



# HAMPSHIRE VOLLEYBALL ASSOCIATION CONSTITUTION

DATE OF CONSTITUTION: 24/07/18

## Hampshire Volleyball Association (HVA)

### 1 Name

The organisation shall be called the Hampshire Volleyball Association (HVA) and will be affiliated to Volleyball England.

### 2 Aims and objectives

The aims and objectives of the HVA will be to:

- offer volleyball coaching, officiating, volunteering and competition opportunities;
- promote volleyball across Hampshire;
- ensure a duty of care is observed to all members of the Association;
- provide services in a way that is fair and equitable to everyone;
- ensure that all members receive fair and equal treatment.

### 3 Membership

Members of the HVA will be regular club players at/members of a volleyball club in the county or neighbouring counties/crown dependencies by invitation of the HVA that have registered their existence with HVA. All members agree to abide by the constitution and by joining the HVA will be deemed to have accepted associated Volleyball England regulations and codes of conduct that the HVA has adopted.

### 4 Membership fees

There is no fee attached to membership of the HVA; however, this will be reviewed annually and agreed by the Management Committee or determined at the Annual General Meeting.

### 5 Subscriptions

The amount of competition fees will be set by the elected committee of the HVA.

### 6 Management Committee

The officers comprising the Management Committee of the HVA will be:

- Chair
- Secretary
- Treasurer
- Indoor Officer
- Sitting Volleyball Officer
- Junior Development Officer
- Communications Officer
- Coaching Officer
- Promotions Officer



Hampshire  
Volleyball  
Association

Officers will be elected annually at the Annual General Meeting.

All positions will be subject to annual re-election, where incumbent officers may be re-elected.

## **7 Committee**

The committee will be governed through the Management Committee. Only incumbents of these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and no fewer than 3 meetings will take place per year.

The Management Committee will be responsible for the design, delivery and review of policies, codes of conduct and rules that affect the organisation of the HVA.

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

The Management Committee will oversee any disciplinary hearings of members who infringe the HVA's rules/regulations/constitution. The Management Committee will be responsible for taking any action in respect of suspension or sanctions following such hearings.

## **8 Finance**

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

The Club Treasurer will be responsible for the finances of the Association.

The financial year of the HVA will end on: 30th June.

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

Any cheques drawn against the Association's funds should hold the signatures of two of the following: Chair, Treasurer or Secretary.

## **9 Annual General Meetings**

Notice of the Annual General Meeting (AGM) will be given by the Secretary not less than 21 calendar days before the date of the meeting. Details concerning the election of officers will be furnished at that time and nominations are to be sent to the Secretary no less than 7 days prior to the AGM. Elections of officers will take place at the AGM.

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

All members have the right to vote at the AGM; however, there may be only one vote per club.

The Management Committee reserves the right to call Emergency General Meetings (EGMs) at any time. Procedures for EGMs will be the same as for the AGM.



Quorum shall be deemed to have been fulfilled if 5 members are present at the AGM. If quorum is not achieved, then any decisions will be held over until such time that an EGM can be convened and where quorum is achieved.

### **10 Discipline and Appeals**

A complainant must raise a complaint within 14 calendar days of the alleged incident or wrong. Complaints regarding the conduct or behaviour of any HVA member, including committee members, must be submitted in writing to the Chair. If the complaint concerns the Chair's conduct or behaviour the complaint must be submitted to the Secretary.

Two members of the Management Committee will meet to hear complaints within 7 calendar days of a complaint being lodged. The complainant and any respondents may appear in person and are entitled to bring one ally, who is not a legal representative, with them. The committee has the power to impose appropriate sanctions including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the complainant and any respondent(s) within 7 calendar days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. Any appeal must be raised within 14 calendar days of the date of the disciplinary hearing decision. Two different members of the management committee should consider the appeal within 7 days of the Chairman receiving the appeal. The decision of the appeal hearing will be final.

Player voting – A resolution can be brought to the committee if the majority of players, in a team, refuse to play with or be coached by an individual who they feel breaks the club's code of conduct laid out for players and/or officials. The Management Committee will act as previously stated above.

### **11 Dissolution**

A resolution to dissolve the Association can only be passed at an AGM or EGM through a majority vote by members.

In the event of dissolution, any assets of the Association that remain will become the property of Energise Me and 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**

HVA hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Club Chair

SIGNED: ..... DATE: .....



Hampshire  
Volleyball  
Association

Name: .....

Club Secretary

SIGNED: ..... DATE: .....

Name: .....