

V.C.V.C. DRAFT CONSTITUTION.

1. Names & Definitions:

- 1.1 The organisation (hereinafter referred to as the "V.C.V.C.") shall be known as the Victorian Country Volleyball Council.
- 1.2 Reference to V.A.V.A. shall be interpreted as the Victorian Amateur Volleyball Association.
- 1.3 Reference to "State" shall be interpreted as the State of Victoria.
- 1.4 Reference to "game" shall be interpreted as the game of Volleyball.
- 1.5 Reference to "association" shall be interpreted as Groups of Clubs (and for the purposes of this definition where reference will not conflict with the intent the M.V.C.) formed into associations for the purpose of conducting regular competitions within their area (hereinafter called "associations").
- 1.6 Reference to "member" and/or "player" shall be interpreted as one of those persons who collectively form the basis of an Association.
- 1.7 Reference to "affiliated" or "affiliated body" shall be interpreted as one of those Individual persons or Associations which operates under the auspices of the V.C.V.C.
- 1.8 Reference to "Registered" shall be interpreted as those individuals who have paid the prescribed fee and fulfilled the conditions of membership of their association.
- 1.9 Reference to "M.V.C." shall be interpreted as the Metropolitan Volleyball Council.
- 1.10 Reference to "meetings" shall be interpreted as those meetings known as annual, general, and special meetings of the V.C.V.C.

2. Objects:

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- 1.10 Reference to "meetings" shall be interpreted as those meetings known as annual, general, and special meetings of the V.C.V.C.

2. Objects:

- 2.1 To encourage, promote and govern the game throughout that part of the State not now under the control of

the M.V.C. as at the date of adoption of this constitution.

2.2 To maintain contact and provide matches between individual Associations throughout the State and interstate.

2.3 To make representations to the V.A.V.A., Australian and International bodies in relation to any aspect of the game which requires expert definition.

2.4 To operate under the auspices of the Australian volleyball Federation Inc.

3. Composition:

3.1 The V.C.V.C. shall comprise those Associations throughout the State which become affiliates of the V.C.V.C.

3.2.i. Associations desirous of forming part of the V.C.V.C. shall agree to abide by the Constitution and By-Laws of the V.C.V.C. and to enforce all decisions of the V.C.V.C. made in conformity therewith,

3.2.ii Each association shall be required to pay an annual fee to the V.C.V.C., this fee will serve as proof of affiliation with the V.C.V.C.,

3.2.iii All members of affiliated associations must be amateurs, in strict accordance with the definition given by the Victorian Olympic Council.

3.3 The V.C.V.C. has the right to refuse, withdraw and/or suspend affiliation of an Association. Individual ~~persons may~~ ^{persons may} apply for membership of the V.C.V.C. and shall pay such annual fees and be governed by such rules as shall from time to time be set down by the Executive Committee for the good order of such Individuals.

4. Executive :

4.1 The Executive shall consist of:

- a) President,
- b) Vice President,
- c) Secretary,
- d) Treasurer,

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- a) President,
- b) Vice President,
- c) Secretary,
- d) Treasurer,
- e) Records Secretary,
- f) Delegates to V.A.V.A. if required.
- g) Public relations officer.

- 4.2 Representation of Associations on the Executive shall not exceed two members from any one Association.
5. Executive Duties:
- 5.1 President
- 5.1.i Shall preside at all meetings of the V.C.V.C. and has the power to conclude a debate and sum up the relevant points.
- 5.1.ii Shall have absolute authority on all points of order and rules of debate.
- 5.1.iii Shall have a deliberate vote on any matter and also a casting vote if votes are equal when a simple majority is required.
- 5.1.iv Shall become an ex-officio member of any sub committee formed within the V.C.V.C.
- 5.1.v In ease of disagreement at any meeting, members may take a vote of no confidence in the Chairman and if carried, appoint a new Chairman for the duration of the Meeting.
- 5.1.vi Shall be co-signee of cheques drawn on the V.C.V.C. account.
- 5.2. Vice President
- 5.2.i Shall assist the President.
- 5.2.ii Should the President be absent, shall assume his full powers and deputise for him.
- 5.2.iii Should the President and Vice President be absent from a meeting a Chairman shall be elected from the floor of the meeting. Any Chairman so elected shall have no casting vote.
- 5.3 Secretary
- 5.3.i. Shall conduct the general day to day business of the V.C.V.C.
- 5.3.ii Shall call meetings in accordance with this constitution and By-Laws.
- 5.3.iii Shall be responsible for notifying all affiliated associations of any relevant decisions handed down by the V.C.V.C. etc.
- 5.3.iv. Shall be co-signee of cheques drawn on the V.C.V.C. account.
- 5.4 Treasurer

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5.3.iv. Shall be co-signee of cheques drawn on the V.C.V.C. account.

