

## **Farnborough Volleyball Club (FVC)** **Constitution and Rules**

1. **Name.** The name of the club shall be called Farnborough Volleyball Club (FVC from hereafter).
2. **Objectives.** The objectives of FVC are to foster and develop an interest in volleyball, to encourage social activities, health, and fitness amongst its attendees.
3. **Affiliation.** FVC will be affiliated to the English Volleyball Association (EVA) and may be affiliated to a number of local volleyball associations.
4. **Membership.** Membership of FVC is open to anyone over the age of 13.

An attendee is a Member when they pay a recurring monthly fee that covers one or more classes of scheduled training sessions and league match entry. Such membership is in effect continuous for the full calendar month of each month paid.

An attendee is an Associate Member when they only pay a fee that covers a single training session or single league match (or participate with such a fee waived as an introductory or special offer). Such membership is in effect for the duration of the session or match attended only.

Future offers (e.g. club shirts and club nights out) shall be made available on the same terms for Members and Associate Members alike.

5. **Conduct of Members.** When participating in club events (club training, club sponsored friendly games, club tournament entries, club entered league games, club social events, etc.) all Members and Associate Members of the club are expected to show a tolerant, friendly and fair attitude to all other members. Members and Associate Members are expected to show consideration particularly to new Members and Associate Members and players new to the game.

Members and Associate Members must abide by all club policies as may be documented on the club website.

6. **Committee.** FVC will have a committee comprising at least the following officers: Chair, Secretary, Treasurer, Head Coach, Child Welfare Officer (CWO) and team managers. Committee members must be FVC Members. Other committee positions and their role shall be proposed and agreed by majority of all club Members at an AGM or at an EGM. The committee shall meet at least twice a year. All committee members have authority to vote at all committee meetings. If a committee member cannot attend a meeting he may formally communicate his voting preferences to the Secretary prior each meeting for predefined proposals. Alternatively he may give another committee member his proxy vote. Each committee member can hold only one proxy vote at each meeting. All proxy voting must be formally communicated to the Secretary prior to each meeting. A proposal can be amended at each meeting with permission from the Chair. A proposal is accepted when more than half of the votes support it (except for 7 below). The Chair shall have a casting vote at all meetings. All committee members must resign at each AGM. Nominations must then be taken for each committee position, and a vote taken at the AGM to elect each committee member. Committee positions may be filled between each AGM by majority approval of the existing committee. All committee members are accountable to FVC members. Each committee member has the following role:

**Chair:** Responsible for ensuring direction and decision to FVC. Responsible for initiating and chairing all committee meetings and all AGM and EGM. Responsible for ensuring decision and closure on all issues affecting FVC.

**Secretary:** Responsible for conducting club administration including affiliations to EVA and local leagues, registration of coaches, and booking hall for training sessions. Responsible for taking and distributing minutes of committee meetings and the AGM. Responsible for maintaining a file of FVC correspondence.

**Treasurer:** Responsible for organising and maintaining FVC accounts and finances. Responsible for all financial planning and forecasting, Responsible for collecting all charges from attendees, collecting all other income and paying all other expenditure for FVC. Responsible for maintaining and organising an audit of FVC accounts each year.

**Head Coach:** Responsible for providing direction and decision on FVC coaching policy and practice. Responsible for mentoring and supporting coaches within FVC. Responsible for ensuring coaching at all training sessions. Responsible for appointing coaches for all teams.

**Team Manager or Coach:** Depending on the team and how the coach/manager wishes to organise the team, a representative from each of the clubs team being either the team coach or team manager can be elected to represent the team at committee meeting.


**Child Welfare Officer (CWO):** The CWO will be the first point of contact for all matters regarding the welfare of juniors (under 18 years old) within the club and the subsequent liaison with all external organisations where an issue is identified. The CWO will be responsible for ensuring all coaches have CRBs and are aware of their duty of care towards juniors.

7. **Meetings.** FVC will hold an Annual General Meeting (AGM) and this should take place between April and May. Any Members and Associate Members of FVC may call an Extraordinary General Meeting (EGM) at anytime but must give at least 2 weeks notice and agree date with the Chair. All Members and Associate Members of the club on the date of each meeting will be entitled to attend each. Associate Members may be allowed to attend and speak at each meeting with permission of the Chair but are not allowed to vote. Each AGM will include at least the following:

- Presentation of financial performance by Treasurer.
- Resignation of existing committee.
- Nomination of new committee.
- Other agenda items.

All Members have authority to vote at each AGM and EGM. If a Member cannot attend either he may formally communicate his voting preferences to the Secretary prior to each meeting for each predefined proposal. Alternatively he may give another Member his proxy vote. Each Member can hold only one proxy vote at each meeting. All proxy voting must be formally communicated to the Secretary prior to each meeting. Quorum: At least 50% of Members must be present at each meeting before proposals and issues can be voted on. A proposal can be amended at each meeting with permission from the Chair. A proposal is accepted when more than half of the votes support it (except for 8 below).

8. **Constitution and Rules.** A proposal to change the constitution and rules or for dissolution must be made at an AGM or EGM. This proposal is accepted when at least two thirds of the votes support it. A proposal to change the constitution and rules or for dissolution must be given in writing to FVC members at least 1 week in advance of the AGM or EGM. Dissolution: Dissolution must be agreed at an AGM or an EGM by proposal. In the event that FVC cannot continue, all non-liquid assets can be auctioned to highest bidder, all debts then paid, and all remaining liquid assets may be divided amongst members. All remaining assets may be given to the EVA, local volleyball association, charity, school or sports club as the committee decides.
9. **Audit.** The Treasurer will organise and propose an auditor at the AGM. FVC accounts must be audited annually.

  
(HARVEY WATSON)  
SECRETARY, FVC