

HERTFORDSHIRE VOLLEYBALL ASSOCIATION CONSTITUTION (2005)

- 1) (a) The body shall be called the Hertfordshire volleyball association, hereinafter referred to as ‘the Assn.’

(b) It shall be responsible to the regional body (EVF) and the national association (EVA).
- 2) (a) The object of the Assn. shall be to promote and encourage the game of volleyball in clubs, schools, etc. in the county of Hertfordshire.
- 3) Membership shall be open to all area associations, schools, clubs and individuals in the county of Hertfordshire subject to their affiliation with the EVA and approval of their constitution.
- 4) Under certain circumstances the Assn. may admit clubs from just outside Hertfordshire. The Executive committee must decide this admission, taking into consideration distance, club standard etc. Applications must be in writing. The club must be affiliated to the EVA.
- 5) (a) The officers of the Assn. shall consist of the following: Chairman; General Secretary; Treasurer; Competition secretary; County Manager. These positions make up the executive committee.
(b) Terms of reference regarding officers:
 - .i. Chairman to chair and control meetings within the context of the constitution.
 - .ii. General secretary to deal with correspondence relating to the functioning of the Assn. send out notices of meetings (AGM and executive), take minutes of said meetings, arrange county fixtures in conjunction with the County Manager.
 - .iii. Treasurer to hold and monitor the finances of the Assn.
 - .iv. Competitions Secretary to organise the leagues, fixtures and tournaments as required by the Assn. To present disputes or failures in administration of clubs, pertaining to the various competitions. To compile a list of HVA approved referees. (The competitions secretary shall have the power to co-opt two members to assist with the collation of the leagues.)
 - .vi. County Manager to coach or arrange coaching of both the Men’s and Ladies County teams. To arrange venue, practice day, time and notify clubs accordingly.
 - .(c) The officers shall be elected annually at the Annual General Meeting. Retiring officers shall be available for re-election.
 - .(d) The executive committee consisting of the executive Officers of the Assn shall manage the affairs of the Assn. It shall be mandatory for each member club or organisation to send a representative to all executive meetings. Failure to do so will result in a fine for each offence, at the discretion of the Executive Committee.
 - .(e) The Executive Committee shall have the power to co-op six persons on to the committee, with or without voting powers, at the discretion of the executive committee.

- .(f) The committee shall at its discretion set up sub-committees as required.
- .(g) A quorum of four elected members shall be necessary for the transaction of any business, of whom not less than three shall be serving officers. (This shall be suspended in the event of the full executive committee not being elected.)
- .(h) Items for consideration by the committee, other than those already listed on the proposed agenda, should be communicated in WRITING to reach the General Secretary not later than THREE days before the date arranged for the Executive Committee meeting.
- .(i) The Executive Committee must meet at least four times during the year at regular intervals. Additional meetings may be called at SEVEN days written notice to the General Secretary by any two members of the executive committee; it must be signed by the two members. Minutes of the Executive Committee meetings will be circulated to all affiliated organisations.
- .(j) Each Executive Committee member has only one vote (even if one member holds two positions). In the event of a tied vote the Chairman shall have the deciding vote.
- .(k) In the event of resignation, death, etc. of an Executive Committee member the Executive Committee has the power to appoint another person to fill the office until the next AGM.

6) (a) The Funds of the Assn. shall be lodged in a bank or Post Office and all cheques, drafts etc drawn on the account of the Assn. shall be signed by any two of three named signatories from the Executive Officers.

- .(b) Auditors shall be appointed annually to carry out an examination of the accounts.
- .(c) The financial year of the Assn. shall end on 30th May each year. A statement of accounts up to and including this date shall be presented to the AGM.
- .(d) A current statement of finance shall be presented at other times at the request of the Executive Committee.

7) The Annual General Meeting

- .(a) The AGM of the Assn. shall be held annually during the month of June.
- .(b) Reports shall be received by the meeting from the Chairman, General Secretary, Treasurer, Competitions Secretary and County Manager.
- .(c) A report shall be received from the Treasurer; audited accounts made up to the 30th May shall be presented to the meeting.
- .(d) At least eight weeks notice shall be given specifying the date, place and time to all club secretaries, Executive Officers, individual members, schools and all other affiliated bodies.
- .(e) At least two weeks notice of the agenda, proposed constitutional changes and officers reports shall be given to all club secretaries, Executive Officers, individual members, schools and all other affiliated bodies.
- .(f) A simple majority shall decide all resolutions except Constitutional changes, and in the event of a tie the chairman shall have the deciding vote. Constitutional changes shall require a two-thirds majority.
- .(g) Each affiliated organisation shall be entitled to two voting representatives.
- .(h) A fine shall be levied on each club that fails to send a representative to the AGM.

The amount to be decided by the AGM. Failure to pay the fine will mean :- (i). Expulsion from all the Assn. activities. (ii). A letter to the EVF and the EVA notifying them of the decision.

.(i) A special general meeting of the Assn. shall be convened on a resolution of the Executive Committee, or within ONE MONTH of the receipt, by the secretary, of a resolution signed by authorised representatives of at least four clubs. Notice for such a meeting shall be as for article 6(e).

8) Amendments to the constitutions.

.(a) These can only be made at the AGM.

.(b) Written notice of any amendments must be sent to the General Secretary in writing at least FOUR weeks before the meeting.

.(c) Such notice of amendments must be signed by a Proposer and a Secunder.

9) Dissolution In the event of the Assn. having to be dissolved, the funds and trophies shall be lodged with the regional body (subject to their agreement) until such time as the Assn. is reformed.

Amendments made June 2005.