

# *The Constitution of Dhahran Cricket Association (DCA)*



*1st May 2013*

# Articles of the Constitution

*Article I*      *Name*

*Article II*      *Aims and Objectives*

*Article III*      *Membership*

- i. Eligibility*
- ii. Reinstatement*
- iii. Membership Dues*
- iv. Termination of Membership*

*Article IV*      *Officers of the Association*

- i. Executive Officers*
- ii. Board Members*
- iii. Duties of the Executive Officers and Board Members*
- iv. President*
- v. Vice President*
- vi. Secretary*
- vii. Treasurer*
- viii. Operations Manager*
- ix. Cricket Coordinators*
- x. Membership Coordinator*
- xi. Tournament Director*
- xii. Social & Publicity Coordinator*
- xiii. Computer Liaison & Media Coordinator (Technical Support)*
- xiv. Coach*
- xv. Digital Media Support*

*Article V*      *Election of the Association Officers and Board Members*

- i. Election of the Executive Officers of the Association*
- ii. Appointment of Board Members*
- iii. Special Elections*
- iv. Dismissal of Board Members*

# Articles of the Constitution....(cont)

## *Article VI Association Meetings & Quorum*

- i. Monthly Board Meetings*
- ii. Annual General Meeting (AGM)*
- iii. Special General Meeting (SGM)*
- iv. Quorum*

## *Article VII Finance*

## *Article VIII Annual Trophy Distribution*

- i. President's Award*
- ii. Best Captain*
- iii. Best Batsmen*
- iv. Best Bowler*
- v. Best All Rounder*
- vi. Best Young Player*
- vii. Most Improved Player*

## *Article IX Amendments*

## **Article I Name**

The name of this organization shall be **Dhahran Cricket Association (DCA)**.

## **Article II Aims and Objectives**

1. The Association shall provide a recreational platform (sporting and social) for the youth and adults, within the Saudi Aramco community, to participate in the sport of cricket.
2. The Association shall foster an interest in cricket, within the Saudi Aramco community, by organising a variety of sporting and social activities. These shall include, but not be limited to, competitive cricket matches, fun cricket, action cricket, tournaments, and supervised coaching sessions.
3. The Association shall arrange regular competitive and fun cricket matches.
4. The Association shall arrange an action cricket league for the participation of men and women.
5. The Association shall arrange tournaments to provide a recreational activity for returning students when they return to the Saudi Aramco community.
6. The Association shall adhere to the most recently published rules of the sport of cricket as published by ICC, the accepted guardian of the "Laws of the Game".
7. The Association shall endeavour to ensure that the game of cricket is played, not only within the "Laws of the Game", but also within the "Spirit of the Game".
8. Safety: Officers of Association needs to be updated with safety guidelines while ensuring safety kit is available with all emergency items.

## **Article III Membership**

Membership in the Association allows members the full benefits of the Association including, but not limited to, participation in matches, tournaments, social functions, elections and the annual dinner.

### **A. Eligibility**

1. The Membership is open to all 11+ Saudi Aramco employees and dependents eligible to use the family community facilities.
2. The applicant for membership will be required to show proof of eligibility to use Saudi Aramco Community facilities.

### **B. Reinstatement**

If a member is transferred out of the area for reasons beyond his control, and at a later date returns, he will be reinstated upon application and payment of the balance of the current year's dues.

If a member drops his membership, of his own violation, or lets it lapse through non-payment of dues and applies for reinstatement, he may be reinstated upon application and payment of dues for the entire past due amount (not to exceed one year's due)

A member who permits one year to pass without renewing membership will be deemed a new member.

