 clear days prior to the Annual General Meeting.

The written consent of such Member should be attached,

The names of the contestants together with the names of the proposer and the seconder of each contestant and office for which election is sought, shall be displayed on the notice board of the Club at least 7 clear days prior to the date of the Annual General Meeting.

- IV. The votes shall be sought in a show of hands. In the case of a tie the Pro tem Chairman conducting the election may cast his vote to arrive at a decision.



16. VACANCIES AMONGST OFFICE BEARERS

- I. Subject to the provision of section 13 (II), whenever the office of the President becomes vacant a successor shall be elected at a General or a Special General Meeting especially summoned for that purpose.
- II. Whenever the office of the Honorary Secretary / Honorary Treasurer becomes vacant either due to death or a resignation of either of them, the Executive Committee shall make an acting appointment for a period not exceeding two months from amongst the Executive Committee Members. The Executive Committee shall summon a Special General Meeting to fill the vacancy within two months of the arising vacancy.
- III. If the office of the Honorary Secretary or the Honorary Treasurer becomes vacant due to leave of absence of either and or both of them, the Honorary Assistant Secretary and or the Honorary Assistant Treasurer shall act for the holder of the substantive post, until such time the holder reassumes duties.
- IV. Any other vacancies that may arise amongst Office Bearers of the Club and amongst Executive Committee Members including the Vice Presidents shall be filled by the Executive Committee.

17. TRUSTEES

- I. There shall be a Board of 6 Trustees of the Club inclusive of the President, the Hony. Secretary and the Treasurer, and three other Life Members who shall be appointed by a resolution at a General Meeting and who shall hold office until the next AGM, or removed from office by a resolution at a Special General Meeting called for the said purpose.
- II. When any Trustee shall die or resign or be removed from office in the manner herein before provided, his successor shall be appointed by a resolution at a Special General Meeting.
- III. All immovable property of the Club shall be vested in the Trustees, upon trust of the Members of the Club.
- IV. Subject to the recommendation of the Executive Committee the Trustees shall have power,
 - a. To purchase, to take on lease or and use structuring mortgage any immovable property with the funds of the Club or to receive a gift or material of immovable property for the Club, and to hold the same upon trust for the Members of the Club and to sell, mortgage, lease, exchange or otherwise alienate the immovable property giving effect to the recommendations of the Executive Committee.
 - b. An entry in the minute book of the Executive Committee recording any of the aforesaid recommendations shall be conclusive evidence that such recommendation was made.



- V. It is expressly declared and understood that the Trustees as a body and each Trustee as an individual shall at all times be indemnified from and out of the funds, property and assets of the Club against the consequences of any act, deed, matter omitting done or omitted to be done by the Trustees 'bona fide' in respect of or in connection with the business of the Club or of any contract entered in to on behalf of the Club.
- VI. The Trustees shall meet once in every three months, and the Honorary Secretary shall convene the meeting.

18. MANAGEMENT

- I. The Management Committee shall consist of the following.

The Club shall be under the management and direction of the Committee consisting of the President, 3 Vice Presidents, Hony. General Secretary, Hony. Treasurer, Hony. Asst. Gen. Secretary, Hony. Asst. Treasurer, Club Captain, Hony. Cricket Secretary, Hony. Hockey Secretary, Hony. Billiards Secretary, Hony. Ground and Cricket Pavilion Secretary, Hony. Bar Secretary, Hony. Restaurant & Pavilion Secretary, Hony. Social & Indoor Games Secretary, Hony. Assistant Bar Secretary, Hony. Asst. Restaurant and Pavilion Secretary, Hony. Ladies Cricket Secretary, Hony. Ladies Hockey Secretary, Captains of Cricket Teams, Captain of Hockey, The Hony Secretary of any sport approved by the Committee together with 6 elected members.

Except for the Ex Officio Member as per rule 14 (I) the other offices shall be filled from the rest of the 17 Members elected to represent the Executive Committee. They may present their application for the desired office 14 days prior to the AGM and shall be elected in the said capacity.

