

CONSTITUTION

1. **General**

1.1 The name of the Club shall be **Riga Volleyball Club** (hereinafter known "the Club").

1.2 The Club shall be affiliated to:

1.2.1 English Volleyball Association;

1.2.2 West Midlands Volleyball Association;

1.2.3 Warwickshire Volleyball Association

1.3 The Club shall be bound by the rules of the Association listed in 1.2.1.

2. **Aim**

The aims of the Club are:-

2.1 To promote volleyball as a dynamic exciting sport which fully espouses the principles of sportsmanship and team spirit whilst remaining open to everyone without discrimination.

2.2 To encourage and facilitate the realisation of each member's full potential within the sport at either recreational or competitive levels commensurate with their abilities and requirements.

3. **Membership**

3.1 The Club shall be open to all who are interested in promoting and playing volleyball in accordance with the Club constitution and rules.

3.2 Membership is granted subject to acceptance by the Committee and payment of Club Membership and subscriptions.

3.3 Membership will cease on non-payment of Club membership and/or subscriptions due or formal expulsion by the Executive Committee.

4. **Officers**

4.1 Subject to any member of the Club being nominated as President of the Club for life by an Executive Committee, the following Executive Officers of the Club shall be elected annually:-

4.1.1 PRESIDENT

4.1.2 CHAIRMAN

4.1.3 GENERAL SECRETARY

4.1.4 TEAM SECRETARIES (One to be elected annually per team competing in a recognised league.)

4.1.5 TREASURER

4.1.6 CLUB WELFARE OFFICER

4.1.7 JUNIOR DEVELOPMENT OFFICER

4.1.8 VOLUNTEER COORDINATOR

4.2 No member can hold more than one officer's post during their year of office.

5. **Executive Committee**

5.1 This shall consist of the officers listed in 4.1 above provided that any President for life shall be exempt from the Executive Committee unless such President elects otherwise.

5.2 Except as provided for in clause 6.3, all officers shall be elected at the Annual General Meeting.

5.3 The President shall not have the power to vote. All other elected officers shall have one vote but in the event of a tied vote, the Chairman shall have a second and casting vote.

5.4 The Committee shall hold a reasonable number of meetings during the Committee's year of office as is in the best interests of the Club to enable the Committee to carry out the business of the Club.

5.5 The quorum for a Committee meeting shall be two thirds of the elected officers excluding the Chairman.

5.6 The Committee shall have the authority to call an Extraordinary General Meeting should the need arise in compliance with 7.4, but not bound by any clause of section 13 of this Constitution.

6. **Powers of the Committee (Executive and co-opted Members)**

6.1 The Committee has the right to suspend/expel from the Club, any member who infringes the Club Constitution (including, without limitation, non payment of Club Membership or subscriptions) or where the member's actions and/or behaviour is, in the view of the Committee, detrimental to the Club.

6.2 The Committee shall deal with the day to day running of the Club and determine Club policy.

6.3 The Committee may co-opt members to assist in the running of the Club (at its discretion). However co-opted members do not have the right to vote at any Committee meetings.

6.4 The Committee shall have the power to set up a Sub-committee to deal with specific Club issues or projects. Any Sub-committee that is set up should report in to an Executive Committee member.

6.5 The Committee shall not have the authority to alter the Club Constitution.

6.6 The Committee shall not have any authority to vote on any matter unless there is a quorum of Committee members present, excluding the Chairman.

6.7 The Committee shall be entitled, if the Club's finances require, to increase or

decrease subscriptions (as determined in accordance with Clause 9.5) without the need for an AGM provided such increase or decrease is no more than 10%.

- 6.8 The Committee will determine the names of all teams entered into formal leagues or cups, with the overriding condition that the word "Riga" is always included in such names. For the avoidance of doubt, teams entered in summer tournaments can select their own name and such name does not need to include the name Riga provided that the team name is such that it will not bring the Club into disrepute.

7. **Annual General Meeting (AGM)**

- 7.1 The purpose of the AGM is to review the Club and team activities over the past year and to re-elect a new Club committee. The AGM will also ratify any amendments to the Constitution, where required.

- 7.2 The AGM shall be held once a year in the summer (during June, July or August as appropriate).

- 7.3 Any business to be brought before the AGM must be submitted IN WRITING to the General Secretary, not later than 1 week before the day of the meeting.

- 7.4 The General Secretary will notify all current Club members of the venue, date and time of the AGM at least 2 weeks before the date fixed for the AGM.

