



Surrey Volleyball Association Constitution

1. General

- a) The association shall be called the Surrey Volleyball Association referred to as “the Association” and shall be responsible to the South East Volleyball Association and the English Volleyball Association.
- b) The object of the Association shall be to promote and encourage the game of Volleyball throughout the county of Surrey according to the constitution of the Surrey Volleyball Association and to act as the governing body for the sport in Surrey.
- c) Membership shall be open to individuals, schools, organisations or clubs situated in Surrey and surrounding areas (who are affiliated to the English Volleyball Association) on payment of the appropriate fee as approved by the Annual General Meeting of the Association.
- d) All teams in competitions administered by the Surrey Volleyball Association shall be representatives of clubs affiliated to the English Volleyball Association. All fines and fees from past seasons shall have been paid by the time of entering.

2. Executive Officers

The following executive officers shall be elected.

- a) Chairman
Is elected to see the constitutional running of the Association and all its meetings as laid down in the constitution. The Chairman shall have no vote at any meeting unless a casting vote is required.
- b) Secretary
Is to be elected to deal with the general administration of the Association.
- c) Treasurer
Is to be elected to deal with the financial matters relating to the Association.
- d) Competitions Secretary
Is to be elected to deal with the Association’s competitions and leagues.
- e) Youth Development Officer
Is to be elected to deal with all matters relating to schools and youth organisations.
- f) Referees Administrator
Is to be elected to deal with all matters relating to officials
- g) Coaching Administrator
Is to be elected to deal with all matters relating to coaching.
- h) SEVA Representative
Is to be elected to represent the Association at the South East Volleyball Association meetings.

3. Powers of the Committee (Executive and Co-opted members)

- a) The affairs of the Association shall be managed by a Committee consisting of the Executive Officers of the association and one representative from each affiliated club.
- b) The Committee shall decide on any question or matter arising, not provided for in the Constitution, by taking a simple majority vote. The decision shall be final.
- c) Each Committee member has only one vote, except the Chairman, as per Rule 2a.
- d) The Committee shall have the power to revise / alter Association rules and policies at any Committee meeting, though where practicable, rule changes will be determined at the Annual general Meeting by simple majority voting, with prior notification to clubs of proposed changes.
- e) The Committee shall not have the power to vote on any matter unless there is a quorum of committee members present. The quorum will comprise of a minimum of 5.
- f) Items for consideration by the Committee, other than those already listed on the proposed agenda, should be communicated in writing to the secretary no later than seven days before the arranged date of the Committee meeting.
- g) The Committee at its discretion may set up sub-committees as required. Any sub-committee must be chaired by an Executive Officer.
- h) The Committee at its discretion may create other specific roles for committee members. Members must be elected to these roles by a simple majority vote at the AGM.

4. Finance

- a) The financial year of the Association shall end on 31st May of each year and a statement of accounts up to and including this date shall be presented at the Annual General Meeting. The accounts will be audited following the Annual General Meeting, provided it is possible to do so at a reasonable cost (reasonable cost to be determined by the Executive Committee).
- b) Should it not be financially appropriate to have the accounts audited, the committee must approve the statement of accounts.
- c) Each club affiliated to the Association shall pay an annual subscription, the amount to be decided at the Annual General Meeting.
- d) The Association may raise additional funds in any way that the Committee decides.
- e) The funds of the Association shall be lodged as a Bank or Building Society and all the cheques on the account shall be signed by the Treasurer and one other Executive Officer

6. Annual General Meeting (AGM)

- a) The AGM of the Association shall be held before the end of June each year.
- b) Every club must send at least one representative to the AGM. Failure to do so will result in that club being fined £30.00.

- c) The annual reports of the Executive Committee and audited accounts up to the 31st May shall be presented (subject to the provisions set out in section 4 Finance above).
- d) The Secretary is to circulate, at least 14 days beforehand, the proposed agenda to all current club secretaries, together with details of the date, venue and time of the AGM.
- e) Any business brought before the AGM must be submitted in writing to the Secretary no later than fourteen days before the day of the meeting.
- f) Each affiliated Club shall be entitled to one voting representative at the AGM per competing team.
- g) Each Executive Officer shall be entitled to one vote at the AGM.
- h) All resolutions shall be decided by a simple majority vote. In the event of a tie, the Chairman will have the casting vote.
- i) Any club which is owing membership fees or fines, is not allowed a vote at the AGM.
- j) The Annual General Meeting may be held in person or virtually. Minutes will be taken of the AGM , and those minutes will be agreed as a true and accurate record at the next committee meeting.