5.4 Treasurer

5.4.i Shall receive all monies due to or payable by the V.C.V.C.

5.4.ii Shall deposit all monies received into the V.C.V.C. Bank

account.

- 5.4.iii Shall keep an account of all monies received and/or paid by the V.C.V.C.
- 5.4.iv. Shall present a simple financial statement of receipts and expenses to each meeting of the executive.
- 5.4.v Shall assist the appointed auditors with the preparation of a detailed Financial Statement at each Annual Meeting of the V.C.V.C.
- 5.4.vi Shall be co-signee of cheques drawn on the V.C.V.C.account.
- 5.5 Records Secretary
- 5.5.i Shall compile and maintain records of each affiliated associations individual financial playing members.
- 5.5.ii Shall with the assistance of each association secretary update such records at least once per year.
- 5.5.iii Shall provide details of such records to each affiliated association or individual member upon request.
- 5.5.iv Shall ensure that such records bear no prejudice to any member.

6. Election of Executive:

- 6.1 The executive shall be elected at the Annual Meeting of the V.C.V.C. or a special general meeting called for this purpose. Election will be by simple majority of the eligible members present.
- 6.2 Written nominations for all positions, with the agreement of the nominee included, may be forwarded to the Secretary, prior to the meeting.
- 6.3 Any position/s not receiving prenomination, may be nominated for from the floor of the Meeting.
- 6.4 Nominees must be registered with the V.C.V.C. and be a financial individual member of a member of an affiliated association. Proposer and seconder of each nomination must be of similar circumstances.
- 6.5 Any position/s unfilled at the conclusion of the Meeting

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6.5 Any position/s unfilled at the conclusion of the Meeting shall be filled by invitation and selected by such of the executive as are elected at the meeting.

- 6.6 All executive members elected at the meeting shall continue to hold office until the next annual meeting of the V.C.V.C., unless they resign or be removed from office for any reason in the meantime.
- 6.7 Retiring officers shall be eligible for re-election.
- 6.8 In special circumstances the executive may request any of its members to resign before the completion of their term of office.
- 6.9 Unless unopposed, all elections shall take place by secret ballott.
- 6.10 Should any position on the executive become vacant for any reason whatsoever, the Executive may appoint any eligible member to fill the vacant position.
- 6.11 Delegates to general meetings of the V.C.V.C. shall be elected by their own individual associations. Written authority from the Association's Secretary shall be used to verify a Delegates bonafides, and must be produced on request from the executive.
- 6.12 Delegates must be financial individual members or a member of an affiliated association.
7. Responsibilities of the Executive:
- 7.1 The executive shall be vested with the authority of the V.C.V.C. as per the Constitution and By-Laws.
- 7.2 Shall have the authority to over-rule any act or decision made by any sub-committee.
- 7.3 Shall decide the basis and amount of affiliation fees as the need arises.
- 7.4 Shall familiarise themselves with the context of the Constitution and By-Laws and shall make the final decision on the interpretation of same.
- 7.5 May delegate special authority to sub-committees formed for specific but temporary purposes.
- 7.6 May request proof of status (financial or otherwise) from

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- 7.6 May request proof of status (financial or otherwise) from individual members or associations applying for affiliation with the V.C.V.C.

- 7.7 Shall hear and adjudicate upon affiliated associations and/or individual members engaged in conduct contrary to the Constitution and By-Laws.
- 7.8 Shall hear and adjudicate upon appeals of any description put forward by affiliated associations.
- 7.9 Shall be responsible for the transfer of all important items of information in regard to the game to each affiliated association.
- 7.10 Shall furnish a copy of the Constitution and By-Laws to each applicant on affiliation.. This action shall be regarded as sufficient to inform them of all incurred responsibilities.
- 7.11 Cheques drawn on the V.C.V.C.'s account must bear the signature of at least 2 of the 3 co-signees.
8. Duties of the V.C.V.C:
- 8.1 The V.C.V.C. shall hold an Annual General Meeting at least once every 15 months.
- 8.2 General meetings shall be held when necessary, with a minimum of one meeting every year.
- 8.3 The President, Secretary and Treasurer shall be empowered to deal with matters of urgency between executive meetings.
- 8.4 The President may call together the Executive and/or Delegates for a special general meeting at any time.
9. Annual Meeting:
- 9.1.i The annual General Meeting of the V.C.V.C. shall be held at least once each calendar year, not more than 15 months apart, at such time and place as the Executive may determine and for the following specific purposes:-
- 9.1.ii To receive annual reports, balance sheet and statement to accounts from the preceding year.
- 9.1.iii To elect the Executive and appoint the auditor for the ensuing year.
- 9.1.iv To transact any other business of which notice in writing shall have been forwarded to the Secretary at least 21 days prior to the Meeting.