- II. The Honorary Secretary shall be the person in charge of the administration and day to day running of the Club.
- III. The management and finances of the Club shall be vested in the Executive Committee who may exercise powers and do all such acts as the Club under these rules is entitled to exercise and do so.
- IV. The Executive Committee shall have the powers to decide on any question not provided for in the constitution concerning the management of the Club, the discipline of the Members of the Executive Committee and other Members of the Club and Social and Sporting activities of the Club.
- V. The Executive Committee shall do all such acts as is directed or required to do so by a resolution duly passed at a General Meeting of the Club.
- VI. Without prejudice to the general powers without conferred or implied in the rules, it is expressly declared that the Executive Committee shall be entrusted with and may exercise and perform the following powers and duties.



- a. The Executive Committee shall have the power to appoint a paid General Manager, Manager, Admin Secretary, Accountant or any other employee required for the purpose of running the Club, and shall fix their remuneration wages. All employees will be under the control of the Honorary Secretary of the Club.
- b. To make, alter and repeal such by-laws inconsistent with the rules of the Club, which the Executive Committee may consider expedient for the proper conduct, management and control of the Club.
- c. To prohibit particular games or activities in the Club premises entirely or at any particular time.
- d. To limit the total number of Members at any time.
- e. To prohibit the use of the premises, over which the Club by any Member who will be indebted to the Club or may have failed, neglected or refused to conform to the rules and any by-laws for the time being in force.
- f. To write off from the accounts of the Club sums as it may deem expedient in respect of the bad and doubtful debts.

19. FINANCES / FINANCIAL YEAR

- I. All activities of the Members of the Club shall be regulated by payment of cash or any other legal tender approved by the Treasurer.
- II. The Financial Year of the Club shall commence on the 1st day of January in one year and shall end on the 31st day of December of the same year.

20. DISCIPLINE

- I. The Executive Committee shall be entrusted with the full disciplinary control over the conduct, character and integrity of all Members of the Club.

In the exercise of such controls the Executive Committee may warn, suspend or expel any Member.
- II. No disciplinary action can be imposed on any Member without giving such a Member having had opportunity to show cause against it.
- III. No Member shall be warned or suspended or expelled from the Club without due inquiry followed by a vote of not less than 2/3 of Members present at a meeting of the Executive Committee.
- IV. The Executive Committee at its first meeting after the Annual General Meeting shall appoint a panel of 6 Members of the Club



whom 3 shall be Members of the Executive Committee to serve on a disciplinary panel to conduct inquiries against Members.

- V. The Honorary Secretary or the Honorary Treasurer as the case may be shall write to the defaulting Member calling for written explanation within the period of 14 days of the date of the letter. When written explanations are submitted by such a Member, the Honorary Secretary or in his absence the Honorary Treasurer shall refer the case to an inquirer or a panel of 3 inquirers for inquiry.

If a Member against whom disciplinary action is pending fails to send a written explanation within the said period the Honorary Secretary or the Honorary Treasurer as the case may be, may refer it to the Executive Committee for an appropriate decision or refer the case to an inquirer or a panel of three inquirers for inquiry to be carried out.

- VI. As soon as a written complaint has been made against any Member the Honorary Secretary or in his absence Honorary Treasurer shall nominate one Member or 3 members out of the disciplinary panel to inquire into the complaint.

If three Members are nominated to hear the complaint, at least one Member should be a Member of the Executive Committee.

- VII. The report of the inquirer or the panel shall be submitted to the Executive Committee within one month of the date of reference or such extended period as may be granted by the Executive Committee on a request made by the said inquirer/panel.

- VIII. The Honorary Secretary on receipt of information as a result of which he is of the opinion that a Member should under an exceptional situation forthwith notwithstanding the proving of rule 20 (II) and 20 (III) above and pending a formal inquiry of breach of Club discipline for an act/acts committed within the Club premises or for bringing the Club to disrepute effecting the stability and or integrity of the Club by his or her conduct outside the Club premises, shall prepare a report of the facts on which his opinion is based and shall forward the said report to at least four members of the Executive Committee available in Colombo, one of whom shall be a Vice President in the event a Vice President not being available in Colombo the Honorary Secretary shall forward the said report to any Vice President who is available.

In the event of an unanimous decision of such Members to suspend the Member concerned notwithstanding the provisions of rule 20(II) and 20 (III) and pending a formal inquiry, the Honorary Secretary shall forthwith inform the Member in writing of the said decision to suspend pending formal inquiry and shall also direct the Member concerned to show cause within 14 days of the letter why further disciplinary action should not be taken against him/her.