### **C. Membership Dues**

1. The Board shall establish membership dues (annual and initiation fees) for the forthcoming season. The season shall run from 1<sup>st</sup> July to 30<sup>th</sup> June.
2. Membership dues (annual and initiation fees) are payable at the acceptance of on-line application at the start of a new season or before participation in any club activity.
  - a. **Single Membership:**  
This entitles the member to the full benefits of the Association.
  - b. **Youth Membership (12 years and less):**  
This entitles the member to the full benefits of the Association.
  - c. **Guest Membership:**  
This is for employees and/or their dependents and guests eligible to use 11+ community facilities that are in Kingdom on a temporary basis and is valid for 90 days. Returning students whose family are not members and who plan to be in Kingdom for 90 days or less are eligible for Guest Membership.
  - d. **Initiation Fees:**  
Initiation fees shall be payable by all new members. New members shall include any former member who has permitted one year to pass without renewing membership. Guest members will not be charged an initiation fee.
  - e. **Family Membership:**  
This is for couples that share an interest in the game of cricket.
3. There will be no reimbursement of membership dues regardless of circumstance unless membership of the applicant is not approved.
4. An email from DCA website for membership will be considered as a receipt and no hard copy receipt will be issued by DCA board.
5. An email from DCA website for event registration, available at DCA website, will be considered as a receipt and no hard copy receipt will be issued by DCA board.

### **D. Termination of Membership**

1. The membership of any individual may terminated by resignation, termination of parent's employment with Saudi Aramco, indebtedness to the Association for a period of more than sixty days or by expulsion by the Board due to unacceptable conduct.
2. **New process of reporting issues/grievances with DCA board including escalation procedure:** Any member first should approach DCA executive board for any grievances and later to Dhahran Recreation if not satisfied.

## **Article IV Officers of the Association**

### **A. Executive Officers**

The Executive Officers of the Association shall be the President, Vice President, Secretary and Treasurer. They shall be collectively known as the Executive Board.

### **B. Board Members**

The Executive Board & the Board Members shall collectively know as The Board. All members elected or appointed shall perform their designated Association functions. None of the Board members shall receive any wages or salary for their efforts. All duties of each position shall be performed on a voluntary basis.

### **C. Duties of the Executive Officers and Board Members**

The general duties of all Board Members are as follows:

1. Shall regularly attend all Monthly Board meetings, Annual Generals meetings, and Special General meeting's that pertain to their business.
2. Shall file all financial documents pertaining to their office with the Association Treasurer, and all other correspondence with the Association Secretary.
3. Shall turn over all monies collected on behalf of the Association to the Treasurer no later than the Monthly Board meeting following collection of the same.
4. Shall provide an alternate (to be approved by the Board) to act on his/her behalf during prolonged absences (except for President).
5. Shall provide year-end turnover notes to the incoming officer.
6. Shall carry out the decisions as voted on by the Board members.
7. Shall bring before the Board any matter pertaining to the Association.
8. Shall vote on all issues raised at the Monthly Board meeting.

### **D. President**

1. Shall preside over all Monthly Board meetings, Annual Generals meetings, and Special General meetings for the Association.
2. Shall enforce the Constitution and By-Laws.
3. Shall establish an election date and a Nominating Committee, with the approval of the Board by 1<sup>st</sup> May. Shall appoint members of all committees, with the Board's approval, and serve ex-officio as a member of all committees.
4. Shall propose combinations of existing Board positions or new Board positions when appropriate to facilitate administration of the Association.
5. Shall file with the Secretary a copy of all documents, records, reports and communications connected with Association business.
6. Shall, in the event of a vacancy of an office, request nominations, subject to approval by majority vote of the Board members.
7. Shall, in case of a tie vote by the Board members, cast the deciding vote.
8. Shall direct the Secretary to prepare an agenda for all Board and general meetings following a format accepted by a vote of the Board.
9. Shall transfer signature authority to the President-elect.

10. Shall serve ex-officio on the Executive Board, the year following his election, as a voting Board member.
11. Shall direct the Secretary to hold Special or Emergency Board meetings as and when the need arises.

**E. Vice President**

1. Shall assist the President in the discharge of his duties and in the event of his absence act as President.
2. Shall prepare the following year's organization chart for the Association election by 1<sup>st</sup> May.
3. Shall count the vote for Officers and Board positions with the Secretary at the annual election.
4. Shall coordinate any business related to the game of cricket with the Saudi Aramco Recreation Office.
5. Shall be responsible for the activities of the Association Out-of-Kingdom Exchange Teams and Quad-Area Cricket Affairs.
6. Shall provide relevant data to the Computer Liaison & Media Coordinator (Technical Support) in charge of the Association WEB Page.
7. Inform Dhahran Recreation Services of all Association activities.