Constitution and By-Laws.

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 - 9.1.iv To transact any other business of which notice in writing shall have been forwarded to the Secretary at least 21 days prior to the Meeting.
- 9.2 Notice of the Meeting shall be forwarded to all affiliated associations at least 28 days prior to the date of the Meeting.

- 9.3 An agenda with details of nominees (as far as is known), notices of motions, etc. shall be forwarded to all affiliated associations at least 14 days prior to the date of the Meeting.
- 9.4 Each affiliated association shall have one vote per representative to a maximum of four votes, including Executive and Delegates votes. Invitees shall have no vote. Absentee voting in respect of any item covered under Section 9.1.4 hereinbefore referred to will be permitted provided a proxy in writing is received by the Secretary 48 hours before the meeting.
- 9.5 All members attending the Meeting shall be required to sign the official roll and may be required to furnish proof of their eligibility to attend the meeting.
- 9.6 A quorum for the Meeting shall consist of at least three of the Executive members plus delegates or representatives from at least sixty per cent of the affiliated associations.
10. General Meetings:
- 10.1 General meetings shall be called by the Executive as deemed necessary or on request from at least 30% of the affiliated associations comprising the V.C.V.C.
- 10.2 The Secretary shall give 28 days notice of the Meeting to all affiliated associations.
- 10.3 Quorums for general meetings shall be as for the annual meeting.
- 10.4 No more than two delegates from any one affiliated association shall have voting rights at General meetings, including Executive members.
- 10.5 Meetings shall be held at a mutually convenient venue as determined by the Executive, unless a formal proposal of reasonable venue be put forward by any affiliated association.
- 10.6 Any number of interest parties may be invited to attend a meeting, however, these invitees shall not form any part of a quorum, they will have no voting rights, but may be asked to provide an opinion or express a point of view as determined

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11. Amendments to the Constitution and/or By-Laws:

- 11.1 Notice of proposed amendment to the Constitution and/or By-Laws may be given by any affiliated association or individual member. The notice must be in writing and must have been submitted to the V.C.V.C. Secretary at least 28 days prior to the date of the annual meeting or General Meeting called for this purpose.
- 11.2 An amendment to the Constitution may only be passed by at least a 66.6% majority of the representatives present at such meeting.
- 11.3 An amendment to the By-Laws may be passed at any meeting by a simple majority of the representatives present at the meeting.
12. Claims on assets:
- 12.1 No individual member or association whose affiliation is withdrawn or lapses, for any reason whatsoever, shall have any claim to the property or assets of the V.C.V.C.
13. Dissolution:
- 13.1 In the case of dissolution of the V.C.V.C. the assets of the V.C.V.C. shall be forwarded to the V.A.V.A. who will be charges with the responsibility of holding such assets in trust for a period not exceeding ten years. These assets to be returned if the V.C.V.C. or association of like nature be reformed within this period.
- 13.2 If after a lapse of ten years no reformation takes place, the assets shall revert to the V.A.V.A. who shall use such assets as they see fit.

BY-LAWS OF THE V.C.V.C.1. Victorian Country Volleyball Championships:

1.1 The abovenamed championships shall be conducted on a yearly basis, at such venue as shall be decided on at the immediately previous championships.

1.2 All bodies affiliated with the V.C.V.C. shall be eligible to take part in these championships.

1.3 The V.C.V.C. Secretary shall be responsible for calling entries to the championships at least 12 weeks prior to the date of such championships.

1.4 The executive of the V.C.V.C. using returned entry forms may delegate the responsibility of preparing and distributing a draw at least 4 weeks prior to the date of the championships. The draw will be made in the format of a Round Robin type competition. i.e. Each team will be required to play each and every other team in their section. The draw will also include a Duty team roster. The executive shall be responsible for the preparation and distribution of a referees roster.

1.5 The V.C.V.C. will charge the Association controlling the selected venue with the efficient co-ordination of the affairs dealing with the championships, however, the V.C.V.C. shall provide the necessary expertise in any form what-so-ever as requested.

1.6 A fidelity bond shall be included in the Entry fee for the Championships to protect the interest of the conducting associations.

The bond shall be forfeited in full should any Association fail to present a team entered in the championships, furthermore, the V.C.V.C. shall rule on any future entries from such defaulting associations as they see fit.

2. Playing rules for the Championships:

2.1 The Executive shall appoint a championship manager to administer the championships in accordance with these

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2. Playing rules for the Championships:

2.1 The Executive shall appoint a championship manager to administer the championships in accordance with these By-Laws. His duties shall be defined in detail from time to time by the Executive.