7. Special General Meeting (SGM)

- a) A Special General Meeting of the Association shall be convened on a resolution of the Executive Committee or within 1 month of receipt by the Secretary of a resolution signed by authorized representatives of at least 3 affiliated clubs.
- b) Notice and procedures for such a meeting shall be the same as for the AGM (6b,d,e,f,g,h,+ i).
- c) A Special General Meeting may be held in person or virtually
- d) Minutes will be taken of the SGM , and those minutes will be agreed as a true and accurate record at the next committee meeting.

8 Committee Meetings

- a) The Committee must meet for a minimum of two committee meetings per year.
- b) Committee Meetings may be held in person or virtually
- c) Minutes will be taken of the Committee meeting, and those minutes will be agreed as a true and accurate record at the next committee meeting.
- d) Suggested meeting schedule
Committee meeting in July, to finalise any business not completed at the AGM. To start projects, arrange working groups and terms of reference.
Committee meeting in September, to ensure all is ready for the start of the season.
Committee meeting in January, to ensure the season is running smoothly, to examine draft projects prior to approval at the AGM

9. Amendments to the Constitution

- a) These can only be made at either the Annual General Meeting or Special General Meeting.
- b) Written notice of any amendment must be sent by the Secretary no later than two weeks before the AGM.

- c) Alterations to the Constitution may only be affected by a 66% majority vote, provided that at least 50% of all possible voters attend.

10. Competitions and Leagues

- a) The Association may hold Annual County Championships and organise leagues.
- b) At the discretion of the Committee, clubs from outside Surrey may be permitted to enter Championships and Leagues organised by the Surrey Volleyball Association.
- c) Written permission must be obtained from the Committee to set up the local league.
Matches shall be played to FIVB rules as published by the EVA, except where modified by the Association.

10. Discipline policy

Any complaint made under these procedures that is or may be a criminal matter under British Law should be directed to the Police.

- a) A complaint must be made in writing to the Chair of the SVA. If the complaint is made against the Chair the complaint will be made to the Secretary
- b) Complaints must be lodged within 14 days of the alleged incident. The Chair/Secretary may extend this time if the circumstances of the incident, are such that the complainant would be disadvantaged by the shorter timescale.
- c) On receipt of the complaint the Chair or Secretary will gain all available information regarding the circumstances of the complaint, including, but not exclusively, from witnesses, documents, video or photographic materials.
- d) Where possible all evidence should be in written form.
- e) If the Chair or Secretary believe the complaint may be justified they will write to the respondent, providing them with the details of the alleged complaint, and details of the evidence that has been collected.
- f) If the respondent is under 18 or a vulnerable adult the parents/guardian must be informed, and be the primary point of contact.
- g) The respondent will have 14 days to provide a written statement to the Chair/Secretary agreeing to or challenging the complaint.
- h) On receipt of the respondent's statement the Executive Committee will consider all the information and with a simple majority vote decide to uphold or dismiss the complaint.
- i) The results of the Executive Committee's decision will be provided, in writing, to both parties within 14 days of the decision, and will include details of any sanction imposed as a result of an upheld complaint.

APPEALS

- j) Either party may appeal to the Executive Committee, in writing, within 14 days of the receipt of the decision.
- k) An appeal may be made on the following grounds. New information that was not available at the time of the original decision. A procedural error on the part of the Chair/Secretary or Executive Committee for the procedures contained in this constitution.

- l) The Executive Committee will consider any appeal and the evidence provided. They will decide with a simple majority vote to uphold the previous decision and/or sanction or change that decision and/or sanction. The Appeal decision will be notified in writing to the complainant and respondent within 14 days of the decision. The Executive Committee decision following appeal will be final.

SANCTIONS

- m) The Executive Committee may levy such sanctions judged to be appropriate to the severity of the upheld complaint, and may include but not exclusively.
- n) Written warning, fine, make restitution, suspension of membership, expulsion from membership, exclusion from specified activities.

11. Unforeseen circumstances

- a) Should an event occur that requires the leagues or the business of the Association to be halted, suspended or cancelled, an Executive Committee meeting will be called.
- b) The meeting will consider the situation and decide by simple majority vote on the actions to be taken.
- c) The Executive Committee will monitor the situation, and when appropriate cease the measures that have been put in place.

12. Dissolution

- a) In the event of the Association being wound up or dissolved, its assets shall be held in trust by the South East Volleyball Association.
In the event of the South East Volleyball Association being unable to fulfill (a), the assets shall be conveyed to the English Volleyball Association.