

CONSTITUTION OF

THE VICTORIAN COUNTRY VOLLEYBALL COUNCIL

Re-printed April 1983

# VICTORIAN COUNTRY VOLLEYBALL COUNCIL

## CONSTITUTION

### 1.0 Names and Definitions:

- 1.1 The organisation (hereinafter referred to as the "VCVC") shall be known as the Victorian Country Volleyball Council.
- 1.2 Reference to VAVA 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 purpose of this definition where reference will not conflict with the intent of Metropolitan Associations) 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 operate under the auspices of the VCVC.
- 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 "Metropolitan Associations" shall be interpreted as those associations affiliated with VAVA but not VCVC.
- 1.10 Reference to "Meetings" shall be interpreted as those meetings known as annual, general, and special general meetings of the VCVC.
- 1.11 Reference to the "VCC" shall be interpreted as the Victorian Coaches Commission.
- 1.12 Reference to the "VRC" shall be interpreted as the Victorian Referee's Commission.

## 2.0 Objects:

- 2.1 To encourage, promote and govern the game throughout that part of the State not now under the control of the Metropolitan Associations as at the date of adoption of this Constitution
- 2.2 To maintain contact and provide matches between individual association throughout the State and Interstate.
- 2.3 To make representations to VAVA, Australian and International bodies in relation to any aspect of the game which requires expert definition.
- 2.4 To operate under the auspices of a National Volleyball Authority.

## 3.0 Composition:

- 3.1 The VCVC shall comprise those associations throughout the State which become affiliates of the VCVC.
- 3.2.1 Associations desirous of forming part of the VCVC shall agree to abide by the Constitution of and the By-laws of the VCVC and to enforce all decisions of the VCVC made in confirmity therewith.
- 3.2.2 Each association shall be required to pay an annual fee to the VCVC; this fee will serve as proof of affiliation with the VCVC.
- 3.2.3 All members of affiliated associations must be amateurs, in strict accordance with the definition given by the Victorian Olympic Council.
- 3.3 The VCVC has the right to refuse, withdraw and/or suspend affiliation of an Association. Individual persons may apply for membership of the VCVC 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.

## 4.0 Executive:

- 4.1 The executive shall consist of:
  - a. President;
  - b. Vice President;
  - c. Secretary;
  - d. Treasurer;
  - e. Records Secretary;
  - f. Delegates to VAVA if required;
  - g. Public Relations Officer.

4.2 Representation of Associations on the Executive shall not exceed two members from any one Association.

5.0 Executive Duties:

5.1 President:

- 5.1.1 Shall preside at all meetings of the VCVC and has the power to conclude a debate and sum up the relevant points.
- 5.1.2 Shall have absolute authority on all points of order and rules of debate.
- 5.1.3 Shall have a deliberate vote on any matter and also a casting vote if votes are equal when a simple majority is required.
- 5.1.4 Shall become an ex-officio member of any sub-committee formed within the VCVC.
- 5.1.5 In case of disagreement at any meeting, members may take a vote of noconfidence in the chairman and if carried, appoint a new chairman for the duration of the meeting.
- 5.1.6 Shall be co-signee of cheques drawn on the VCVC account.

5.2 Vice President:

- 5.2.1 Shall assist the President.
- 5.2.2 Should the President be absent, shall assume his full powers and deputise for him.
- 5.2.3 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:

- 5.3.1 Shall conduct the general day to day business of the VCVC.
- 5.3.2 Shall call meetings in accordance with this Constitution and By-laws.
- 5.3.3 Shall be responsible for notifying all affiliated associations of any relevant decisions handed down by the VCVC etc.
- 5.3.4 Shall be co-signee of cheques drawn on the VCVC account.

#### 5.4 Treasurer:

- 5.4.1 Shall receive all monies due or payable to the VCVC.
- 5.4.2 Shall deposit all monies into the VCVC Bank account.
- 5.4.3 Shall keep an account of all monies received and/or paid by the VCVC.
- 5.4.4 Shall present a simple financial statement of receipts and expenses to each meeting of the Executive.
- 5.4.5 Shall assist the appointed auditors with the preparation of a detailed Financial Statement at each Annual General Meeting, of the VCVC.
- 5.4.6 Shall be co-signee of cheques drawn on the VCVC account.

#### 5.5 Records Secretary:

- 5.5.1 Shall compile and maintain records of each affiliated association's individual financial playing members.
- 5.5.2 Shall with the assistance of each association Secretary, update such records at least once a year.
- 5.5.3 Shall provide details of such records to each affiliated association or individual member upon request.
- 5.5.5 Shall ensure that such records bear no prejudice to any member.

#### 6.0 Election of Executive:

- 6.1 The executive shall be elected at the annual meeting of the VCVC 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 pre-nomination, may be nominated for from the floor of the meeting.
- 6.4 Nominees must be registered with the VCVC and be a financial individual member or a member of an affiliated association. Proposer and seconder of each nomination must be of similar circumstance.

- 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 general meeting of the VCVC 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 completion of their term of office.
- 6.9 Unless unopposed, all elections shall take place by secret ballot.
- 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 meeting of the VCVC 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.

#### 7.0 Responsibilities of the Executive:

- 7.1 The executive shall be vested with the authority of the VCVC as per the Constitution and By-laws.
- 7.2 Shall have the authority to over-rule any act or decision made by any sub-committees.
- 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 individual members or associations applying for affiliation with the VCVC.
- 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 VCVC's account must bear the signature of at least two of the three co-signees.

#### 8.0 Duties of the VCVC:

- 8.1 The VCVC shall hold an annual general meeting at least once every 16 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.

