

London Volleyball Association Constitution



NAME

The Association shall be known as the London Volleyball Association. (In following sections referred to as the 'LVA')

AIMS

The aims of the LVA shall be:

1. To promote and encourage in every way the game of volleyball in the area defined as the 32 London Boroughs and the City of London. (Referred to below as the London Region)
2. To represent members' interests in relation to the English Volleyball Association.
3. To act as the Governing Body for the Sport in the London Region.

RULES AND REGULATIONS

The rules and regulations governing the game shall be those currently in force of the English Volleyball Association.

MEMBERSHIP

There shall be the following classes of membership:

1. Club. For any constituted group.
2. Affiliated Group. For sections within a constituted group.
3. Individual.

Members are required to subscribe to the aims of the LVA.

Applications for membership shall be considered by the Executive Committee who has absolute power to accept or reject applications.

Membership continues throughout the period for which the subscription fees have been paid.

Membership lapses:

- After two month of subscription fee arrears.
- On receipt by the secretary of written and signed notification of relinquishment.

FEES

Subscription fees shall be due to the Treasurer annually on the 1st Sept. The amount of the fee shall be decided at a General Meeting and remain the same unless changed at a General Meeting.

ASSOCIATESHIP

Associateship is granted to those notified to the LVA by the English Volleyball Association as having been accorded membership of a Regional Association and been assigned to the London Region.

PRESIDENT

The President shall preside over all meetings of the Executive Officers to ensure the interests of all the membership are properly considered before decisions are taken. The President has the power to call a Special General Meeting at any time, and to temporarily freeze all decision making of the Executive Committee by immediately halting their meeting; cancelling none, some or all resolutions already passed at the meeting and calling a Special General Meeting. The President shall be elected at a General Meeting from the individual class of membership, retire at every third Annual General Meeting (AGM), and be eligible for immediate re-election.

EXECUTIVE OFFICERS

There shall be no more than ten Executive officers and they shall be drawn from the individual class of membership. Their responsibilities are:

Chair: Calling and chairing all meetings of the Executive Officers and General Meetings.

Secretary: Communicating internally about meetings and other general matters, and communicating externally where appropriate.

Treasurer: Receiving, holding and disbursing funds, maintaining financial records and reporting financial activity to other officers and General Meetings.

Other Officers: Taking responsibilities as agreed by the Executive Committee.

Executive Officers can be elected or removed at General Meetings. Their election must be preceded by their nomination along with their agreement to be nominated and supported by two other members. They shall retire at each Annual General Meeting and shall be eligible for immediate re-election.

An Executive Officer may resign by providing a signed note to that effect to the Chair.

An Executive Officer may be removed by the President where the Officer has failed to respond to a communication from the President within 28 days.

EXECUTIVE COMMITTEE

1. The affairs of the LVA shall be managed by an Executive Committee consisting of the Executive Officers.
2. The Executive Committee may invite others to its meetings.
3. The quorum necessary for the transaction of business of the Executive shall be 50% of the Executive Officers.
4. Every Decision of the Executive Committee shall be by majority vote of Executive Officers with the Chair having a second and casting vote if necessary.
5. The Executive Committee may delegate any of its duties to Sub-Committees consisting of such persons as it sees fit.
6. The administration of the constitution of the Association shall be vested in the Executive Committee who shall:
 - Decide on all matters affecting the Association, save those involving any alterations of the Constitution.
 - Decide on any question or matter arising not provided for in the Constitution
 - Decide on disciplinary matters.
7. Any items to be voted on at an Executive Committee meeting must be presented to the members of the Executive Committee in writing at least two weeks prior to the meeting, or, in exceptional circumstances, at the discretion of the Chair.
8. An Executive Committee member will be sent to represent the Association at EVA meetings where such representation is requested.

FINANCE

The financial year of the LVA shall end on the 31st March and a statement of accounts up to and including this date shall be presented to the Annual General Meeting.

The funds of the Association shall be lodged at a bank and all cheques, drafts etc. drawn on the account shall be signed by the Treasurer together with the Chair, the Secretary or one other Executive Officer approved by the Executive Committee.

