



Reading Aces Volleyball Club

(Affiliated to the English Volleyball Association)

Constitution and Club Rules

Rev. 00

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1. Name

The name of the club shall be Reading Aces Volleyball Club (RAVC) (hereinafter called "The Club") and will be affiliated to the English Volleyball Association.

2. Aims and Objectives

The aims and objectives of the club shall be:

- to provide coaching and competitive opportunities in volleyball in Reading and the surrounding area
- to promote volleyball in Reading and the surrounding area
- to promote the development of volleyball within Reading and the surrounding area
- to ensure a duty of care to all members of the club
- to provide its services in a way that is fair to everyone
- to ensure that all present and future members receive fair and equal treatment

3. Membership

The membership of the club consists of the officers and members of the club. All members will be subject to the regulations of the constitution and other policies of the club and by joining the club will be deemed to accept the regulations, codes of conduct and policies that the club has adopted.

Members will be enrolled in one of two categories:

- **Playing Members** - A person who participates in the volleyball activities of the club.
- **Social Members** - A person who wishes to be a member of the club for social reasons and does not wish to participate in any of the volleyball activities of the club.

The volleyball activities of the club are defined as:

- All activities relating to an organised team playing as a representative team of the club, including all training sessions and matches associated with that team.
- General club sessions.
- Club developmental sessions.

Each member will also be enrolled in to one class of membership. The classes of membership are:

- **Full members:** full member is any member who does not fall into the category of junior member or concessionary member.
- **Junior members:** a junior member is any member who is under the age of 16 on 31st August immediately prior to the start of the season.
- **Concessionary members:** a member aged 60 or over, full time students who do not fall under the category of junior member, benefit claimants, au pairs.

Playing members of the club shall also be enrolled in to one of the playing sections of the club. The playing sections are:

- **General**
- **Local League**
- **National League**

The membership year of the club will run from September to August.

4. Membership Fees

Annual membership fees and playing fees shall be initially set at the previous Annual General Meeting of the club. The club Committee shall have the power to amend annual membership fees and playing fees between AGMs as required for the financial stability of the club.

5. Annual Membership Fees

Social Members of the club shall pay the annual membership fee appropriate to social members. The annual membership fee is due on joining the club and the new member is required to also complete The Club's membership form. Information supplied on The Club membership form shall be held by the Membership Secretary solely for the purposes of administering The Club. Upon rejoining The Club each year all social members are required to re-validate the information supplied on The Club membership form in addition to paying the annual membership fee.

- Social members who fall in the class of full members shall pay a £1 membership fee.

Social members shall have access to the social activities of The Club. Social members may participate in the volleyball activities of the Club upon payment of the appropriate visitor's fee.

Playing Members of the club shall pay the annual membership fee appropriate to playing members. The annual membership fee is due on joining The Club and the new member is required also to complete the club membership form. Information supplied on The Club membership form shall be held by the Membership Secretary solely for the purpose of administering The Club. Upon re-joining The Club each year, all playing members are required to re-validate the information supplied in the Club membership form in addition to paying the annual membership fee.

- Every class of members shall pay 100% of the membership fee.

Annual membership fees shall be used for supporting the development, social and general activities of The Club.

6. Playing Fees

All playing members shall pay playing fees in addition to the annual membership fee either monthly via a standing order or a single annual fee, which are both due in advance.

There shall be three levels of playing fee, one for each of the three playing sections of The Club. Each playing member shall pay the appropriate playing fee according to the section in which they are enrolled:

Playing members who fall into the class of full members shall pay 100% of the playing fees for the playing section in which they are enrolled

Playing members who fall into the class of concessionary members shall pay reduced playing fees for the playing section in which they are enrolled at a percentage rate agreed by the committee.

Playing members enrolled in the General section shall have access to the general sessions, developmental sessions, and social activities of The Club. Playing fees paid by members enrolled in the General section shall be used to fund the general sessions and developmental sessions of the club.

Playing members enrolled in the Local League section of The Club shall have access to Local League training sessions and Local League matches. Playing fees paid by members enrolled in the Local League section shall be used to fund local league training sessions and matches. In addition, playing members enrolled in the Local League section shall have access to all activities to which playing members enrolled in the General section have access to.

Playing members enrolled in the National League section of The Club shall have access to National League training sessions and National League matches. Playing fees paid by members enrolled in the National League section shall be used to fund National League training sessions and matches. In addition, playing members enrolled in the National League section shall have access to all activities to which playing members enrolled in the Local League section have access to.

