



---

## **Club Constitution**

### **1. Club Rules**

The official Club rules and codes of conduct (included with *welcome letter*) should be read in association with this constitution. The Committee has the power to alter the Club rules by a majority vote of Committee Members. At each Annual General Meeting (AGM), the Chairperson shall provide a written report of any changes made to the Rules in the previous year.

### **2. Name**

The name of the Club shall be the CAMBRIDGE VOLLEYBALL CLUB (thereafter called the Club) and will be affiliated to Volleyball England.

### **3. Objectives**

The objects of the Club are:

- To encourage the development of volleyball at both junior and senior levels, through coaching, games and competitions.
- To encourage participation in the sport by local people.
- To ensure duty of care to all its members
- To ensure that all present and future members receive fair and equal treatment

### **4. Membership**

Membership of the Club shall be open to anyone wishing to participate in the sport of volleyball. Members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and the codes of conduct that the club has adopted.

Members will be enrolled in one of the following categories

- Senior member
- Junior member (12 to 18-year-olds)
- Life member
- Honorary member

Junior members require written parental permission to take part in training, matches and other club activities.

Honorary and Life Members have all the rights of ordinary Members, but are free of obligations to the Club. Life Membership is irrevocable. The Membership shall grant Honorary or Life Membership to Members. The Committee shall suggest Members for Honorary or Life Membership as they deem appropriate.



**5. Membership fees** will be set annually and agreed by the Committee

## **6 COMMITTEE**

The AGM shall elect a Chairperson, Treasurer, Club Secretary, Club welfare officer, Fixtures Secretary and Communications/Website Officer. The Committee shall have the power to co-opt Club Members and appoint coaches as it deems appropriate. Club Members may attend the ordinary Committee meetings, but will not be entitled to vote.

## **7 FINANCE**

- a) All money raised by the Club shall be applied to further the objectives of the Club and for no other reason.
- b) All club monies will be banked in an account held in the name of the club.
- c) The Treasurer shall keep proper accounts of the finances of the Club.
- d) The accounts shall be audited annually, and accepted or rejected by a vote at the AGM. The auditor shall not be a member of the Committee.
- e) The financial year will end on 30<sup>th</sup> April each year, with subscriptions due on the 10<sup>th</sup> October each year.

## **8 ANNUAL GENERAL MEETING**

Once a year the Committee shall convene a General Meeting of the Club (by giving at least 28 days notice) which all Members shall be entitled to attend for the purpose of receiving the annual report of the Club and audited statement of accounts; to accept resignation of the Committee; to elect a new Committee; to make recommendations to the Committee and, whenever necessary, to vote on proposals to amend this constitution. This meeting will be held prior to the beginning of the new season.

## **9 RULES OF PROCEDURES AT ALL MEETINGS**

Agenda Items: The Committee has the obligation to put all submissions from Members for the agenda of a General Meeting on that agenda, subject to the articles of this constitution. Submissions must be delivered to the Secretary of the Club no less than 21 days before the meeting. Nominations for officers of the committee will be sent to the Secretary prior to the AGM.

Voting: All questions arising at any meetings shall be decided by a simple majority of those present. Voting rights are reserved to members other than juniors. The Chairperson shall have a second or casting vote.

Quorum: Four Members shall form the quorum at Committee meetings. 12% of the Senior membership shall form a quorum at general meetings of the Club.



Minutes: Minutes shall be kept by the Secretary to keep a record of all minutes and resolutions. Minutes shall be made available to Members on request.

### **10 DISCIPLINE AND APPEALS**

The committee is responsible for disciplinary hearings of members who infringe the club rules/constitution and for taking any action of suspension or discipline following such hearings.

Complaints should be submitted in writing to the Club welfare officer or the Club Secretary. The committee will meet to hear complaints within 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including termination of membership. The outcome of the 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.

There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 28 days of the secretary receiving the appeal.

### **11 LIQUIDATION**

Should the Club fold, a special meeting will be held to decide the disposal of the Club property and funds.

### **12 ALTERATIONS TO THE CONSTITUTION**

Any proposal to alter this constitution must be delivered in writing to the Secretary of the Club no less than twenty-one days before the date of the meeting at which it is to be considered. Any alterations will require a two third majority of the Members present at the General Meeting.