**F. Secretary**

1. Shall send a list of the new Officers and their contact details within two weeks of their appointment to the Central Area Recreation Services
2. Shall attend to all correspondence of the Association and to ensure that it is properly filed.
3. Shall notify each officer and Board member of Monthly Board meetings and the membership of general (Annual or Special) meetings.
4. Shall take minutes of all meetings listed above and distribute the minutes to all meeting attendees and non-attendees that require minutes no later than one week following the subject meeting.
5. Shall keep attendance roster at each Monthly Board meeting and notify those Board members that were absent of their failure to attend the scheduled meeting.
6. Shall count the vote for Officers and Board positions with the Vice President at the annual election.

**G. Treasurer**

1. Shall maintain, as a minimum, one checking account at a local financial institution to provide safekeeping for the Association treasury.
2. Shall collect and receive all monies due to the Association and pay all bills contracted by it, and keeps accounts of all receipts and expenditures.
3. Shall prepare the annual budget for the Association. Shall prepare a draft budget for the assistance of the Treasurer-elect for the forthcoming year.
4. Shall make a report at each Monthly Board meeting of all receipts and expenditures with a statement of the current treasury balance.
5. Shall make a quarterly report of the actual income and expenditures versus budget to the Board, and a year-end report of actual income and expenditures versus budget to the general membership at the Annual General Meeting.
6. Shall make a report confirming balanced accounts to the Board at the last Monthly Board Meeting (June) of the fiscal year (1<sup>st</sup> July to 30<sup>th</sup> June).

7. Shall turn over account books and budget books to the Treasurer-elect, indicating any outstanding debits/credits to be paid to or by the Association.
8. Shall transfer signature authority to the Treasurer-elect.
9. Shall have the account books audited at the end of the term of office by a competent auditor if so deemed necessary by the Board.
10. Shall submit copy of approved financial statement to Dhahran Recreation Services Division no later than two months after the end of fiscal year.

**H. Operations / Safety Manager (Safety, Kit & Facilities)**

1. Shall ensure that facilities are available for members throughout the season to play day cricket, night cricket, action cricket and net practice.
2. Shall be responsible for monitoring the condition of all facilities, including the allocated pitch and lights. Shall liaise with Dhahran Recreation to ensure availability of pitch and lights. Shall check and report any maintenance work to recreation.
3. Shall ensure that ample cricket kit is purchased and made available to Association members to play cricket.
4. Shall keep in close contact with the Hard Ball, MRI and Action cricket coordinators, and meet them on a regular basis to ensure the smooth running of the each format of the game.
5. Shall ensure safety kit is available with all emergency items.

**I. Cricket Coordinators**

1. Hard Ball Cricket Coordinator
2. MRI / Tape ball Cricket Coordinator
3. Action Cricket Coordinator
4. Travel Team Coordinator
5. Women Cricket Coordinator
6. Dhahran Youth Cricket Academy (DYCA) Coordinators

Shall arrange practices and matches for MRI / Tape Ball, Hardball and action cricket.

Ensure the game is played within the Laws and in the true spirit of the Game.  
Check availability of players for practices and matches.

**J. Membership Coordinator**

1. Shall collect the dues and maintain the membership roster, reporting on both items at the Monthly Board meetings.
2. Shall go on a membership drive periodically, and actively seek delinquent dues.
3. Shall provide the Tournament Director with current roster of paid up members.
4. Shall mail all new members a "Welcome Package" containing helpful information.
5. Shall submit membership roster to Dhahran Recreation upon request.

