

# **BASINGSTOKE VOLLEYBALL CLUB CONSTITUTION**

**REVISED May 2008**

## **1 TITLE**

1.1 The Club shall be called Basingstoke Volleyball Club, hereinafter called the Club.

## **2 AIMS AND OBJECTIVES**

2.1 The aims and objectives of the Club will be:

- To foster and maintain an interest in volleyball within the Basingstoke area.
- To provide the opportunity for its members to meet and participate in the sport of volleyball and other social activities.
- To continually develop volleyball skills within the Club and to support mens, womens and mixed teams within leagues and in tournaments.
- to ensure a duty of care to all members of the Club
- to provide all its services in a way that is fair to everyone
- to ensure that all present and future members receive fair and equal treatment

## **3 AFFILIATION**

3.1 The Club shall be affiliated to the English Volleyball Association, the Berkshire Volleyball Association (BVA) and the Local Sports Council.

## **4 MEMBERSHIP**

4.1 Membership shall consist of officers and members of the Club.

4.2 All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club has adopted.

4.3 The Club should have no maximum number of members, but the Club's Committee must be aware of maximum numbers that is practical to handle at training sessions and not permit oversubscription.

4.4 Membership, training and match fees will be set annually shall be determined by the Club members at the AGM or at an EGM.

4.5 By paying the membership fee and Club subscription by standing order or in full amount (according the Club fees), a person becomes a member (unless paragraph 6.6 applies) any variation or exception to this must be approved by the committee.

4.6 Only members may vote at meetings and be eligible to sit on the Committee.

## **5 OFFICERS OF THE CLUB**

5.1 The officers of the Club will be:

- Chair
- Secretary
- Treasurer
- Social Secretary
- Publicity Officer
- Head Coach
- Child Welfare Officer
- Youth Development Officer

5.2 All officers will retire each year but will be eligible for re-appointment.

## **6 COMMITTEE**

6.1 The Club will be managed through the Committee consisting of the officers listed in 5.1. Only these posts will have the right to vote at meetings of the Committee.

6.2 The Committee must at a minimum, include a Chair, Secretary and Treasurer.

6.3 Five additional posts: Head Coach, Social Secretary, Publicity Officer, Child Welfare Officer, and Youth Development Officer may also be filled if the size of the Club allows and if seen as appropriate by the Club members.

6.4 Committee meetings should be held at regular intervals (at least once every twelve weeks) or at the discretion of the Chair. Notice of committee meetings should be in writing accompanied by an agenda at least one week before each meeting.

6.5 Any member of the Committee who is absent from three consecutive meetings without reasonable cause shall have his/her position reviewed by remaining Committee members who may remove him or her from office.

6.6 In exceptional circumstances (e.g. repeated non-payment or late payment of training fees, or disruptive behaviour) the Committee may terminate a person's membership by informing him or her in writing of this decision. Once so notified, the person may no longer attend or participate in Club matches, training sessions or meetings, and may not vote.

6.7 All expenditure of Club funds must have prior agreement of the Committee.

6.8 The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club.

6.9 The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.

6.10 The Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension

or discipline following such hearings.