No funds, nor any other property of the Association, shall be distributed amongst members of the LVA unless the Executive Committee has authorized the distribution and recorded how the distribution will further the LVA's aims.

In the event of dissolution, any funds remaining shall be held by the English Volleyball Association in trust for the benefit of the Sport in the London region.

GENERAL MEETINGS

There are two types of General Meetings of members. Annual General Meetings that shall be called at intervals of between ten and fifteen months, and Special General Meetings that can be called at any time.

A Special General Meeting shall be convened where specified elsewhere in this constitution or in any of the following circumstances:

- The Executive Committee passes a resolution to call one.
- The Secretary has received a written request for one signed by at least 40% of the Executive Officers.
- The Secretary has received a written request for one signed by at least 20% of the members or 20 members which ever is the smaller.

A Notice Period of at least twenty eight days shall be given to all members, specifying the place, date, time and agenda of any General Meeting.

Rules of voting shall be as follows:

- A single vote may be cast by each member.
- Votes are cast by presenting a valid voting card.
- For each item requiring a vote a member may authorize a proxy to vote on their behalf. The proxy must be another member. The authorization must be in writing and presented when voting. The member can either direct the proxy to cast the vote in specific ways or to cast the vote as the proxy chooses.

There are several types of item General Meetings deal with:

An Election: Where this involves more than one candidate, it shall be by secret ballot and the winner is the candidate with the greatest number of votes. Where votes have been cast and there is no single winner then no candidate is elected and a second election shall be run involving only the tied candidates with the most votes. If the second election doesn't produce a winner no candidate is elected.

A Proposal to Change this Constitution: The text of any proposed change must be provided to the Secretary at least seven days prior to the start of the Notice Period announcing the meeting. A proposal can only succeed if at least two thirds of the votes cast are in favour.

Other Item: Where this requires a vote it shall be decided by a simple majority. However if the vote does not produce a result the Chairman may, in exceptional circumstances, cast a second vote.

DISCIPLINE

Any two Executive Officers acting together may, after due consideration, apply an appropriate sanction against a member who they have good reason to believe has acted against the interests of the LVA. To apply a sanction the sanctioning Officers must create a Sanction Document that contains an account of what they believe happened, details of the sanction and their signatures. The Sanction Document must be provided to the Chair within fourteen days and be announced at the next meeting of the Executive Committee. The sanctioning Officers should also make a reasonable attempt to provide the Sanction Document to the sanctioned member.

A sanction against a member may involve one or more of the following penalties:

- Written warning
- Fine
- Make restitution
- Suspension of membership
- Expulsion from membership
- Exclusion from specified activities

APPEALS

Members shall have the right of appeal to the Executive Committee against any decision made in the name of the LVA. The process of appeal has several stages:

Notice of Appeal: This must be provided in writing to the Secretary within fourteen days of being informed of the decision.

Appeal Submission: This must be provided in writing, along with a deposit, to the Secretary within fourteen days of the Notice of Appeal. The monetary deposit shall be advised by the Secretary and be equivalent to the UK price of an FIVB approved indoor volleyball ball rounded to the nearest £5. The Appeal Submission must explain why the decision should be reviewed by reference to one or more of the following:

- This constitution.

- The process used to make the decision.
- The information available to the decision maker.
- Other special factors.

Submission Review: This shall be completed at the direction of the Executive Committee who then decides if the appeal should continue to a hearing. It may stop the process at this stage if the reasons to review the decision are inappropriate. If it is stopped at this stage the deposit is returned.

Hearing: This shall be convened at the direction of the Executive Committee and has two stages. Stage 1 shall consider submissions from any interested parties to determine if the reasons to review the decision are sufficient. If they are not, the hearing and the appeal process stops. If the reasons are sufficient then the deposit is returned and the hearing proceeds to Stage 2. In Stage 2 the hearing receives from any interested parties submissions relevant to the making of a new decision.

New Decision: The Executive Committee shall direct if a new decision is required, and if it is what will be considered in making it, who will make it, and by what time. There is no requirement that any new decision be different to the decision that was originally appealed.

Revision history:

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