The club will aim to set playing fees such that each section will operate in a self-financing manner and should not need to borrow funds from the reserves of another section or general club reserves to

operate. The level of playing fees shall also be set such that it should not, normally be necessary to change the level of the fees every year.

Whenever the playing fees for a section are changed, either at the AGM or by The Club Committee, all members in that section shall change their standing order payment to the new amount on the date specified.

7. President

The Club shall elect a President at an Annual General Meeting or an Extraordinary General Meeting. The President shall be an honorary member of The Club. The President shall not be liable for an annual membership fee but shall be liable for all other costs associated with the membership category within which the President would otherwise fall. The President shall remain the President until the next Annual General Meeting of The Club. The President is eligible for re-election.

The Club President elected for the season will represent the Club and he/she will oversee the Club and the Committee actions and decision do not infringe what stated in the Constitution.

8. Officers

The officers of The Club shall be a Chair, an Honorary Secretary and a Treasurer elected in accordance with Paragraph 7

To maintain continuity the officers of the Committee shall hold their posts for two years, staggered so that not all three posts require re-election in the same year. All officers of the Club shall retire at the end of their two-year term but shall be eligible for re-election. In the event of an officer of the Club not being elected at an AGM, then the post shall require re-election at the AGM which falls during the second year of the officer's term of office.

9. Basic Duties of Officers

The Chair shall chair all Committee meetings, the AGM, and EGMs of The Club. The Chair shall not vote on motions and proposals but shall have the casting vote in the event of a tied vote on all decisions. The Chair shall represent The Club and the interests of The Club at meetings of organisations relevant to the Aims and Objectives of The Club including, but not limited to, local, regional, and national volleyball and other sporting organisations.

The Honorary Secretary shall conduct the correspondence of the Club and have control of all documents relating to The Club. The Honorary Secretary will be responsible for providing notice of Committee meetings, the AGM, and EGMs, requesting items for and producing agendas for all meetings, and taking and circulating minutes for all meetings.

The Treasurer shall keep the accounts of The Club and make up the annual statement of accounts to 31 March in each year, which shall be circulated amongst the members, if possible, with the notice of the AGM, otherwise at the AGM.

10. The Committee

The management of The Club shall be vested in a Committee between 9 and 13 members. The Committee shall consist of the 3 officers of The Club (Paragraph 6) and between 6 and 10 ordinary Committee members. The ordinary members of the Committee shall include:

Chair

Treasurer

Secretary

Welfare and Safeguarding Officer

Junior Development Officer

Coaching Coordinator

Communications and publicity coordinator

Summer Tournaments Coordinator

Ordinary members

Responsibilities of Committee members are outlined in separate document..

Ordinary Committee members shall serve a term of one year in their posts. Each year all members .of the Committee at the end of their term shall retire but shall be eligible for re-election. In the event of an ordinary member of the Committee not being elected at an AGM, then the post shall require re-election al the next AGM.

Meetings of the Committee will be convened by the Honorary Secretary. The Club Committee will meet not less than six times per year. The quorum required for business to be agreed at Committee meetings (excluding disciplinary matters) will be 50% of the number of members of the Committee in post on the date of the meeting. If the quorum is less than three members using this formula, then the quorum shall be three.

The Committee will be responsible for controlling the finances of The Club and adopting new policies, codes of conduct and rules that affect the organisation of The Club. Decisions of the Committee at meetings which are quorate, except for disciplinary matters, will be taken by a simple majority of the Committee members in attendance, excluding the chairman. In the event of a tied decision, the chairman shall have the casting vote.

For disciplinary matters, all decisions require a majority of the full Committee in post on the date of the meeting for a decision to be valid.

The Committee will be responsible for disciplinary hearings of members who infringe The Club rules, regulations, or constitution. The Committee will be responsible tor taking any action at suspension or discipline following such hearings.

The Committee shall have the power to appoint a sub-Committee for any purpose considered necessary in The Club interests and to enlist the services of any member for this purpose.

If in the opinion of the Committee any member, at Club training or elsewhere, acts in a manner detrimental to The Club, the Committee shall be empowered to request such a member to resign or may terminate such membership without explanation.

The Committee reserves to identify and delegate roles or part of duties of roles to club members in event a role is not covered temporarily or during an entire season. The appointment will be temporary and will cease on agreed dates or next subsequent AGM election.