**K. Tournament Director**

1. Shall be responsible for executing tournaments.
2. Shall ensure that all events are cleared by Dhahran Recreation to ensure pitch availability.
3. Shall appoint Tournament Volunteers as required.
4. Shall report all financial matters related to each tournament to the Officers and the Treasurer.
5. Shall ensure communication of all tournament & matches results to the Computer Liaison & Media Coordinator.
6. Shall order, purchase trophies and prizes as required for the tournaments.
7. Arrange for sponsorship as needed, remaining within the Dhahran Recreation guidelines at all times.

**L. Social & Publicity Coordinator**

1. Shall be responsible for organizing all social activities and fund raising events.
2. Shall provide a source of income to the Association through Publicity and fund raising events.
3. Shall work with Computer Liaison & Media Coordinator to produce and publish, such item as tournament posters, shirts etc.
4. Shall publish a periodic newsletter which describes activities, events, and matches of the DCA etc
5. Shall request from Dhahran Recreation tables, chairs, ice and other equipment and services required during matches, tournaments and social functions.
6. Shall advertise and ensure Returning Students can play any forms of cricket they wish, including night cricket and action cricket.
7. Shall form a committee to assist in organizing social activities.

**M Computer Liaison & Media Coordinator (Technical Support)**

1. Shall maintain the Association database and ensure that all Association use of the Saudi Aramco computer facilities is in accordance with authorization of computer use for self-directed group.
2. Shall maintain a soft copy of all current membership e-mail addresses.
3. Shall provide the Membership Coordinator with soft copies of current paid-up membership roster.
4. Manage any Association computer software, and coordinate with Dhahran Recreation Services Division to maintain the Association web page.
5. Shall keep database of all match statistics.
6. Shall provide tournament, match news and results to Arabian Sun, through Dhahran Recreation Services Division.

**N Coach**

1. Shall provide coaching for youth members of the Association, to improve their technique and skills in batting, bowling, fielding and captaincy.

2. Shall advise the Association on coaching matters and take nets with members on a regular basis.
3. Shall ensure that younger members are familiar with all cricket laws, including cricket law 42 pertaining to behaviour.
4. Shall instil in younger members that cricket shall be played within its laws and also within the Spirit of the Game. Shall explain the meaning of player's conduct, fair/unfair play, spirit of the game and against the spirit of the game.
5. Shall explain to younger member the responsibilities of the captain and how to develop match strategies, as well as all facets of the game.

## **O Digital Media Support**

1. Shall take pictures of all tournaments and social events and maintain photographic scrapbook and updates links on DCA website.
2. Shall maintain a short written history of the Association.

## **Article V Elections of the Officers and Board Members**

### **A. Election of the Executive Officers of the Association**

1. The Board shall establish a Nominating Committee by 1<sup>st</sup> May.
2. No member of the Nominating Committee may stand for Executive Office.
3. The Nominating Committee shall coordinate the election of the Executive Officers.
4. All nominations for office shall be solicited no later than two weeks prior to election day.
5. Any member interested in running for office may submit their name, qualifications, and the position they are interested in being nominated for, to the Nominating Committee.
6. Any member wishing to nominate another member for office may submit that member's name and appropriate office to the Nominating Committee.
7. The Nominating Committee shall ascertain from each nominee, his or her willingness to serve. Members may nominate themselves, or any other member in good standing. Candidates OOK may submit a letter in writing to indicate their willingness to stand for election.
8. The Nominating Committee shall place in nomination at least one name for each elected office. Where there is only one nominee, a write-in line will be included on the ballot.
9. Nominations shall be announced to the membership at least two weeks prior to election day.
10. The incumbent will fill any office not filled at the election due to lack of nominees temporarily until the replacement for that position is determined.
11. In the event that only one member is nominated for any office, the person will assume office after a vote has taken place, pending endorsement by the outgoing Board.
12. All Executive Officers of the Association shall be elected by the fully financial general membership.
13. Voting shall take place by electronic media, postal ballot, at the Annual General Meeting (AGM) or at the Annual Dinner, which shall be held at least two weeks prior to the close of the season (30<sup>th</sup> June).
14. Voting shall be by secret ballot.

