



# CONSTITUTION

## **1. Name**

England North

## **2. Aims**

To develop, promote and improve the sport of volleyball in the community for male and female participants, of all ages and abilities. The club is a non-profit making organisation. All profit and surpluses will be used for the benefit of the club. No profit or surplus will be distributed other than to another non-profit-making body upon dissolution of the club.

## **3. Affiliations**

The club shall be affiliated to Volleyball England.

## **4. Membership**

Membership is primarily for the residents of xxx or those attending educational establishments in xxx. Although this is not an exclusive requirement. Membership of the Club shall be open and not unreasonably restricted on the ground of sex, age, disability, nationality, ethnicity, sexual orientation, and religion/other beliefs.

In accepting membership, a person agrees to abide in the constitution of the Club and the rulings of the Club Executive Committee.

## **5. Membership fee**

Membership fees shall be stipulated by the members at the General Meeting the Club Executive Committee distinguishing between members who are in full time employment, members who are unemployed or in full-time education and junior members.

The amount of competition and registration fees will be set by the elected committee at their AGM.

## **6. Annual General Meeting**

All members of the club shall receive a minimum of 28 days' notice of the date of the Annual General Meeting.

The Annual General Meeting shall be held after the end of each competitive season, and prior to the next competitive season.

Additions, deletions, and alterations to the constitution shall be made only at a General Meeting and proposition of such additions, deletions and alterations shall be submitted to the Secretary 14 days prior to a General Meeting.

The elections of the executive committee will take place annually at the General Meeting holding a position for a period of 12 months but shall be eligible for re-appointment.

## **7. Emergency General Meeting**

An EGM will be called when an emergency decision needs to be made. A minimum number for the making of decisions at an EGM will be, three non-related, non-cohabiting members. The Chairperson will hold the casting vote.

## **8. Special General Meeting**

A special meeting shall be called within 30 days of the receipt of a written request from 10 members to the Secretary. Such a meeting to only deal with the matter of which notice is given in the request.

## **9. The Executive Committee**

The Executive Committee will elect a Chairperson, Secretary, Treasurer and a Captain for each team to administer the club activities and concerns. A minimum of five will constitute a quorum. All decisions require a minimum of three non-related, non-cohabiting members. The Chairperson will hold the final casting vote.

The full committee will meet at least five times per year to administer the affairs and finances of the club.



The Executive Committee shall have the power to co-opt and appoint such sub-committees as it deems necessary. The committees shall decide the Terms of Reference, Membership and Authority of those sub-committees. The Chairperson, Secretary and Treasurer of the squad shall be ex officio to any such committee.

Any member of the club's Executive Committee who is absent from three consecutive meetings of the committee, without previously tendering an explanation satisfactory to the officers of the Executive Committee, shall be deemed to have vacated his / her seat.

#### **10. Finances**

The Treasurer will be required to keep an up-to-date record of the club finances and will be required to advise the committee of the financial position at each committee meeting.

Any two from three signatories of the committee members will be required at any time for withdrawals from the bank.

Any monies or funds raised in the name of xxxxxx Volleyball Club, are intended for the xxx Volleyball Club as a whole.

Donations to a specific team will be spent on that team unless otherwise stated by the donor.

The Treasurer shall produce an income and expenditure statement and a balance sheet at the end of each financial year – i.e., 31<sup>st</sup> May. These should be presented at the Annual General Meeting after being reconciled by an independent person not elected to the committee.

#### **11. Insurance**

Appropriate insurance will be taken to cover for injury, loss, or damage to property of any member or guest whilst engaged in Club activities.

#### **12. Registration**

It will be the responsibility of the club to make sure that all players are correctly registered in all competitions.

National competition licenses will belong to the club.

#### **13. Equipment**

The club shall make available any necessary equipment for completion and training and will ensure it's in safe condition.

#### **14. Complaints Procedure**

It shall be the responsibility of the committee and / or coaches to resolve issues and concerns in a fair manner between players, between players and coaches, or between parents and either players or coaches.

Upon registration all members will be issued with a copy of the complaint's procedure.

#### **15. Data, Child Protection & Safeguarding**

All contact information will be kept securely.

The club adopts the Volleyball England, Child Protection Policies.

The Club acknowledges that every young person that participates in volleyball should do so in an environment where they feel safe and protected from harm. The Club will embrace and adhere to the guidelines stated by the Volleyball England Safeguarding Policy.

#### **16. Equity**

The club respects the rights, dignity and worth of every person and will treat everyone within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality, or social/economic status

#### **17. Closure**

In the event of the squad /club no longer competing, a period of six months shall be allowed to lapse before any of the assets and equipment can be disposed of.

Any equipment on loan from any organisation shall be returned.



Any assets or monies will be left to Yorkshire Volleyball Association for distribution through the volleyball community and clubs with similar objectives.