The decision to suspend a Member pending the formal inquiry shall be brought to the notice of the Executive Committee at the next meeting for ratification. Ratification for the order of suspension



imposed by the Honorary Secretary may be by a simple majority of the Members of the Executive Committee present.

However, the Executive Committee may before formal evidence or proceedings commence at an inquiry, call for a review of the order of suspension after due notice has been given to all Members of the Executive Committee in writing stating reasons why the suspension imposed should be reviewed pending formal inquiry.

- IX. The President shall exercise the powers of suspension given to the Secretary by rule 20 (VII) to suspend forthwith under an exceptional situation pending a formal inquiry and notwithstanding the provisions of rule 20(II) and 20 (III) a Member of the Executive Committee in consultation with the Honorary Secretary and inform the Executive Committee of his decision prior to the directing the Executive Committee Member to show cause within 14 days of the letter why further disciplinary action should not be taken against him.
- X. If any Member has a cause of complaint against an employee, he shall inform the Honorary Secretary in writing who shall inquire and inform the Executive Committee for appropriate action.

21. RESIGNATION

A Member desirous of resigning from the Club, shall communicate such intention to the Honorary Secretary in writing.

22. DAMAGE TO CLUB PROPERTY

Members are liable for any damages caused to the Club property by them or their guests. The amount of such damage will be assessed by the Honorary Secretary and Honorary Treasurer and must be paid by the Member. Such assessment shall be final and binding. If any Member fails to pay such damage within a period of one month on being notified in writing via electronic media/registered post by the Honorary Secretary or Honorary Treasurer he may be dealt with by the Executive Committee as provided for in section 7.

Provided that if any Member during the first 3 years of the membership of the Club fails to pay such damages within the said period of one month on being notified in writing by electronic media / registered post by the Honorary Secretary / Honorary Treasurer the Proposer and or the Seconder of his application for Membership shall be liable and responsible for the payment of such damage during the said period of 3 years.

23. BANK ACCOUNTS AND INVESTMENT

- I. The funds of the Club shall be deposited in a licensed Commercial or Specialized Bank.
- II. Notwithstanding anything contained in rule 17 (III) and 17 (IV) all cheques, bill of exchange, orders, promissory notes and any other documents as are or shall be used in banking shall be signed for and on behalf of the Club by,



- a) The President or Honorary Secretary jointly with the Honorary Treasurer in respect of all sums.
- b) In the absence of either the President, Hony. Treasurer or the Hony. Secretary or all of them, the Executive Committee shall nominate Member / Members from the Executive Committee.
- c) The first signatory to a Cheque shall be the Honorary Treasurer. In the absence of the Honorary Treasurer, the President or Honorary Secretary shall be the first signatory. In the absence of both the Executive Committee shall nominate the First Signatory.
- d) These nominations may be done at the first Executive Committee Meeting of the newly appointed Executive Committee for the year and may be put into action when such situation arises.

24. AUDITORS

The Auditor shall be proposed by the newly appointed President at the AGM.

25. ANNUAL GENERAL MEETING

- I. The Annual General Meeting of the Club shall be held on or before the 30th of June of the following year.
- II. Notice calling for the Annual General Meeting shall be given by the Honorary Secretary of the Club to all Members deemed with voting rights as per the item (5), who have duly paid all subscription and sectional fees as applicable, at least 21 clear days prior to such meeting.
- III. The Annual Report inclusive of the Executive Committee Report for the period shall be prepared by the Honorary Secretary.
- IV. The Accounts for the period under review, the Audited Balance Sheet and Accounts for the preceding year and the Annual Report approved by the Executive Committee shall be circulated at least 7 days prior amongst Members who are entitled to vote at the Annual General Meeting.

26. THE PROCESS OF THE ANNUAL GENERAL MEETING

- a. To receive and adopt the Annual Report of the activities of the Club and the audited Statement of Accounts and Balance Sheet of the previous year, viz., from 1st January to 31st December.
- b. To elect a Patron & Vice Patrons for the current year.



- c. To elect Officer Bearers and the General Committee and other Sub Committees for the current year.
- d. To elect Trustees.
- e. To elect Auditors.
- f. To elect Members to serve on the various Selection Committees of Sport.
- g. Election of Life Members (if any).
- h. Any business proposed by the Committee.
- i. Any business or motion of which notice in writing has been given to the Hony. General Secretary at least 14 days before the date of such meeting.

