

*Bedfordshire*

*Cambridgeshire*

*Essex*

*Hertfordshire*

*Norfolk*

*Suffolk*

**CONSTITUTION**  
*(2022/23 season)*

**INTERPRETATION**

The interpretation of this Constitution is governed by the provisions set out in the Schedule.

**1. NAME**

The Eastern Region Volleyball Association shall be known as the Eastern Volleyball Federation, hereafter referred to as 'the EVF'.

**2. AREA**

The geographical area of the EVF shall lie within the county boundaries of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk.

**OBJECTS AND POWERS**

**3. OBJECTS**

The objects of the EVF are:

***General***

- 3.1 to be responsible for the administration and development of the sport and recreation of Volleyball in relation to the Clubs and Affiliated Individuals within the jurisdiction of the EVF;
- 3.2 to do any and all things incidental and/or conducive to any business activities which does or may, whether directly or indirectly, advance the interests of the EVF and/or its members.

***Encourage, foster and develop***

- 3.3 to encourage, foster and develop Volleyball, throughout the area in which the EVF operates, amongst all ages and abilities and sections of the population without discrimination, to promote their health, well being and participation in competitive and recreational activities;

***Promotion***

- 3.4 to promote Volleyball generally and to initiate, support and co-operate with others in proposals and activities designed to assist in the promotion of Volleyball England's objects, including increased participation amongst young, elite, disabled and recreational Volleyball players;

***Events***

- 3.5 to promote and organise, or assist in promoting and organising, Volleyball meetings, events, championships and other competitive and recreational events in the EVF's area;

**4 POWERS**

The EVF shall have the power to carry out any lawful activity in the furtherance of its objects (including the levying of membership fees).

## **5 DELEGATION TO AREA ASSOCIATIONS**

- 5.1 The EVF may delegate the responsibilities for the administration of leagues and competitions and other appropriate activities such as running referee and coaching courses to Area Associations, which may be delineated by county, district or other area within the jurisdiction of the EVF.
- 5.2 The terms and conditions upon which each Area Association in the jurisdiction of the EVF shall operate the mandate and/or terms of reference of each Area Association and the meetings and proceedings of each Area Association shall be as set out in writing by the EVF and an up-to-date copy provided to Volleyball England.

## **MEMBERS**

### **BECOMING AND CEASING TO BE A MEMBER**

#### **6. Membership**

- 6.1 The following persons shall be entitled to become Members of the EVF:
  - 6.1.1. Affiliated Clubs;
  - 6.1.2. Affiliated Individuals; and
  - 6.1.3. Honorary Life Members.
- 6.2 Clubs may be Members of the EVF provided:
  - 6.2.1 the boundaries of that Club's home court falls within the area of the EVF or
  - 6.2.2 where a Club has playing facilities within the boundaries of two or more Regional Associations, the Club has elected to be a member of the EVF in accordance with the Articles of Association of Volleyball England; or
  - 6.2.3 where a Club has no home playing facility, the home address of the Club's secretary is located within the area of the EVF.
- 6.3 Each Club and Individual affiliated to Volleyball England, plus Honorary Life Member whose home court or address is located within the area of the EVF will automatically be accorded membership of the EVF.
- 6.4 The EVF shall ensure that an up-to-date copy of this Constitution is provided to Volleyball England on request.
- 6.5 The Members shall be deemed to have agreed to be bound by the Constitution and any rules, regulations, policies and procedures issued by the EVF or Volleyball England from time to time whether or not they have signed a written statement to that effect.

#### **7. Termination of membership**

- 7.1 Membership is not transferable.
- 7.2 A member shall cease to be a member of the EVF :
  - 7.2.1 if the member ceases for whatever reason to be a member of Volleyball England;
  - 7.2.2 if the member ceases to be eligible to be a member of the EVF; or
  - 7.2.3 if the Executive Committee, acting reasonably, considers that it is appropriate in all the circumstances to expel the member.

## EXECUTIVE COMMITTEE

### 8. General authority for the Executive Committee

- 8.1 The Executive Committee of the EVF is responsible for the management of the EVF's business, for which purpose they may exercise all the powers of the EVF.
- 8.2 Without prejudice to the generality of Article 8.1, the specific functions of the Executive Committee shall include:
- 8.2.1 to establish and approve the EVF's strategy, management policies, business plan and financial budgets;
  - 8.2.2 to receive reports and to make approvals and recommendations in relation to the EVF;
  - 8.2.3 to administer the finances and business performance of the EVF, with a view to ensuring its continued financial viability to support the delivery of its objects; and
  - 8.2.4 arrange general meetings in accordance with this constitution.

### 9. Composition of the Executive Committee

9.1 The Executive Committee shall consist of officers comprising the following positions:

- 9.1.1 Chair;
- 9.1.2 Secretary;
- 9.1.3 Treasurer;
- 9.1.4 Such other posts as the EVF shall determine, together referred to as "the officers".

