

MERSEYSIDE VOLLEYBALL LEAGUE CONSTITUTION

(OCTOBER 2006)

1. Name (MVL):

The body shall be known as the Merseyside Volleyball League (MVL).

2. Status:

The MVL will be the Area Committee for the English Volleyball Association (EVA) for Merseyside (and Cheshire until such time that a separate Cheshire Area Committee is formed.)

3. Affiliations:

- a. The MVL shall affiliate to the North West Volleyball Association (NWVF) as the Area Committee for Merseyside (& Cheshire until such time that a separate Cheshire Area Committee is formed.)
- b. All CLUBS playing in the MVL should affiliate to the EVA.
- c. Each TEAM from the club must affiliate to the MVL.

4. Fees:

- a. Team Affiliation Fees to the MVL shall be set at the Annual General Meeting.
- b. There shall be 3 categories of affiliation:
 - i. New teams (first season in MVL)
 - ii. Under18 teams (80% of players U18)
 - iii. Existing teams.
- c. Entry to Cups will normally be free (as part of the affiliation fee).
- d. On joining the MVL teams shall pay a "Surety" from which fines will be taken.
- e. Annual Fees will be paid at the AGM / Fixture Meeting unless permission is received from the League Treasurer to pay on Invoice.
- f. Teams not paid up by 31 October will be suspended from the League until they pay.

5. Executive Committee:

- a. The Executive Committee, which shall be elected at the A.G.M., shall consist of a Chair, Secretary, Treasurer, Men's Results Secretary, Women's Results Secretary, KO Cup Results Secretary, Officials Administrator, Coaching Administrator, Publicity Officer, Junior Development Officer, Cheshire Coaching Organiser, Merseyside Coaching Organiser, Tournaments Organiser, Summer League Organiser and Newsletter Editor.
- b. It is recognised that all these positions may not be filled and that some may be combined or left vacant.

6. Executive Committee Meetings and Voting:

- a. Committee Meetings shall be called by the Secretary whenever required.
- b. Each member of the Committee shall have one vote.
- c. In case of a tied vote, the Chair or Acting Chair shall have an extra casting vote.
- d. A quorum is 4 (four) members.

7. Annual General Meeting (AGM):

- a. The AGM shall be held in October. (Normally the second Wednesday.)
- b. A Committee Report on the previous season will be presented at the AGM.
- c. Rule changes for consideration at the AGM must be submitted to the Executive Committee in writing at least 21 days before the meeting.

8. Special General Meeting (SGM):

A SGM may be called by the Executive Committee at any time, or at the request of 3 clubs or more in writing to the League Secretary.

9. Voting at AGM and SGM:

- a. All Members of the Executive Committee shall have 1 vote.
- b. Each team present shall have 1 vote.
- c. Nobody present (including Executive Committee members) shall have more than 1 vote.
- d. The Chairman or acting Chairman shall have only a casting vote.
- e. Teams may send as many representatives as they wish to speak at meetings, but only one representative may vote for the team using a card vote system.
- f. A team, which has withdrawn from the League during the season, shall lose its vote.
- g. A quorum is 10 (ten) affiliated TEAMS.

10. Annual Fixture Meeting (AFM):

- a. The AFM shall be held immediately after the AGM in October.
- b. All teams must be represented at the AFM & prepared to make their fixtures (dates, venues, etc.) for the whole season at that meeting.
- c. In exceptional circumstances, the Executive Committee may excuse a team from attending the AFM, provided that team makes suitable arrangements for making its fixtures at the AFM.
- d. An absent team must submit its completed fixture list to the relevant League Results Secretary within 1 week of the AFM.
- e. New teams wishing to join the League can apply by sending a representative to the Fixture Meeting.
- f. Normally new teams will go into the lowest division but exceptions may be made where teams are of proven higher ability and there is a place available in a higher division.
- g. At the AFM teams must also:
 - i. register the name address, telephone number(s) & e-mail address of its Fixture Secretary,
 - ii. pay its league entry fees and sureties,
 - iii. complete relevant details as required by the committee.

11. Financial Procedures:

- a. The League Treasurer shall keep such accounts as are necessary for the proper conduct of the League's Business and make such accounts available to any member on written request of 2 weeks notice. A statement of accounts should be presented at each meeting of the Executive Committee.
- b. The Treasurer shall open 2 bank accounts at a bank to be notified to members. These shall consist of:
 - i. a current account for the administration of the League,
 - ii. a deposit account for the sureties required from the clubs and any other monies at the discretion of the Executive Committee
- c. Payments into the account shall be made on one authorised signature, withdrawals on two authorised signatures, one of which shall be that of the League Treasurer.
- d. The Executive Committee shall select 3 people to act as authorised signatories.
- e. The League's Financial Year shall run from 1st. September to 31st.August.
- f. Following that date the League Treasurer shall prepare a balance sheet showing the financial affairs of the League at that date.
- g. Having been audited and found to be correct this balance sheet shall be presented to the members at the AGM for their acceptance.
- h. In the event of the League ceasing to exist the Executive Committee shall determine the distribution of any remaining funds.
- i. The AGM shall every year appoint a person to act as the official auditor to the League.