27. SPECIAL GENERAL MEETING

- I. A Special General Meeting shall be convened by the Honorary Secretary on a written application by 50 Members of the Club having the right to vote or at the request of the Executive Committee or the Board of Trustees.
- II. The business for which the meeting is called must be stated and no other business shall be transacted at such a meeting. A period of notice of such a meeting, not less than 10 days, should be given.
- III. All decisions at a Special General Meetings shall be taken to the provisions of rule 28.

28. QUORUM

- I. The quorum for the meetings shall be as follows.
 - a. Annual General Meeting - 50 Members
 - b. Special General Meeting - 25 Members
 - c. Executive Committee Meeting - 10 Members
 - d. Emergency Committee meeting - 10 Members
 - e. Board of Trustees Meeting - 3 Members
 - f. Any Other House Committee Meeting - 3 Members
- II. All Chairmen presiding at the meeting will be entitled to casting votes.

29. VOTE AT A GENERAL/SPECIAL GENERAL MEETING

- I. Every Life, Honorary Life and General Members within a minimum continuous membership of 2 years and present shall be entitled to one vote upon every motion and in case of equality of votes the Chairman shall have a second or casting vote.



- II. At General Meetings and Special General Meetings and Executive Meetings of the Club the President and in his absence a Vice President and in the latter's absence a Member selected by a meeting shall take the chair.

30. CLUB RULES / CONSTITUTION

- I. Every Member is entitled to receive a copy of the rules/ constitution of the Club.
- II. Notwithstanding the receipt of the said rules He/ She shall be presumed to have studied the Club rules and by - laws when applying to be a Member and accept the rules and by-laws of the Club on becoming a Member.

31. SUB/HOUSE COMMITTEES

- I. There shall be separate Sub Committees to control and supervise Cricket and any other activity the Club so engages in as decided by the Executive Committee provided for in the objects of the Club.
- II. Each such Committee shall consist of Members and Office Bearers who have paid their sectional subscriptions for the year according to the rules governing the Committee.

The Chairman of all Committees should have over three years of uninterrupted voting rights in the Club.

- III. The Hony. Secretary and Hony. Treasurer shall be Ex-Officio Members of all the Committees.
- IV. Members to the Committees shall be nominated by the Executive Committee at one of the first 3 meetings after assuming office.
- V. The Screening Committee consists of 7 members of which the Chairman will be one of the two senior Vice Presidents, General Secretary, Treasurer, Club Captain and two EXCO members.

32. ALTERATION OF EXISTING RULES

- I. No resolution or rule passed at a General Meeting can be altered or rescinded or a new rule/s adopted in its place except at a Special General Meeting by at least 2/3 of those present voting in favor of the motion.
- II. Notice of every new rule/s alteration of an existing rule shall in all cases be sent to the Honorary Secretary by the proposer at least 14 days prior to the said meeting. This shall be circulated to the members at least 7 days prior to the meeting.
- III. Any resolution that has been rejected at a General Meeting shall not be reintroduced for one year,



33. POWERS TO MAKE BY- LAWS

The Executive Committee shall have power to make by-laws for the proper Management of the Club, and to alter or rescind the said by-laws provided such by-laws are not inconsistent with the rules or any amendments thereof. All such by-laws, alterations or rescissions shall be displayed on the notice board, and after 7 days shall become binding on all Members of the Club.

34. HOURS THE CLUB SHALL BE OPEN

- I. Office Hours :
9 am to 5 pm – Weekdays (Except Statutory holidays & declared by the management committee)
9 am to 1pm on Saturdays
- II. Club opening timings :
11am to 12 midnight daily and statutory holidays
- III. The Bar & Restaurant will be opened to Members
From 5 pm to 11 pm – Weekdays, Weekends and statutory holidays
From 11am to 2pm - Weekends and on special occasions during weekdays decided by the management committee.

35. BAR

Refreshments shall be sold strictly on payment (cash/card) basis. Any Member who fails to settle his dues for his refreshments by the end of the day shall not be served with refreshments thereafter unless and until he has settled his dues in full. All such dues shall be governed by the Provisions of Rules No. 7, 8,9,11.