*The EVF has agreed the following additional Officers may be appointed:  
Vice-Chair, Coaching Co-ordinator, Refereeing Co-ordinator, Youth Development Officer.*

NB: Regional Coaches and Managers shall be appointed by the EVF Executive Committee.

9.2 The officers of the EVF shall be elected annually at the Annual General Meeting of the EVF and their appointments shall be confirmed only upon the written approval of Volleyball England.

9.3 Candidates may be nominated by any person and the Executive Committee shall put forward to the Members for election all candidates for each position.

9.4 Each officer shall retire annually but shall be eligible for re-election at the Annual General Meeting.

9.5 No person may be appointed as an officer unless he or she:

- 9.5.1 has reached the age of 18 years; and
- 9.5.2 is an Affiliated Individual member of Volleyball England.

## **10. Termination of an officer's appointment**

A person ceases to be an officer as soon as:

- 10.1 a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- 10.2 notification is received by the EVF from the officer that the officer is resigning from office;
- 10.3 at a general meeting of the EVF, a majority of the Members present at that meeting resolve to remove the officer from office;
- 10.4 at a meeting of all the remaining officers, a unanimous resolution of those officers is passed that he or she be removed from office.

## **DECISION-MAKING BY THE EXECUTIVE COMMITTEE**

### **11. Frequency of Executive Committee meetings**

Meetings of the Executive Committee of the EVF shall take place as often as reasonably necessary but not less than twice per calendar year.

### **12. Calling a Executive Committee meeting**

- 12.1 Any officer may call an Executive Committee meeting by giving at least fourteen Clear Days' notice unless either:
  - 12.1.1 all the officers agree; or
  - 12.1.2 urgent circumstances require shorter notice.
- 12.2 Notice of Executive Committee meetings must be given to each officer and to Volleyball England. Every notice calling an Executive Committee meeting must specify:
  - 12.2.1 the place, day and time of the meeting;
  - 12.2.2 the general nature of the business to be considered at such meeting; and
  - 12.2.3 if it is anticipated that officers participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 12.3 Notice of Executive Committee meetings need not be in Writing. Notice of Executive Committee meetings may be sent by Electronic Means to an address provided by the officer for the purpose.

### **13. Quorum for Executive Committee meetings**

At an Executive Committee meeting, no proposal is to be voted on unless a quorum is participating. The quorum for Executive Committee meetings is {three} officers.

### **14. Decision-making at Executive Committee meetings**

Questions arising at an Executive Committee meeting shall be decided by a majority of votes. In the case of an equality of votes, the chair of the meeting shall be entitled to a casting vote in addition to any other vote he or she may have.

## ORGANISATION OF GENERAL MEETINGS

### 15. General meetings

- 15.1 The EVF must hold an annual general meeting once in every calendar year.
- 15.2 The Executive Committee may call a general meeting at any time.
- 15.3 The following matters shall be reserved for a decision of the Members in general meeting:
- 15.3.1 Election of officers (see 9.2)
  - Changes to the constitution (see 15.4)
  - Approval of annual accounts (see 22.3)
  - Decision to wind up except as provided for in 23.2.
- 15.4 This constitution may only be amended by a resolution of Members in general meeting representing at least 75% of the total voting rights at that meeting.

### 16. Notice requirements

- 16.1 All general meetings must be called by either:
- 16.1.1 at least fourteen Clear Days' notice; or
  - 16.1.2 shorter notice if it is so agreed by a majority in number of the Members. Any such majority must together represent at least 90% of the total voting rights at that meeting of all the Members.
- 16.2 Every notice calling a general meeting must specify the place, day and time of the meeting, whether it is a general or an annual general meeting, and the general nature of the business to be transacted.
- 16.3 Notice of general meetings must be given to every Member and to the Chief Executive Officer of Volleyball England which shall be entitled to send a representative to attend the meeting.

### 17. Quorum for general meetings

- 17.1 No business (other than the appointment of the chair of the meeting) may be transacted at a general meeting unless a quorum is present.
- 17.2 The quorum shall be Five Members entitled to attend and vote from at least three affiliated clubs and at least two Area Associations on the date that the general meeting is to be held.
- 17.3 If a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such time and place as the Executive Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting those present and entitled to vote shall be a quorum.

### 18. Chairing general meetings

- 18.1 The Chairman of the Executive Committee, or in his or her absence within fifteen minutes after the scheduled start time for the meeting, the Vice-Chairman of the Executive Committee shall preside as chair of every general meeting.
- 18.2 If neither the Chairman nor the Vice-Chairman is present within fifteen minutes after the scheduled start time for holding the meeting, the officers present shall elect one of their number to chair the meeting and, if there is only one officer present and willing to act, he or she shall be chair of the meeting.
- 18.3 If no officer is present and willing to act as chair of the meeting within fifteen minutes after the start time for holding the meeting, the Members present must choose a person who is present to be chair of the meeting.
- 18.4 The chair of the meeting may invite and/or permit persons other than the Members to attend and/or speak at a general meeting.

