



## Constitution of the

# MOUNT LOFTY LEAGUE VOLLEYBALL CLUB (incorporated)

Adopted: 24<sup>th</sup> January 1985  
Amended: 2<sup>nd</sup> November 2008  
Amended:

CONSTITUTION OF MOUNT LOFTY VOLLEYBALL CLUB INCORPORATED

## SECTION 1

Name

The name of the club shall be "Mt Lofty Volleyball Club Incorporated".  
Here in after called "the Club".

## SECTION 2

Objects

- a) the objects of the club shall be to teach the skills and encourage the sport of volleyball
- b) To affiliate with the South Australian Volleyball Association.
- c) To promote and conduct tournaments, contests, volleyball matches, displays and things incidental there to.
- d) To foster and promote physical fitness and to cooperate with other sporting bodies in achieving this objective.

## SECTION 3

Membership

- a) A Member of the Club shall be a person who satisfies the criteria defined by the rules of the South Australian Volleyball Association unless other categories of membership are agreed at an annual general meeting.
- b) Payment of the membership fee shall confer full membership rights.
- c) Each member shall notify the Secretary of his/her postal address and notify the secretary of any alterations of such address.
- d) Each member shall be entitled to a copy of the Constitution and Rules.
- e) The Executive Committee may make a recommendation to the AGM that Life Membership be awarded to any member who has rendered valuable service to the Club.

## SECTION 4

Payment of Fees

Fees should be paid either in full or first instalment prior to the first match of the season. Any member not fulfilling this obligation will be deemed unfinancial.

## SECTION 5

Unfinancial Members

No unfinancial member shall be entitled to enjoy rights and privileges of the Club or be eligible to play in tournaments or competitions. Application for renewal of membership cannot be accepted from persons who have outstanding financial liabilities to the Club.

## SECTION 6

Officers

The Officers of the club shall consist of:-

President  
Secretary  
Treasurer

## SECTION 7

Executive Committee

The management of the Club shall be vested in an Executive Committee consisting of President  
Secretary  
Treasurer  
Coaches Representative  
and up to three other committee members.

## SECTION 8

Election of Officers

- a) The Executive Committee shall be elected annually at the AGM.
- b) Any casual vacancy on a sub-committee may be filled by the Executive Committee.

## SECTION 9

Qualifications for Office

- a) Any financial member, or parent of a financial member, of the club shall be eligible for election to the Executive Committee or any sub-committee.
- b) A member holding any position on the committee of any other volleyball club shall not be eligible for office in this club, unless the fact of such committee membership had been announced from the chair before his/her name is submitted for election.

## SECTION 10

Executive Committee Meetings

The Executive Committee shall meet as often as necessary to conduct efficiently the business of the Club. Meetings shall be convened by the Secretary giving notice not less than seven days prior to the meeting date.

## SECTION 11

Absence from Executive Committee Meetings

If any member of the Executive Committee absents him/herself without obtaining leave of absence from three consecutive meetings of the Executive Committee of which he has had notice, the Executive Committee may declare his seat vacant and elect another member to fill the casual vacancy so caused.

## SECTION 12

Appointments  
Sub-committees  
& delegates

- a) The Executive Committee may from time to time appoint one or more members of the Club, to a sub-committee for any purpose and may define its role and may at any time change its role or revoke such an appointment.
- b) The Executive Committee shall appoint a delegate or delegates to represent the Club at General and Delegates' Meetings of the South Australian Volleyball Association.

## SECTION 13

Seasons

The playing seasons will be defined by the competitions organised by the South Australian Volleyball Association.

## SECTION 14

Coaches

- a) The Executive Committee shall appoint a men's and women's coach prior to each season
- b) The coaches shall be responsible for the selection of teams, entering teams in competitions and tournaments and any other matters relating to teams or players. The coaches will be responsible to the Executive Committee.

## SECTION 15

Team Captains

Team captains shall be appointed by the coaches.

## SECTION 16

Annual General

- a) The Annual General Meeting of the Club shall be held after September 1<sup>st</sup> and prior to October 31<sup>st</sup> on such a date as the Executive Committee may determine.
- b) The purpose of the Annual General Meeting shall be:-
  - (1) To receive Annual Reports.
  - (2) To receive the Statement of Income and Expenditure of the previous financial year and the Balance Sheet for the closure of that year by the Treasurer, which will have been audited.
  - (3) To elect members of the Executive Committee.
  - (4) To determine the amount to be paid by members as subscriptions for the ensuing seasons.
  - (5) To consider and determine notices of motion. (Notices to be in the hands of the Secretary at least 7 days prior to the Annual General Meeting).

- (6) To appoint an Auditor.
- (7) Any other Business within the objects of the Club.