11. Election of Officers

The officers of The Club shall be elected at the AGM or at an EGM. Candidates must be proposed by one and seconded by another full, social, or concessionary member of The Club. Any election necessary will be by ballot. The winner of the election will be the candidate receiving the highest number of votes in the election. In the event of a tie, a second election will be conducted. The second election will be open to all candidates, including any who did not stand in the first election.

12. Election of Ordinary Committee Members

The ordinary Committee members of The Club shall be elected at the AGM or at an EGM. Candidates must be proposed by one and seconded by another full, social, or concessionary member of the Club. Any election necessary will be by ballot. The winner of the election will be the candidate receiving the highest number of votes in the election. In the event of a tie, a second election will be conducted. The second election will be open to all candidates, including any who did not stand in the first election.

The Committee reserves to identify and delegate roles or part of duties of roles to club members in event a role is not covered temporarily or during an entire season. The appointment will be temporary and will cease on agreed dates or next subsequent AGM election.

13. Annual General Meetings

The AGM shall be held at the end of the financial year that has just been completed, on a date during May to be fixed by the Committee.

Notice of the Annual General Meeting (AGM) will be given by the Honorary Secretary. Not less than 21 days notice of the AGM will be given to members. The AGM will receive a report from the officers of the Committee and may also receive reports from other members of the Committee.

Nominations for officers and members of the Committee are to be sent to the Honorary Secretary no later than seven days prior to the AGM.

Motions for the AGM are to be sent to the Honorary Secretary no later than 14 days prior to the AGM. Motions must be proposed and seconded by a full, social, or concessionary member of The Club.

Elections of officers and members of the Committee are to take place at the AGM.

All social and playing members of The Club in good standing on the date of the AGM have the right to vote at the AGM.

The quorum for an AGM will be 25% of the membership of The Club on the date of the AGM.

14. Extraordinary General Meeting

The Committee may, or at the request of one third of the membership must, call an EGM. The Secretary shall give members 14 days notice of such meetings. Notice of any proposition which is intended to move shall be sent to all members with the notice of the meeting by the Secretary.

All social and playing members of The Club in good standing on the date of the AGM have the right to vote at an EGM.

15. Alteration to the Club Constitution

These rules shall be altered only by a two-thirds majority vote at the AGM or at an EGM.

The appendixes of these document will be updated and agreed by the Committee when relevant information will be confirmed and available.

Formatting and editing that do not alter the wording content of the Constitution will be approved by The Committee.

16. Finance

Monies will be deposited in a club bank or building society account held in the name of The Club New Volleyball Club.

The financial year of The Club will end on 31st March and the Treasurer 'Will be responsible for finances of The Club. Two signatories from Chair, Honorary Secretary or Treasurer are necessary to withdraw funds from these accounts.

A statement of annual accounts will be presented by The Club Treasurer at the Annual General Meeting. The accounts shall be audited by a person or persons approved each year at the AGM.

The Committee shall have the power to retain or dispose of all "Windfall Shares" acquired through building society demutualisation etc. for the benefit of The Club.

17. Visitors

Any visitor may attend training sessions at the invitation of a club member and shall pay appropriate fees for any such sessions attended. A visitor who is registered with the VE may play for a club team only if a club member cannot be found to fill that place in the team, and the visitor shall pay appropriate fees for any such match played.

Social members who wish to participate in a training session or match shall pay the appropriate visitor's fee.

18. Affiliation

All affiliation fees for the VE and other associations shall be paid by the Club from the funds held for general club activities. Entry fees for competitive teams shall be paid for from the funds held by The Club for the paying section of The Club to which the team and its members belong.

19. Property of the Club

All properties of The Club shall be vested in and become the joint property of the Committee held in trust for themselves and the general body of members. Responsibility for team kit and equipment shall be delegated to the nominated Team Secretaries.

The Committee shall maintain a proper inventory of club equipment and property.

20. Dissolution

A resolution to dissolve the Club can only be passed at an AGM or EGM through a two-thirds majority vote of the membership

Should dissolution of the Club become necessary, funds and other assets will be donated to local sports development in Reading and the surrounding area.

21. Declaration

The New Volleyball Club hereby adopts and accepts this constitution as a current operating guide regulating actions of members.

Club Chair

SIGNED:  DATE: 10/07/2023

NAME: Denisa Krcalova

Club Secretary

SIGNED: *Diane Szmidt* DATE: 10/07/2023

NAME: Diane Szmidt