36. GUESTS

Guests may be introduced by a Member on the payment of a sum to be determined by the General Committee and on their being introduced, they will be entitled for the day to all the privileges of membership afforded to the Club as long as the member introducing them is present with them. The guest's names and the name of their introducer shall be entered legibly in the Visitor's Book and signed by the member. The member shall be responsible for the conduct of the guest introduced by him. Such payment is to be debited to the member's account.

37. DRESS CODE

It is mandatory that Members and their guests patronizing the Club after 7.00 p.m. refrain from wearing sarongs, (Lest National Dress or Similar) shorts of any length, rubber slippers of any kind whether local or imported and skinnies in the Club. Those who do not comply with these requirements will not be permitted in the Club.



38. COMPLAINTS AGAINST EMPLOYEES

The conduct of an employee shall in no instance be made a matter of personal reprimand by any Member. All complaints regarding the employees or domestic arrangements of the Club shall be made in writing.

39. AUTHORITY OF THE OFFICE BEARERS

I. HONORARY PRESIDENT

Shall be the head of the Executive Committee and shall have the final call of the decisions made by same. In the case of disputes, ties etc. President shall cast his vote and the decision arrived shall be final.

II. HONONARARY GENERAL SECRETARY

Shall have overall control over the activities of the Club and shall be responsible for carrying out the decisions of the General and Committee Meetings and the preparation and submission to the Annual General Meeting of a report of the activities of the Club and the Treasurer's Statement of Accounts for the past year duly audited. He shall also co-ordinate the various activities of the Office Bearers of the Club, keeping a record of all proceedings of the General and Committee Meetings and those of Sub Committees appointed by the Committee have the custody of all the books, documents, records and correspondence of the Club and also keep in safe custody a book wherein Members may enter complaints or make suggestions. He shall be an Ex-Officio Member of all the Sub Committees. He shall be in overall charge of all the employees of the Club and shall arrange their duty roster in co-ordination with the Sectional Secretaries and such Members as may be nominated by the Committee. He shall be responsible for the implementation of rules relating to arrears of Subscriptions or other dues.

III. HONORARY TREASURER

The Hony. Treasurer shall be in charge of the funds of the Club, collect and account for all money due to the Club, present to the Committee at its monthly meetings a statement of income and expenditure for the previous month and be responsible for the safe custody of all account books, vouchers and other documents relating to the Finances of the Club. He shall also keep a register of defaulters showing the amounts due from them, the date on which they defaulted and submit to the committee through the Hony. General Secretary a list of Members who have ceased to do so by reason of their default. The Hony. Treasurer shall maintain accounts at a Bank or Banks approved by the Committee, Cheques shall be signed by any two of the following,



Hony. President
Hony. General Secretary
Hony. Treasurer
Hony. Asst. General Secretary
Hony. Assistant Treasurer

IV. HONORARY ASST.GENERAL SECRETARY

He shall assist the Hony. General Secretary in all the duties of the Club assigned to him by the Hony. General Secretary.

V. HONORARY ASST.TREASURER

He shall assist the Hony. Treasurer in all the duties of the Club assigned to him by the Hony. Treasurer

VI. CLUB CAPTAIN

He shall be responsible for receiving and examining all complaints and suggestions from the General Membership particularly relating to Sports Activities and convey his findings to the General Committee for suitable action. He will be the Chairman of the Committee which will comprise of one nominee of each section of the Club. This Committee will investigate the complaints and suggestions before they are passed on to the General Committee for final decision. He should convene meetings with Sub Committee Secretaries on matters related to sectional budgets by regular monitoring and give recommendations and submissions to the Finance Committee and to the monthly Executive Committee.

VII. HONORARY CRICKET SECRETARY

He shall be in charge of and be responsible for all cricket material and shall keep an inventory of same brought up to date. He shall be responsible for all cricket fixtures of the Club and all materials and equipments purchased by him which shall have prior approval of the Committee. He shall also be responsible that the results of all matches are correctly recorded and forwarded to the Recorder of the Board of Control for Cricket in Sri Lanka.

VIII. HONORARY HOCKEY SECRETARY

He shall be in charge of and be responsible for all hockey materials and shall keep an inventory of same brought up to date. He shall be responsible for all hockey fixtures of the Club and all materials and equipments purchased by him which shall have prior approval of the Committee. He shall also be responsible that the results of all matches are correctly recorded and forwarded to the appropriate authority.