## SECTION 17

### Special Meetings

The Secretary upon direction of the Executive Committee shall convene a Special General Meeting of the Club at any time. The Secretary shall convene a Special General Meeting after receiving a requisition in writing signed by 10 financial members of the Club stating the objects of the proposed meeting.

## SECTION 18

### Notice of Meetings

At least 14 days notice by circular, or advertisement as the Executive Committee may determine, of the Annual General Meeting or Special General Meeting shall be given, and where practicable such meetings shall be convened by notice signed by the Secretary and directed to the address of the members appearing on the list of members.

## SECTION 19

### Voting at Meetings

- a) Every financial member over the age of 14 shall be entitled to vote at any General Meeting.
- b) The Chairman at any meeting shall have a casting vote only.

## SECTION 20

### Quorum at Meetings

At the Annual General Meeting and at a Special General Meeting six (6) financial members' eligible to vote will form a quorum. At a meeting of the Executive Committee four (4) members will form a quorum.

## SECTION 21

### President to preside

The President shall preside at all General Meetings of the Club or in his/her absence the Meeting shall elect a Chairman.

## SECTION 22

### Duties of Secretary

- a) The duties of the Secretary shall be to convene General Meetings of the Club and of the Executive Committee, and conduct all correspondence and generally attend to clerical work in connection with the Club in accordance with the Executive Committee decisions.
- b) The Secretary shall circulate to members of the Executive Committee a written account of the proceedings and decisions of the meetings.
- c) The Secretary shall cause records to be kept of the business of the Club including the constitution and policies, records of members, a register of minutes of meetings and of notices, a file of correspondence, and records of submissions or reports made by or on behalf of the club.
- d) In the absence of the Secretary another member shall be elected as Minutes Secretary.

## SECTION 23

### Public Officer

The Executive Committee, shall appoint a Public Officer.

## SECTION 24

### Common Seal

- a) The Club shall have a common seal upon which its corporate name shall appear in legible characters.
- b) The seal shall not be used without the express authorisation of the Executive Committee and every use of the seal shall be recorded in the minute book of the Club. The affixing of the seal shall be witnessed by the President or Secretary.
- c) The seal shall be kept in the custody of the Secretary or other such person as the Executive Committee may from time to time decide.

## SECTION 25

Duties of Treasurer

- a) The Treasurer shall maintain a record of accounts.
- b) A financial statement shall be made up and balanced by the Treasurer on or by the 30<sup>th</sup> September each year and forwarded to the Auditor.
- c) The Treasurer shall present an audited financial statement and balance sheet to the AGM.

## SECTION 26

Banking  
& Signatories  
Committee

The Treasurer shall open banking account(s) in the name of "Mount Lofty Volleyball Club Incorporated" at a bank which is approved by the Executive

Cheques or withdrawals on this account shall be signed by any two of the following officers: President, Secretary, Treasurer, and one other Executive Committee member appointed by the Executive Committee.

## SECTION 27

Funds

The funds of the Club shall be used to provide for the working expenses of the Club, or for any purpose within the objects of the Club which the Executive Committee deems necessary.

## SECTION 28

Investment of  
Funds

The Executive Committee may from time to time invest funds upon such terms, in such a manner and upon such security as it shall think fit for the purpose of carrying out the objects of the Club.

## SECTION 29

Borrowing

The Executive Committee may borrow from time to time such money upon such terms, in such a manner and upon such security as it shall think fit for the purpose of carrying out the objects of the Club.

## SECTION 30

Expulsion

The Executive Committee may fine, suspend or expel any member who violates the constitution or rules of the Club or who to its satisfaction had been proved to have been guilty of actions or conduct which is the Executive Committee's opinion is detrimental or prejudicial to the best interest of the Club. Members shall be entitled to receive notice in writing of the charge(s) against them and shall be given opportunity to present to the Executive Committee any defence to such charge(s).

## SECTION 31

Rules

All members of the Club shall be bound by the Rules of the Club as set down by the Executive Committee from time to time.

## SECTION 32

Winding Up

The club may be wound up in the manner provided for in the Associations Incorporation Act. Assets of the Club after payment of all liabilities shall be distributed to another body or institution with substantially similar objects to the Club.

## SECTION 33

By-laws

The Executive Committee may from time to time make By-laws and Regulations for the control and administration of the Club. When notified, such By-laws shall become binding on the members.

## SECTION 34

Alteration of the  
Constitution

The constitution may not be amended, added to, or rescinded except at an Annual General Meeting, for which at least 14 days notice has been given to all financial members stating the proposed amendment, addition, or rescission. Alterations will be effective when carried by a majority of two-thirds of the financial members of the Club present and voting on the motion.