- 7.5 The AGM shall receive reports from all elected officers of the Club.

- 7.6 All Executive Officers shall be elected at the AGM. However the Committee will have the authority to elect officers to any post left vacant after the AGM.

- 7.7 Voting rights at the AGM are as follows:-

7.7.1 Each Club member has one vote (including Committee Members).

7.7.2 Any member who is unable to attend the AGM in person can nominate, in writing, a proxy to vote for them.

7.7.3 In the event of a tied vote, the Chairman may exercise a second and casting vote to maintain the status quo.

- 7.8 The AGM shall have the authority to alter the Constitution in the following circumstances:-

7.8.1 At least two-thirds of those present vote in favour.

7.8.2 At least 40% of the total Club membership is present (for the purposes of this constitution, "Club membership" shall be those members that pay an annual membership fee).

7.8.3 Constitutional changes are submitted to Club members no later than two months before the AGM. Any objections or amendments must then be submitted IN WRITING to the Committee no later than one month before the AGM. The AGM will then take as read all unopposed changes and only discuss amendments and objections. No original resolution involving an amendment to the Constitution may be proposed from the floor of the AGM.

7.9 Any Club member who has not paid their Club membership subscription or is in default of training fees prior to the commencement of the AGM is not allowed a vote at the AGM.

7.10 The quorum for the AGM shall be 15 members (which shall include at least 2 members from each team competing in a recognised league) of the total Club members entitled to vote (whether in person or by proxy) at the AGM.

8. **Election of Officers**

8.1 A proposer and seconder may only propose and second one candidate for each office.

8.2 Neither proposer nor seconder may vote for another candidate for the same office as their own candidate,

8.3 Officers may stand for re-election either for another office or for the office which they hold at the time of the AGM.

8.4 Election of Executive Officers takes place only at the AGM, unless there are special circumstances (e.g. resignation, death, non-election at the last AGM) when the Executive Committee may select a Club member to fill the vacant office until the next AGM.

9. **Finance**

9.1 The Club shall have accounts only at established financial institutions, denominated in sterling. The number and location of these accounts is to be at the discretion of the Executive Committee.

9.2 Cheques and instructions for payment must be signed by the Treasurer, and countersigned by a second Executive Committee member of the Club.

9.3 The Club financial year will run from 1st June to 31st May.

9.4 An audited statement of accounts for the Club financial year must be submitted to the AGM.

9.5 Subject to Clause 6.7, annual subscriptions will be determined at the AGM.

9.6 Subscriptions will be paid in accordance with Club rules.

10. **Discipline and Appeals**

10.1 All complaints regarding the behaviour of members should be submitted in writing to the Club's General Secretary.

10.2 The Executive Committee will meet to hear complaints within 10 working days of a complaint being lodged. The Executive Committee has the power to take appropriate disciplinary action including the termination of membership.

10.3 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 5 working days of the hearing

10.4 There will be the right of appeal to the Executive Committee following

disciplinary action being announced. The Executive Committee should consider the appeal within 10 working days of the General Secretary receiving the appeal.

11. **Registration**

- 11.1 All players will be registered with the English Volleyball Association where required by the English Volleyball Association rules.
- 11.2 Any member wishing to leave or transfer from the Club must do so in accordance with Club and relevant competition rules provided that the Club reserves the right to refuse to permit any member to transfer from the Club while such member owes the Club subscriptions or Club Membership.

12. **Dissolution**

In the event of dissolution of the Club, the Club's assets (financial, net of liabilities and physical) shall be transferred to the Association to which the Club is affiliated (see 1.2) in the reverse order of the Constitution (i.e. last named first, if in existence, and so on to the highest affiliation category).

13. **Extraordinary General Meeting (EGM)**

- 13.1 An EGM may be convened at any time of the year to resolve urgent constitutional matters or elect a new Executive Committee.
- 13.2 Any member of the Club may call an EGM should the need arise. To do this, the following procedure must be carried out:-
- 13.2.1 A written proposal shall be submitted to the General Secretary stating the reason or issues to be discussed.
- 13.2.2 The proposal must have a seconder.
- 13.2.3 A petition carrying the signatures of at least 20% of the total Club membership shall also be submitted with the written proposal.
- 13.3 The conduct of the EGM shall be in accordance with the section of the Constitution governing an AGM (see section 7).

TOM YOUNG, CHAIRMAN

Tom Young

