CONSTITUTION

1. **NAME:**
    a. The body shall be known as the Merseyside Volleyball Association (MVA).

2. **STATUS:**
    a. The MVA will be the Volleyball England (VE) Area Committee for Merseyside (and Cheshire until such time that a separate Cheshire Area Committee is formed).

3. **AFFILIATIONS:**
    a. The MVA shall affiliate to the North West Volleyball Association (NWVA) as the Area Committee for Merseyside (& Cheshire until such time that a separate Cheshire Area Committee is formed).
    b. All CLUBS playing in the MVA should affiliate to VE.
    c. Each TEAM from a club wishing to participate in the Merseyside Volleyball Leagues (MVL) or other competitions must affiliate to the MVA.

4. **FEES:**
    a. Team Affiliation Fees to the MVA shall be set at the Annual General Meeting.
    b. There shall be 2 categories of affiliation:
        i. Under 18 teams (100% of players U18)
        ii. All other teams
    c. Entry to League or Handicap Cups will normally be free (as part of the affiliation fee), but subject to change as required.
    d. Annual Fees will be paid at the AGM / Fixture Meeting unless permission is received from the League Treasurer to pay via Invoice.
    e. Teams not paid up by 31 October will be suspended from the MVL until they pay.

5. **EXECUTIVE COMMITTEE:**
    a. The Executive Committee, which shall be elected at the AGM, shall consist of:
        i. Chair
        ii. Secretary
        iii. Treasurer
        iv. Website Manager / Results Secretary
        v. Tournaments Organiser
        vi. Marketing Officer
        vii. Recruitment Officer
        viii. Social Media Officer
        ix. Junior Development Officer
        x. Club Representatives

    b. It is recognised that all these positions may not be filled and that some may be combined or left vacant as decided by the Committee. The Committee reserves the right to co-opt.

6. **EXECUTIVE COMMITTEE MEETINGS AND VOTING:**
    a. Committee Meetings shall normally be held bi-monthly, either in person, virtual or hybrid. Meetings shall be called by the Secretary or Chairman. Additional meetings can be called whenever required.
    b. Each member of the Committee except the Chair shall have one vote.
    c. In case of a tied vote, the Chair or Acting Chair shall have a casting vote and will vote in favour of the status quo (by convention).
    d. A quorum is 50% of the members in post.

7. ANNUAL GENERAL MEETING (AGM):

a. The AGM shall be held in September / October. (Normally the last week of Sept or first week of Oct)
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 14 days before the meeting.
d. The agenda for the AGM and associated information will be circulated at least 3 weeks prior to the AGM.
e. To facilitate automated fixture generation, clubs should also register their teams online and submit a spreadsheet with their available home fixture dates and unavailable away dates at least 7 days prior to the AGM.

8. SPECIAL GENERAL MEETING (SGM):

a. SGMs may be called by the Executive Committee at any time, or at the request of 10% of clubs or more with the request made in writing to the Secretary.

9. VOTING AT AGM AND SGM:

a. All Members of the Executive Committee shall have 1 vote.
b. Each club present shall have 1 vote.
c. No-one present (including Executive Committee members) shall have more than 1 vote.
d. In case of a tied vote, the Chair or Acting Chair shall have a casting vote and will vote in favour of the status quo (by convention).
e. Clubs may send as many representatives as they wish to speak at meetings, but only one representative may vote for the club using a card vote system.
f. A club, which has withdrawn from the League during the season, shall lose its vote.
g. A quorum is 50% of affiliated clubs.

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. Where possible, fixtures should be evenly distributed throughout the season and have at least one fixture in each month.
d. 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.
e. An absent team must submit its completed fixture list to the Results Secretary within 1 week of the AFM.
f. New teams wishing to join the League can apply by contacting the committee beforehand, and by sending a representative to the AFM. To be accepted into the league, the committee must be satisfied that the team/club is of good standing and will benefit volleyball in the league.
g. 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.
h. At or prior to the AFM teams must also:
    i. register their team details using the Registration Form on the MVL website (team name, Fixture Secretary contact details, venue details etc.)
    ii. pay its league entry fees

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 the AGM and at each meeting of the Executive Committee.
b. The Treasurer shall open a bank account for the administration of the League at a bank to be notified to members.

c. Payments into the account shall be made via BACS or in the case of cash and cheques on one authorised signature. Withdrawals shall require two authorised signatures, one of whom shall be the League Treasurer.
d. The Executive Committee shall select 3 members 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 for the benefit of volleyball.
i. The AGM shall every year appoint a person to act as the official auditor to the MVA.

12. COACH AND REFEREES AWARDS

a. The Executive Committee has decided to make provision to recognise and award the best coaches and referees each season.
b. COACHING AWARDS
    i. Awards will be given to the best coaches in both men's and women's divisions. Winners will be decided initially on the judgement of committee members, but a process will then be put in place to identify a short list over the course of the season which will be put to members (team representatives) for a final vote. The award will be presented annually at the AGM.
c. REFEREES AWARD
    i. The referee of the year award will be judged on the responses received via the scoresheets teams are required to return after every match. To facilitate this process a star rating system and comments box have been added to the online scoresheet teams use to report their results. This award will be presented annually at the AGM.