15. The Secretary and the Vice President will count the votes.
16. Election shall be by majority of votes cast by the fully financial membership.
17. The term of office shall be two year, commencing 1<sup>st</sup> July of each year.
18. An officer may not serve on more than one Self Directed Group in an executive position.
19. A list of the elected officers and a description of their duties shall be submitted to the general membership by 1<sup>st</sup> July.
20. Newly elected officers shall take office on 1<sup>st</sup> July.

**B. Appointment of Board Members.**

1. All Executive Board members shall be elected by secret ballot by the general membership. Voting shall take place by electronic media, postal ballot, at the Annual General Meeting (AGM) or at the Annual Dinner.
2. In the event that only one member is nominated for any board position, that person will assume the position pending endorsement by the Board.
3. Vacancies in the Board positions shall be promptly filled by an appointment by the Board, of an Association member in good standing for the remainder of the term.
4. Appointments of Board Members need to be nominated by the executive board to assist them in operational activities of DCA.

**C. Special Elections.**

Within five (5) days of vacancy being created in an elected office, the Board shall appoint a Nominating Committee, which will be responsible for obtaining at least one candidate to fill the vacant office.

Within seven (7) days of the vacancy, the Nominating Committee shall announce the vacancy to the general membership and call for volunteers and nominations.

Within ten (10) days after the announcement of the vacancy, the Nominating Committee shall submit a ballot to the general membership.

Ballots shall be marked and returned to the Nominating Committee no later than seven (7) days after the mailing.

One elected officer and one member of the Nominating Committee shall count ballots.

The nominee receiving the most votes shall fill the vacancy.

Results of the Special Election shall be announced in the next issue of the Newsletter and / or at the next General Meeting.

The newly elected officer shall take office immediately and serve until the end of the current cricket season.

## **D. Dismissal of Board Members**

Any Executive Officer or Board member not fulfilling the duties of his or her office as listed in the general and specific duties, Article IV, is subject to dismissal by a majority vote of the current roster of the Board.

A written memo to the Board by an Executive Officer specifying the lack of performance must be filed with the Secretary prior to the vote. A special Board meeting will be held to allow the alleged errant member an opportunity to refute the charges. The vote will be taken after the statement is read. There will be no appeal of the decision.

An officer or Board member who fails to present himself in a schedule Board meeting three times during his term shall be subject to dismissal from the Board, unless unusual circumstances justify the absence or the Board specifically excuses the Board member from regular attendance.

## **Article VI Meetings & Quorum**

### **A Monthly Board Meetings**

1. Meetings of the Board shall be called every month during the cricket season.
2. The President or Vice-President shall chair all meetings of the Board.
3. Board Meetings shall be conducted from an agenda submitted to and prepared by the Secretary.
4. Each officer of the Board is to regularly attend Board Meetings.
5. The Treasurer and appointed officers are to submit a written copy of their concise and completed reports to the Secretary. In cases of absence, the report is to be given to the President or Secretary before the meeting.

### **B Annual General Meeting (AGM)**

1. There shall be at least one meeting per year of the general membership.
2. The President or Vice-President shall chair an Annual General Meeting.
3. The agenda for the AGM shall be as follows:
  - a. Reports by the Executive Officers
  - b. Election of Officers
  - c. AOB
  - d. Adjournment

### **C Special General Meeting (SGM)**

1. The Board may call for an SGM at any time.
2. The Board, if requested by letter, stating the reasons for the same from 50% of the membership, shall act upon such a request not more than 30 days from receipt of the same. The secretary shall notify the membership, giving at least 14 days notice of the SGM.
3. Only the business called for in the resolution shall be dealt with. The SGM may also deal with any other urgent matter if it so chooses.

## **D Quorum**

Any item requiring a vote by the Board will not be valid unless a quorum of Board members and Executive Officers is present for the vote. The quorum shall be defined as 50% of the Board members plus at two Executive Officers.

## **Article VII Finance**

Disbursement must be authorized as follows:

1. Check endorsement by two Officers may be made to authorize any amount:
  - a. To cover the cost of any item budgeted in the current financial year.
  - b. Up to SR 1000 (one thousand) for a non-budgeted item.
2. Majority vote of the Board can authorize any amount not budgeted.