IX. HONORARY BILLIARDS SECRETARY

He shall be in charge of and be responsible for the Billiards Room. He shall obtain the prior approval of the Committee for purchase of material and equipment. He shall keep an inventory of all articles in his charge and with the approval of the General Committee participate in tournaments.

X. HONORARY GROUND AND CRICKET PAVILION SECRETARY

He shall be responsible for the preservation and maintenance of the Playing Field and Grounds. He shall be in charge of and be responsible for all the ground equipments and shall keep an inventory of same brought up to date. All equipments purchased by him and expenses incurred shall have the prior approval of the Committee.

XI. HONORARY BAR SECRETARY

The Hony. Bar Secretary shall be in charge of the Bar and refreshments and shall maintain adequate stocks. He shall submit through the Treasurer at the monthly meeting a statement of stocks in hand and outstanding liabilities for the month as stipulated in respect of the Bar and refreshment sales. He shall also keep an inventory of all articles in his charge. He shall be responsible for the implementation of rule 34.

XII. HONORARY RESTAURANT AND PAVILION SECRETARY

He shall be in charge of the Club buildings, permanent terraces furniture and fittings, lighting and repairs, linen crockery and cutlery. He shall keep an inventory of and be responsible for all articles in his charge.

XIII. HONORARY SOCIAL AND INDOOR GAMES SECRETARY

He shall, with the Social Sub Committee organize all the social activities of the Club and be in charge of all indoor games excluding Billiards. He shall also act as conveyor of the social Sub Committee, and keep and maintain an inventory of all articles in his charge.

XIV. HONORARY ASST. BAR SECRETARY

He shall assist the Hony. Bar Secretary in all the duties of the Club assigned to him by the Hony. Bar Secretary.

XV. HONORARY ASST. RESTAURANT & PAVILION SECRETARY

He shall assist the Hony. Restaurant & Pavilion Secretary in all the duties of the Club assigned to him by the Hony. Restaurant & Pavilion Secretary.



XVI. LADIES CRICKET

He/She shall be in charge of and be responsible for all women's cricket material and shall keep an inventory of same brought up to date. He/ She shall be responsible for all cricket fixtures of the Club and all materials and equipment purchased by him/her which shall have prior approval of the Committee. He/ She shall also be responsible that the results of all matches are correctly recorded and forwarded to the Recorder of the Board of Control for Cricket in Sri Lanka.

XVII. LADIES HOCKEY

He / She shall be in charge of and be responsible for all women's Hockey materials and shall keep an inventory of same brought up to date. He/ She shall be responsible for all Hockey fixtures of the Club and all materials and equipments purchased by him/her which shall have prior approval of the Committee. He/She shall also be responsible that the results of all matches are correctly recorded and forwarded to the appropriate authority.

XVIII. COMMITTEE MEMBERS

They shall attend for regular Committee meetings, Sub Committee meetings and Special Committee meetings and other assigned duties and matters pertaining to the Club.

XIX. HONORARY SECRETARIES FOR OTHER GAMES

Each of the Secretaries for other games who shall make arrangements for the matches of his/her section shall be responsible for the preparation of the programme of matches during the season. They shall keep and maintain an inventory of and be responsible for all articles in their charge.

40. SELECTION OF PLAYING TEAMS

The selection of teams for Cricket matches shall be made by the Selection Committee consisting of Captains of 1st, 2nd, 3rd XI, Vice-Captain of the 1st XI and one Member elected at the Annual General Meeting. The Chairman of any meeting of the Selection Committee shall be the Member elected at the Annual General Meeting.

- I. The Chairman of each Selection Committee shall have a casting vote in addition to his vote.
- II. The selection of teams for hockey matches shall be made by the Selection Committee consisting of the Captain of Hockey, Hony. Hockey Secretary and one Member elected at the Annual General Meeting.
- III. The selection of teams for Billiards matches shall be made by the Hony. Billiards Secretary and the Billiards Captain.



41. NOTICE BOARD AND NOTICES

No notice / picture / document shall be displayed in the Club premises without the prior approval of the President, Hony. General Secretary or Hony. Treasurer.

**Hony. General Secretary
Colombo Colts Cricket Club**





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