2.2 Both a Mens and Womens section will be conducted together

with such other events as shall be decided upon by the Executive from time to time.

2.3 Associations desirous of entering the championships shall be required to complete the appropriate Entry Form to the satisfaction of the Executive of the V.C.V.C.

2.4 The championships will be played in the manner of a Round Robin. At the conclusion of the rounds, the teams finishing in first and second positions as determined on a match points and percentage basis shall play off in a Grand final to determine the Victorian Country Champion Team for the year.

2.5 Match points will be allocated as follows :-

Win 3 points

Loss 1 point

Forfeit 0 points.

Percentage will be calculated on a points scored for and against basis. Should match points and percentage cause teams to be tied on the ladder, then sets won and lost shall be used to determine the relevant placings, should this still constitute a tie then an impromptu match between the teams, to a "best of 5" points shall be staged to break the tie.

2.6 Referees for all matches may be drawn from the competing bodies, the V.A.V.A. or such other body as the Executive sees fit.

2.7 International score sheets shall be used exclusively to record the details of each match played at the championships.

2.8 All matches shall be played to a "best of 5" sets advantage.

2.9 All players participating in the Championships must have their names registered on the Entry form held by the V.C.V.C Secretary. All players must be financial members of the Association they represent this to be verified from the current official list held by the Records Secretary.

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- 2.10 All entered teams must present 6 players in nominated regulation dress, to the referee of the match at the times as stipulated on the official draw unless a previous match is still in progress on the playing area.
- 2.11 Duty teams shall also present themselves to the referee as above.
- Duty teams shall comprise 4 members :-
- 1 net umpire (with whistle),
 - 1 Scorer.
 - 2 Linesmen.
- 2.12 Penalties.
- 2.12.i Duty teams will be penalised for late attendance by the loss of 1 premiership point for each member missing to a maximum of 3 points. Inefficiency of Duty teams will be penalised, at the discretion of the championship manager, to a maximum of 3 points.
- 2.12.ii Competitors arriving after the scheduled starting times of the match shall forfeit the first set 15 - 0.
- If after a further ten minutes 6 players comprising a team are still not in attendance the 2nd set shall be forfeited 15-0.
- If a further 10 minutes elapses as above then the 3rd and final set shall be forfeited 15-0 and the match 3-0.
- 2.12.iii Uniforms of competing teams shall be as specified on the official entry form. ~~Five~~ ^{Five} playing points per player in incorrect uniform shall be added to the score of the opposite team, immediately a player in incorrect uniform takes the court. This penalty may only be applied once to the same player in any one match, and may be applied only to a maximum of three players per team. Should this penalty cause a game to end, the balance of the penalty carries over into the next game in the same match.
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2.12 Penalties.

2.12.i Duty teams will be penalised for late attendance by the loss of 1 premiership point for each member missing to a maximum of 3 points. Inefficiency of Duty teams will be penalised, at the discretion of the championship manager, to a maximum of 3 points.

2.12.ii Competitors arriving after the scheduled starting times of the match shall forfeit the first set 15 - 0.

If after a further ten minutes 6 players comprising a team are still not in attendance the 2nd set shall be forfeited 15-0.

If a further 10 minutes elapses as above then the 3rd and final set shall be forfeited 15-0 and the match 3-0.

2.12.iii Uniforms of competing teams shall be as specified on the official entry form. ~~Five~~ ^{Five} playing points per player in incorrect uniform shall be added to the score of the opposite team, immediately a player in incorrect uniform takes the court. This penalty may only be applied once to the same player in any one match, and may be applied only to a maximum of three players per team. Should this penalty cause a game to end, the balance of the penalty carries over into the next game in the same match.

2.12.iv All penalties shall be recorded on the scoresheet of the match and countersigned by the referee of the match and the two players.

2.13 The right of appeal shall apply to all recorded penalties, such appeal should be made immediately to the championship manager who shall bring such appeal to a member of the Executive as quickly as possible.

2.14 Appeals shall be notified to the President, Secretary and Treasurer of the V.C.V.C. who, if no conflict of interest is entailed shall adjudicate on the appeal. However, should any of these be previously involved then they shall immediately disqualify themselves from hearing the Appeal. Any member so barred shall have his place on the appeal filled by a senior member from an association having no such conflict of interest. If no immediate decision can be reached then a Special Executive meeting of the V.C.V.C. shall be convened as soon as practicable to adjudicate the matter and the decision given shall be final and binding on all parties.

3. Transfers:

3.1 Transfer of players between associations shall be governed by the appropriate playing rules of each individual association.