# club CONSTITUTION

*Bury St Edmunds Volleyball Club*

### 1 Name

The club will be called Bury St Edmunds 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 promote Volleyball within the local community
* to ensure a duty of care to all members of the club
* 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:

* Full member – those aged 16 or over who have paid membership fees due or who have attended at least five times within the last year in a pay-as-you-go capacity
* Associate member – volunteers who are not full members may be granted associate membership
* Junior member – those aged 15 or under for whom membership fees have been paid or who have attended at least five times within the last year in a pay-as-you-go capacity
* Life member – awarded to those who have made a significant contribution to the running of the club

### 4 Membership fees

Membership fees will be set annually and agreed by the Executive/Management Committee or determined at the Annual General Meeting.

Fees will be paid by monthly subscription/standing order, directly to the club’s business bank account:

* Account Name: **Bury St Edmunds Volleyball Club**
* Bank Sort code: **30-95-96**
* Bank account code: **31457768**

Each Head Coach for each Team will be responsible for monitoring the timely payment of the membership fees for their players, unless delegated to another member of the committee.

### 5 Officers of the club

The officers of the club will be:

* Chair/Secretary: **Sam Langley**
* Communications: **Weronika Langley**
* Head Coach - Adult Men: **Scott Seeley**
* Head Coach - Women: **Symon Rose**
* Head Coach - Beginners/Intermediate: **Mike Harnett**
* Financial Signatories: **Sam Langley, Scott Seeley, Orsolya Szabo, Mike Harnett**
* Welfare/Safeguarding Officers: **Scott Seeley, Mike Harnett, Weronika Langley**
* Bookings coordinators: **Scott Seeley, Mike Harnett**

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

### 6 Committee

The club will be managed through the Management Committee consisting of theposts named above. Only these posts will have the right to vote at meetings of the Management Committee. Where an individual holds multiple positions, their vote will not carry more weight than that of an individual holding one position.

The Management Committee will be convened by the Chair of the club when required.

The quorum required for business to be agreed at Management Committee meetings will be half of the number of in-post officers.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club, including complying with Volleyball England rules, terms & conditions.

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

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

### 7 Finance

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

All Head Coaches will be responsible for the finances of the club. Responsibility includes the management of the club’s sustainable financial position and ensuring the club’s finances are not penalised by overdue payments or unnecessary purchases, not previously agreed by all signatories. As previously mentioned, Each Head Coach will be responsible for monitoring membership fees and actioning potential delays or missed payments.

The financial year of the club will end on the 30th of June of each year.

A statement of annual accounts that has been checked by all signatories will be presented by the Chair at the Annual General Meeting.

Designated officers signing this document are considered account signatories and therefore are authorised to provide any account instructions to the club’s allocated banking organisation.

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

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be five members.

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.

### 9 Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within fourteen days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

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 seven days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within fourteendays of the Secretary receiving the appeal.

### 10 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 the Suffolk Volleyball Association.

### 11 Amendments to the constitution

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

### 12 Declaration

Bury St Edmunds Volleyball Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**Club Chair**

SIGNED: DATE:

Name: …………………………………………………………………………………………

**Club Committee Members**

SIGNED: DATE:

Name: …………………………………………………………………………………………

SIGNED: DATE:

Name: …………………………………………………………………………………………

SIGNED: DATE:

Name: …………………………………………………………………………………………