



## **Tamworth Volleyball Club Constitution**

### **NAME**

For commercial purposes, the club shall trade as Tamworth Volleyball Club unless a sponsor's name is incorporated at an EGM or AGM.

The club shall however be branded as Tamworth Spartans Volleyball Club.

### **RULES & REGULATIONS**

Games played by all club teams will be in accordance with current FIVB rules.

### **OBJECTIVES**

- To promote and encourage the development of volleyball within all areas of the community in the Tamworth and surrounding area;
- To assist the relevant local, regional and national bodies with the promotion of sport and volleyball;
- 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.

### **MEMBERSHIP**

Membership should consist of officers and members of the club.

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.

Membership of the club is open to anyone who subscribes to the above objectives. There are three classes of membership;

Adult - £25.00 per month by standing order.

Under-21 - £20.00 per month by standing order.

Unwaged - £13.00 per month by standing order.

All rates increase by £2 per month for members paying by cash or cheque (unless a full year's fees are paid in advance).

Pay-as-you-play rates are also available for adults (£5 per session) and juniors (£3 per session) but such players are ineligible for the club's competitive teams.

For those members who wish to pay National Volleyball League volleyball for the Club, an extra fee will apply – to be determined by the executive committee each season. Any paid-up member of a



fellow West Midlands Volleyball Association club shall be able to play NVL volleyball for the Club for the same 'top-up' fee. This does not enable them to play regional volleyball or train at non-NVL sessions without paying the appropriate fee.

An individual player's NVL registration with Volleyball England remains the responsibility of the player.

Membership fees will be set annually and agreed by the Management Committee or determined at the Annual General Meeting.

Associate memberships shall be awarded annually to non-playing members who retain a volunteering role within the club. These memberships are free of charge and entitle the member to a vote at the AGM.

### **ELECTED OFFICERS**

There shall be two groups of elected officers within the club;

Seven executive officers (Chairman, Vice Chairman, General & Competition Secretary, Treasurer, Club Coach, Junior Development Officer and Club Welfare Officer);

Three non-executive officers (Social Secretary, Community and Communications Officer and Volunteer Coordinator). All officers shall retire annually but are eligible for re-election.

### **MANAGEMENT COMMITTEE**

The affairs of the club shall be conducted by the executive officers and any other members co-opted by the committee for special purposes. Only the executive posts will have the right to vote at meetings of the Management Committee.

A quorum for the transaction of business at any management committee meeting shall be three executive members. There should be a minimum of three committee meetings a year, not including the AGM, which are the responsibility of the Chairperson to arrange.

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

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

### **AUTHORITY OF THE MANAGEMENT COMMITTEE**

The Management Committee shall have the power to;

- Invite suitable non-voting delegates to meetings;
- Delegate any of its duties to sub-committees who cannot co-opt without the approval of the Management Committee;
- Administrate this constitution;



- Decide on any question or matter not provided for by this constitution which shall be final;
- To waive the vote of any officer who has a personal interest in any matter being debated by the Executive Committee;
- Refuse any application for membership.
- Be responsible for disciplinary hearings of members who infringe the club rules, regulations or constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## **FINANCE**

The financial year of the club shall end on the 31<sup>st</sup> of May and an audited statement of accounts up to and including this date shall be presented at the AGM. The funds of the club shall be lodged with a reputable bank and all cheques shall be signed by two Executive Committee members.

The Club Treasurer will be responsible for the finances of the club and an auditor shall be appointed by the Executive Committee.

The funds of the club shall be used towards the furtherance of the organisation's objectives. In the event of dissolution, any remaining funds shall be put into trust for the use of a newly elected Management Committee of a reformed Tamworth Volleyball Club (see below).

## **ANNUAL GENERAL MEETING (AGM)**

Not more than 14 months should elapse between club AGMs which should be targeted to take place in June or July each year.

At least 14 days notice shall be given to all members of the club clearly stating the date, time and venue. An agenda should also be issued and a copy posted on the club notice board.

- All paid up members are entitled to one vote each;
- All associate members are entitled to one vote each;
- National Volleyball League players who only pay the 'top-up' NVL fee shall be entitled to attend but only to vote on matters which pertain to NVL participation;
- A quorum for the transaction of business at an AGM shall be eight persons;
- All matters shall be decided by a secret ballot or show of hands at the discretion of the Chairperson;
- With the exception of changes to the constitution, all resolutions shall be decided by a simple majority;
- Alterations to the constitution may only occur by a two thirds majority vote at an AGM or EGM;
- Elections of officers are to take place at the AGM.



## **EXTRAORDINARY GENERAL MEETING (EGM)**

An EGM of the club shall be convened on a resolution of the Management Committee or within one month of a request signed by at least 12 club members. The voting provisions and procedures for club AGMs shall apply.

## **DISCIPLINE AND APPEALS**

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

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 7 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

## **DISSOLUTION**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of the West Midlands Volleyball Association to hold in trust for the use of a newly elected Management Committee of a reformed Tamworth Volleyball Club.

## **AMENDMENTS TO THE CONSTITUTION**

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