## **Article VIII Annual Trophy Distribution**

The following awards shall be awarded annually at the Association Dinner:

### **President's Award**

Each year at the Association Annual Dinner, the President's Award shall go to the Association member who exhibits a total dedication to the sport of cricket, displays impeccable sportsmanship and an outstanding positive attitude.

### **Best Captain**

Captain with the most wins, and who has shown that the game should be played and victory achieved within the laws of cricket, and the spirit of the game.

### **Best Batsmen**

Each year at the Association Annual Dinner, this award shall be awarded to the member with the best batting figures.

### **Best Bowler**

Each year at the Association Annual Dinner, this award shall be awarded to the member with the best bowling figures.

### **Best All Rounder**

Each year at the Association Annual Dinner, this award shall be awarded to the member with the best all round batting, bowling and fielding figures.

### **Best Young Player**

Each year at the Association Annual Dinner, this award shall be awarded to the best young player who has played the game of cricket within its law and also within the Spirit of the Game.

### **Most Improved Player**

Each year at the Association Annual Dinner, the most improved player award will be awarded to a member who has improved the most during the preceding cricket season.

### **Dhahran Youth Cricket Academy (DYCA) Players**

Each year at the Association Annual Dinner, twenty trophies are given to senior and junior youth DCA players.

### **Digital Media Support**

Each year at the Association Annual Dinner, five trophies are given to DCA members that capture photos as volunteers during cricket and social functions.

### **Recreation Support**

Each year at the Association Annual Dinner, twelve trophies are given to recreation manager & other staff for their continuous support during cricket and social functions.

### **Article IX – Amendments**

The Constitution/By-Laws may be amended or changed at any time.

If a quorum of the Board decides that an amendment(s) is needed, the President shall appoint a committee to draft the amendment(s).

Any member of the Association, at a General Meeting, may also propose an Amendment(s). If ratified by a majority of those members present and voting, the President shall appoint a committee to draft the amendment(s).

The committee's recommendations shall be submitted to the Board for approval.

Any changes to the Constitution/By-Laws must be sent to the Administrator, Recreation Services Division for his approval and/or comments before they become effective.

Any proposed changes in the Constitution/By Laws must be voted on at a meeting of the general membership; and approved by two-thirds majority of the members present and voting. Such proposed amendments must be submitted to the general membership at least one month prior to voting.

Any changes to the Constitution/By-Laws, which are ratified by the general membership, shall be incorporated into the Constitution/By-Laws, and a copy sent to Recreation within one month of the voting.

This constitution and amendments thereto shall not be valid unless approved in writing by Dhahran Recreation Services.

This Constitution is approved by the DCA Board of Officers and made effective on date:



**Rafiq Khurshid**  
**President DCA**

5.1.2013

**Date**

Badge Number : 199702  
PO Box : 09776  
Email Address : RAFIQ.KHURSHID@ARAMCO.COM  
Phone Number : 874-2347



**Farooq A Khan**  
**Vice-President DCA**

5.1.2013

**Date**

Badge Number : 075534  
PO Box : 8896  
Email Address : [Farooq.Khan.2@aramco.com](mailto:Farooq.Khan.2@aramco.com)  
Phone Number : 873-8454

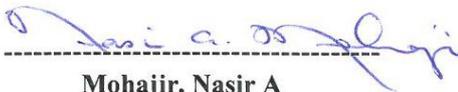


**Sibghatullah, Syed A**  
**Secretary DCA**

5.1.2013

**Date**

Badge Number : 800981  
PO Box : 13830  
Email Address : SYED.SIBGHATULLAH@ARAMCO.COM  
Phone Number : 876-7253



**Mohajir, Nasir A**  
**Treasurer DCA**

5.1.2013

**Date**

Badge Number : 800230  
PO Box : 12793  
Email Address : NASIR.MOHAJIR@ARAMCO.COM  
Phone Number : 873-8240