## VOTING AT GENERAL MEETINGS

### 19 Voting

- 19.1 A resolution put to the vote of a general meeting must be decided on a show of hands or other clear indication of voting intention.
- 19.2 In a vote on a resolution at a meeting every Member present shall have one vote.
- 19.3 In the case of an equality of votes the chair of the meeting shall not be entitled to a casting vote.
- 19.4 No Member shall be entitled to vote at any general meeting unless all monies presently payable by it to the EVF and/or Volleyball England have been paid.

## ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

### 20 Communications

- 20.1 A Document or information (including any notice) to be given, sent or supplied to any person may be given, sent or supplied in hard copy form, in Electronic Form or (in the case of communications by the Association) by making it available on a website, provided that a Document or information (including any notice) may only be given, sent or supplied in Electronic Form or by being made available on a website.
- 20.2 Any Document or information (including any notice) sent to a Member by the Association under this constitution may be sent to the Member's postal address or (in the case of Documents or information sent by Electronic Means) to an address specified for the purpose by the member.

### 21 Minutes

- 21.1 The Executive Committee must cause minutes to be kept for the purpose:
- 21.1.1 of all appointments of officers made by the Executive Committee;
- 21.1.2 of all resolutions of the EVF and of the Executive Committee (including, without limitation, decisions of the Executive Committee made without a meeting); and
- 21.1.3 of all proceedings at meetings of the EVF and of the officer, and of committees of Executive Committee, including the names of the officers present at each such meeting;
- 21.1.4 and any such minute, if purported to be signed (or in the case of minutes of officers' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or officer of the EVF be sufficient evidence of the proceedings.

## **22 Financial provisions and record keeping**

- 22.1 The financial year of the EVF shall run from 1 April to 31 March in each year.
- 22.2 During the financial year, the Executive Committee shall ensure that it keeps full and proper records relating to the financial affairs of the EVF and shall permit a duly authorised representative of Volleyball England to inspect such records on reasonable notice.
- 22.3 The EVF shall have their accounts reviewed by an independent examiner on an annual basis and those accounts are to be presented to the next general meeting.
- 22.4 Not later than three months from the end of each financial year, the EVF shall submit to Volleyball England the following:
- 22.4.1 a summary record of income and expenditure agreed by Executive Committee and in the form presented for approval to the EVF in general meeting.
- 22.5 Except as authorised by the Executive Committee or an ordinary resolution of the EVF, no person is entitled to inspect any of the EVF's accounting or other records or Documents merely by virtue of being a Member.
- 22.6 The EVF funds shall be lodged with a reputable financial institution.
- 22.7 All financial instruments paying away the EVF's funds shall be authorised in accordance with the terms of the current financial institution's Mandate with at least two people to sign.

## **WINDING UP**

### **23. Winding up**

- 23.1** If any property remains after the EVF has been wound up or dissolved and the debts and liabilities have been satisfied it may not be paid to or distributed among the Members of the EVF, but must be given to Volleyball England.
- 23.2** A decision to wind up the EVF can only be made:
- i) at a General Meeting or
  - ii) if over a six month period it has proved impossible to hold a quorate general meeting upon a resolution by the remaining Executive Committee or
  - iii) if only one or less officers remains upon a decision by the Chief Executive Officer and Chairman of Volleyball England..

## SCHEDULE

### INTERPRETATION Defined terms

1. In this constitution, unless the context requires otherwise, the following terms shall have the following meanings:

	<b>Term</b>	<b>Meaning</b>
1.1	<b>“Affiliated Individual”</b>	means any person designated by Volleyball England as affiliated individuals;
1.2	<b>“Area Associations”</b>	means those associations formed pursuant to Article 5;
1.3	<b>“Clear Days”</b>	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
1.4	<b>“Club(s)”</b>	those companies, associations, organisations and other groups which provide or manage facilities for the participation in Volleyball or teams participating in Volleyball, in each case which are accepted into membership of Volleyball England;
1.5	<b>“Document”</b>	includes, unless otherwise specified, any document sent or supplied in Electronic Form;
1.6	<b>“Electronic Form” and “Electronic Means”</b>	have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
1.7	<b>“Executive Committee”</b>	the board of the EVF from time to time constituted pursuant to Article 8;
1.8	<b>“Honorary Life Members”</b>	those persons designated as Honorary Life Members by Volleyball England;
1.9	<b>“ Meeting”</b>	means a situation where those people who are eligible and with appropriate notice come together to discuss and decide upon business either face to face or virtually or any combination of the two.
1.10	<b>“Members”</b>	any club or person admitted into membership of the EVF pursuant to Article 6.4-;
1.11	<b>“Volleyball”</b>	the sport and recreation of volleyball in all its disciplines, including without limitation indoor volleyball, beach volleyball, and sitting volleyball;
1.12	<b>“Volleyball England”</b>	means the English Volleyball Association Limited, also known as Volleyball England;
1.13	<b>“Writing”</b>	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.