#### 9.0 Annual Meetings:

- 9.1.1 The Annual General Meeting of the VCVC shall be held at least once each calendar year, not more than 16 months apart, at such time and place as the Executive may determine and for the following specific purposes:
  - 9.1.2 To receive annual reports, balance sheet and statement to accounts from the preceding year.
  - 9.1.3 To elect the Executive and appoint the auditor for the ensuing year.
  - 9.1.4 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 at least 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 percent of the affiliated associations.
- 9.7 If there are insufficient people in attendance to form a quorum, then the appointed time of the meeting will be delayed for a period of 30 minutes at which time the meeting will commence with the members then being in attendance.
- 9.8 Those associations without a representative in attendance, will, at the discretion of the executive, be fined \$25.
- 10.0 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 VCVC.
- 10.2 The Secretary shall give 28 days notice of the meeting to all affiliated associations.
- 10.3 Paragraph 9.7 and 9.8 above will also apply for General Meetings.
- 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 interested 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 by the meeting.

11.0 Amendments to the Constitution and/or By-laws:

- 11.1 Notice of proposed amendment to the Consitution 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 VCVC Secretary at least 28 days prior to the date of the annual general 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 representitives present at such meeting.
- 11.3 An amendment to the By-laws may be passed at any meeting by a simple majority of the representitives present at the meeting.

12.0 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 VCVC.

13.0 Dissolution:

- 13.1 In the case of dissolution of the VCVC the assets of the VCVC shall be forwarded to the VAVA who will be charged with the responsibility of holding such assets in truse for a period not exceeding ten years. These assets are to be returned to the VCVC or association of like nature within this period.
- 13.2 If after a lapse of ten years no reformation takes place, the assets shall revert to the VAVA who shall use such assets as they see fit.

BY-LAWS OF

THE VICTORIAN COUNTRY VOLLEYBALL COUNCIL

Re-printed April 1983

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## BY-LAWS

### 1.0 Victorian Country Volleyball Championships:

- 1.1 The above named 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 VCVC shall be eligible to take part in these championships.
- 1.3 The VCVC 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 VCVC 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 referee's roster.
- 1.5 The VCVC will charge the association controlling the selected venue with the efficient co-ordination of the affairs dealing with the championships, however, the VCVC will provide the necessary expertise in any form whatsoever as requested.
- 1.6 A fidelity bond shall be included in the entry fee for the championships to protect the interests of conducting associations.

After 21 clear days before the date of the championships, the bond shall be forfeited in full, should any association fail to present a team entered in the championships, or withdraw such a team; furthermore, the VCVC shall rule on any future entries from such defaulting associations as they see fit.

### 2.0 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 VCVC.
- 2.4 The championship will be played in one of three formats, depending on the number of teams entered and the facilities available, in the following order of preference:
- (i) Round Robin
  - (ii) Two recharge pools
  - (iii) Two elimination pools.

In the case of (i) above, at the end of the rounds, the teams finishing in the first and second positions as determined on a sets and percentage basis, shall play off in a grand final to determine the Victorian Country Championship for that year.

In the case of (ii) above, at the conclusion of the rounds, the team finishing in the first position of pool 1 and the team finishing in the second position of pool 2, and vice versa, as determined on a sets and percentage basis, shall play off. The winners of each of these matches will then play off in a Grand Final to determine the Victorian Country Championship team for that year.

In the case of (iii) above, at the conclusion of the rounds, the teams finishing in the first positions in each pool as determined on a sets and percentage basis, shall play off in a Grand Final to determine the Victorian Country Championship team for that 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 sets won and lost basis. Should sets and percentage cause teams to be tied on the ladder, then points 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 of all matches may be drawn from the competing bodies, the VAVA or such other body as the executive see 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 VCVC Secretary. All players must be financial members of the association they represent, this is to be verified by the current official list held by the records Secretary, and between the first of January and the championship date must have played at least five games in that association. Association secretaries may be required to verify a player's eligibility by producing the appropriate documents, i.e. score sheets, playing records, etc. This request shall be made at the discretion of the executive.

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 Second Referee (With whistle)  
1 Scorer  
2 Linesmen.

#### 2.12 Penalties:

2.12.1 Duty teams will be penalised for late attendance by the loss of one 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 three points.

2.12.2 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 second set shall be forfeited 15-0

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

2.12.3 Uniforms of competing teams shall be as specified on the official entry form. Five playing points per player in incorrect uniform shall be added to the score of the opposing 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.

- 2.12.4 All penalties shall be recorded on the score sheet of the match and countersigned by the referee of the match and two players.
- 2.13 The right of appeal shall apply to all recorded penalties, such appeal to 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 VCVC who, if no conflict of interest is entailed to adjudicate on the appeal. However, should any of these previously be 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 VCVC shall be convened as soon as practicable to adjudicate the matter and the decision given shall be final and binding on all parties.

### 3.0 Transfers:

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

### 4.0 Compliance With Information Requests:

- 4.1 All affiliated associations shall be required to abide by the "Due Date" set for the return of any of the following -
- (i) Entries for Championships
  - (ii) Details of Registered Clubs
  - (iii) Details of Executive Members
  - (iv) Payment of fees.
- 4.2 At least six (6) weeks notice in writing shall be given to each association for the request for any of the items referred to in 4.1 above.
- 4.3 In the case of the championship entries, any association not returning the required forms by the "Due Date" may be excluded from the event, or alternatively pay a late entry fee in addition to the normal entry fee.
- 4.4 In the case of registration and executive details, and payment of fees, associations not complying with the "Due Date" shall be fined.

4.5 The amount of any fees or fines referred to in this By-law may be set at any general meeting.

4.6 Any association required under this by-law to pay a fee or fine, shall do so within fourteen (14) days of receiving written notice of such penalty, otherwise affiliation shall be suspended until all such fees or fines are paid.