## **7 DUTIES OF COMMITTEE MEMBERS**

- 7.1 Chair - shall oversee the running of the Club, preside at all meetings and ensure that they are properly conducted. In his/her absence, a member of the Committee shall take the chair. In addition to internal Club meetings, the Chair or delegated representative will represent the Club at BVA and Sports Council meetings.
- 7.2 Secretary - shall give notice of all Committee and General Meetings and take the minutes of each. Shall be responsible for the dissemination of information to members and any correspondence thereto. In conjunction with the Treasurer, shall be responsible for the upkeep of membership records. The Secretary will be responsible for communicating with the Berkshire Volleyball Association in arranging fixtures and meetings.
- 7.3 Treasurer - shall be responsible for the collection of annual membership subscriptions, weekly training fees and match fees. The Treasurer will be responsible for keeping accurate and up to date records of the funds. The Treasurer will deposit the funds of the Club in a Financial Institution as decided by the Committee. The Treasurer will have the authority to effect any disbursements on this account. It is the responsibility of the Treasurer to produce the statement of accounts of the Club for inspection and agreement at the AGM, or as requested.
- 7.4 Head Coach - shall be responsible for developing and implementing a training plan that will give all Club members opportunities to develop volleyball skills. The Head Coach will also be responsible for taking or delegating weekly training. It is the responsibility of the Head Coach to select teams for league fixtures and tournaments. The Head Coach shall be responsible for the purchase and maintenance of all volleyball equipment.
- 7.5 Social Secretary - shall be responsible for developing the social aspect of the Club.
- 7.6 Marketing Officer – shall be responsible for the promotion of the Club, recruitment and sponsorship.
- 7.7 Child Welfare Officer – shall be responsible for ensuring that the Club follows the guidelines laid down in the EVA Child Protection Policy and Good Practice document.
- 7.8 Youth Development Officer – shall be responsible for organizing and running the Juniors section within the Club with support from other officers and members.
- 7.9 In the event of one of the elected positions becoming vacant between AGMs the position should be filled at the discretion of the Committee, the exception being the Chair – in the case of the Chair's position being vacant, an EGM will be held to elect a new Chair.
- 7.10 Any member of the Club may stand for election to the Committee providing they are able and willing to undertake the tasks stated above.
- 7.11 The committee may co-opt persons to perform specific duties. Co-opted members shall not have the power to vote at Committee meetings.

## **8 Finance**

- 8.1 All club monies will be banked in an account held in the name of the Club.
- 8.2 The Club Treasurer will be responsible for the finances of the Club.
- 8.3 The financial year of the Club will end on 30<sup>th</sup> April:
- 8.4 A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- 8.5 Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

## **9 Discipline and Appeals**

- 9.1 All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- 9.2 The Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- 9.3 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.
- 9.4 There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

## **10 MEETINGS**

- 10.1 General Meetings. A General Meeting shall be called by the Committee or by written request signed by not less than one quarter of the members. The Secretary must give at least two weeks' notice of such meetings to the members by writing.
- 10.2 The election of Officers of the Club Committee shall take place at the Annual General Meeting of the Club.
- 10.3 The AGM will receive a report from officers of the Committee and a statement of the accounts.
- 10.4 Nominations for officers of the Committee will be sent to the Secretary prior to the AGM.
- 10.5 The quorum at General Meetings and the Annual General Meeting shall be no less than 30% of the members. A quorum at Committee meetings shall be at least 51% of the Committee members. Should such meetings be inquorate, and then a further Meeting shall be held within 15 days and will be deemed to be quorate, regardless of the number of people attending.
- 10.6 Anybody that attends the Club shall have speaking rights at General meetings, but only members are entitled to vote. Unless otherwise stated, a simple majority vote shall be decisive at all meetings, with the Chair having a casting vote in the event of a tie.
- 10.7 The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM.
- 10.8 Procedures for EGMs will be the same as for the AGM.

## **11 AMENDMENTS TO CONSTITUTION**

- 11.1 The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## 12 DISSOLUTION

- 12.1 The Club can be dissolved by a two thirds majority vote of the members at a General Meeting. A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.
- 12.2 In the event of dissolution of the Club, following reimbursement of all outstanding creditors, each member of the Club will be refunded a pro rata proportion of the current years membership fee.
- 12.3 Any financial assets still remaining after reimbursing creditors and members will be donated to a sports charity agreed upon by the majority of members. The fate of the Clubs material assets will be determined by majority vote of the membership following discussion at an EGM called to dissolve the Club. Any liabilities at the time of dissolution shall be the joint responsibility of all members.

## 13 Declaration

***Basingstoke Volleyball Club*** hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Club Chair

SIGNED:

DATE:

Name:

Club Secretary

SIGNED:

DATE:

Name: