



# **VK Barnet Volleyball Club Constitution**

## **VK BARNET VOLLEYBALL CLUB**



### **1 Name**

The club will be called **VK Barnet Volleyball Club** and will be affiliated to **Volleyball England**.

### **2 Aims and objectives**

The aims and objectives of the club will be:

- to offer coaching and competitive opportunities in Volleyball to all ages;
- to promote the sport of Volleyball within the local and wider community ;
- to ensure a duty of care to all members of the club and visitors to the club;
- to develop players, helping them to maximise their potential within the sport;
- 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 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.

Members will be enrolled in one of the following categories:

- Senior Member
- Concessionary Senior Member
- Junior member

### **4 Membership fees**

Membership fees will be reviewed annually, prior to the Annual General Meeting (AGM), by the Finance Sub-committee and agreed by the Management Committee before being presented at the AGM for agreement by the members.

Fees will be paid in accordance with the guidelines laid down in the Club Handbook.

### **5 Officers of the club**

The following officers of the club will form the Club Management Committee :

- Chair
- Club Secretary
- Club Treasurer
- Fixtures Secretary
- Membership Secretary
- Head Coach
- Junior Development Officer
- Club Welfare Officer

- Publicity & Communications Officer
- Volunteer Co-ordinator

Only these posts will have the right to vote at meetings of the Management Committee.

The following officers of the club will form the Club Finance Sub-committee :

- Club Treasurer
- Chair
- Club Secretary

Club Officers will be elected annually at the Annual General Meeting.  
All officers will retire each year but will be eligible for re-appointment.

## **6 Team Officers**

Each team will elect the following officers:-

- Manager/Coach;

(Team players without a specific role will take on the duties of setting up and putting away equipment for training and matches.)

Team Officers will be elected annually at the Annual General Meeting.  
All officers will retire each year but will be eligible for re-appointment.

## **7 Management Committee**

The club will be managed through the Management Committee consisting of the officers named in (5.) above.

The Management Committee will be convened by the Club Secretary at regular intervals no less than 4 times per year and at other times whenever necessary.

The quorum required for business to be agreed at Management Committee meetings will be 5.

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 at Management Committee meetings to appoint sub-committees and advisers to the Management Committee as necessary to fulfil it's business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution in accordance with the procedure outlined in (10.) below.

## **8 Finance**

All club monies will be banked in an account held in the name of the club.

The finances of the club will be managed by the Club Finance Sub-committee, lead by the Club Treasurer.

The Finance Sub-committee will be convened by the Club Treasurer and held at regular intervals no less than 6 times per year.

The financial year of the club will end on: 30 June

An **audited** statement of annual accounts will be presented by the Club Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus 1 other Club Finance Sub-committee Officer.

## **9 Annual General Meetings**

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members. The Club Secretary will at the same time request from members nominations for the election of officers to the Management Committee and any items for inclusion on the agenda.

The Club Secretary will give not less than 3 clear days notice of the proposed AGM agenda to all members by e:mail .

Nominations for officers of the Management Committee should be sent to the Secretary prior to the AGM though nominations may be accepted at the meeting.

The AGM will receive a report from all officers of the Management Committee and a statement of the audited accounts from the Club Treasurer.

All officers will stand down from their current roles and elections of new officers will take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 10.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **10 Discipline and Appeals**

All complaints regarding the behaviour of members should be submitted in writing or by e:mail to the Club Secretary.

The Club Secretary will acknowledge receipt of any complaint in writing or by e:mail within 3 days of the complaint being lodged and will inform all members of the Management Committee that a complaint has been lodged.

If in the first instance the complaint cannot be resolved verbally by the Club Chair and the complainant wishes to make an Official Complaint, the Club Chair will arrange for a Disciplinary Panel consisting of a minimum of 4 members the Management Committee to meet to hear the complaint within 7 days of receipt of notification of the complaint from the Club Secretary. The Disciplinary Panel must not include any

person(s) who may have any personal involvement in either side of the dispute. The Disciplinary Panel has the power to resolve to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing or by e:mail to the person who lodged the complaint and the member against whom the complaint was made within 3 days of the hearing.

There will be the right of appeal to the Club Secretary following disciplinary action being announced. The Management Committee should consider the appeal within 7 days of it's receipt by the Club Secretary.

### **11 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 Volleyball England.

### **12 Amendments to the constitution**

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

### **13 Declaration**

**VK Barnet 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: .....