

Festac Volleyball Club Constitution

Article 1. Name and Slogan:

1.1

The club shall be called 'Festac Volleyball Club ' (hereinafter called the Club).

1.2

Festac Volley Ball..... Team spirit!!!

Article 2. Aims:

2.1

To unite persons with a common interest in volleyball as a competitive sport in a friendly and social atmosphere.

2.2

The club will strive to promote good living and wellness in individuals.

2.3

The club seeks to promote social cohesion amongst members through formal and informal celebrations

2.4

The club seeks to be a leader amongst sporting groups within and beyond Lagos State

Article 3. Membership:

3.1

Membership is open to all registered persons above 18 years old, at a fee specified by the executive committee.

3.2

Every intending member shall go through a 1 month probationary period before acceptance. On confirmation of membership, a membership form will be filled and submitted to the Club secretary and an Identity card will be issued promptly. All intending members shall be accompanied by a guarantor.

3.3

Only registered and active members shall be eligible for election to the Executive committee and only registered and active members shall be eligible to vote.

3.4

Those who don't qualify under article 3.1 shall be considered for membership by the Executive committee, and granted membership if the Executive feels that their membership will be a positive addition to the club. An example of such a person could be a distinguished sports personality at national level.

3.5

No member shall infringe on the Trademarks or patents of the Club without the permission from the club.

3.6

All Club members as a duty are obligated to project the image of the club as well as introduce at least two new members in a year.

3.7

In order to promote volleyball as an acceptable form of recreation, the club reserves the right to terminate the membership of any member. However, such termination shall be limited to the following cases:

- i. Violation of the club rules (Bye Laws) or malicious destruction of club property.
- ii. Misconduct resulting in defamation of the club's reputation.

Termination is to be determined by two-thirds majority vote of active members (members who have paid all dues update) present at any regular club meeting. Any member whose membership is terminated under either of the cases mentioned above will not be allowed to re-join the club and his/her dues will not be refunded.

Additionally any members wishing to end his/her membership for reasons other than those stated above shall be not be refunded all dues paid for the current period.

3.8

A member is considered an active member only if their registration and monthly dues are paid fully. In the case where a fully registered member has failed to pay monthly dues for three consecutive months, he/she will lose all privileges guaranteed for active members.

Article 4. The Executive:

4.1

- a. The club shall have an executive consisting of a The President, Vice president, The Club Captain, and Deputy Club Captain, Club Secretary, Financial Secretary, Treasurer, New media Officer or Webmaster, Team Manager and the Provost.
- b. Officers shall hold office for a period of two years. Mid-Term confidence voting will be passed on each elected official every 6 months as a way of appraising their tenures.
- c. Any elected official that fails to secure a two-thirds majority confidence vote will automatically cease to hold the office and an election to fill his or her position will be conducted immediately.

- d. Any Executive that will be absent from club activities or meetings will have their Authority Delegated. Such delegated authority will not survive more than a period of three months.
- e. Any member of the Executive absent for three months shall be deemed to have resigned.

4.2 Election of Officers:

- a. Regular nominations for offices are to be held 4 weeks to the end of the tenure of such offices and the date of voting or election must be set and communicated on the day of nominations. Election dates shall be at least 6 weeks after nominations.
- b. Officers shall be elected by two-thirds majority whenever a vacancy must be filled.
- c. All officers shall take office immediately upon their election.

4.3 Selection of Election committee

- a. The Election committee will be selected during the general meeting on the floor of the house.
- b. The committee will be constituted by a chairman and two supporting officers.
- c. These committee members must be members of the club with voting rights at the point of selection.
- d. The tenure of the committee expires after the election.

4.4 Nominations

- a. Nominations, including self-nominations, must be made at general meetings preceding elections proper to the floor orally and to any member of the election committee in writing at the meeting.
- b. Nominations for a position are accepted until the start of voting for that position. A nomination will only be valid if the candidate declares orally at the meeting, or in writing prior to voting, that the candidate is willing to take office if elected.
- c. The coach will nominate three or more qualified and generally acceptable people as Club Captains and Deputy Captains. In the absence of a coach, the President in consultation with all members of the Executive shall make the nominations.
- d. A candidate can only be nominated for one position in an election. Nominations into multiple positions are not allowed.

4.5 Voting

- a. Voting will be by secret ballot and counting will be done openly.
- b. To be elected, a candidate must receive votes marked with his or her name from two third majority of voters.
- c. Ballots should be cast marked with the name of an announced candidate
- d. A candidate can only withdraw from the contest before voting commences.
- e. In the case there are more than two candidates running and none receives two third of the vote cast, the voting is rerun with only the candidates receiving the two highest vote counts.

- f. In the second ballot a simple majority will be required to declare the winner.
- g. Voting for Club and Deputy Club Captain will be conducted separately from General Elections on the first day of assumption of Office for the new Executive committee on the floor of the house in a General meeting.
- h. A captain will be voted into office if he gets two third majority of votes cast by present members. In the event there is no clear winner a simple majority of votes casted will be used to determine the captain.
- i. In the event of a tie, the Coach will be allowed the prerogative to determine how the Club Captain and Deputy will be selected or the President in consultation with the Executive committee members present will perform the role of the coach in this instance.

4.6 Duties of all officers

1. The President

- a. The president shall preside over all business meetings of the club.
- b. The president shall assign additional responsibilities to Executive and non-Executives members as the need arises.
- c. All approvals for disbursements of club funds shall be done by the President by way of memo.
- d. He/she shall be a signatory to the clubs Bank account.
- e. The President in consultation with the Club secretary will develop the agenda for all club meetings.

2. The Vice-President

The vice-president shall preside over all functions in the absence of the president.

3. Club Secretary

- a. The secretary will handle the entire club's correspondence and shall record the minutes of each business meeting.
- b. The secretary shall receive match reports weekly from the Umpires and is additionally required to extract any information regarding fines then forwards to the financial secretary for action.
- c. The Club secretary in consultation with the President will develop the agenda for all club meetings.

4. Financial Secretary

- a. The Financial Secretary shall receive all funds of the club and handover to the Treasurer.
- b. He/she shall keep accurate records of the receipts.
- c. Request for disbursement of club funds will be initiated by the Financial secretary in conjunction with the Treasurer by way of memo directed to the President.
- d. He/she shall be a signatory to the clubs Bank account.

5. Treasurer

- a. The treasure shall receive all funds from the Financial Secretary and disperse all approved funds of the club.

- b. He/she shall keep accurate records of the receipts and disbursements and shall on a monthly basis report on the financial condition of the club.
 - c. The Treasurer will be responsible for making any payments to outside organisations also. He/she shall surrender all books to the Board of Trustees (refer to article 6) for purpose of auditing when necessary.
 - d. He/she shall be a signatory to the clubs Bank account.
- 6. Club Captain
 - a. The role of the Captain is to co-ordinate the workings of the team on and off the court of play and boost the team's morale and spirit in order to achieve club objectives.
- 7. Deputy Club Captain
 - a. Perform all the functions of the Captain in His/her absence.
- 8. New media Officer
 - a. Shall be responsible for updating and promoting club activities via the clubs website and social media handles.
 - b. He/she shall keep a list of the members and be responsible for communicating with them.
 - c. He/she shall be responsible for all programs and publicity.
- 9. Team manager
 - a. The Team Manager shall be responsible for maintaining the club's equipment, and purchasing new equipment when necessary.
 - b. An inventory shall be kept detailing all equipment currently owned by the club.
 - c. He/she shall ensure that equipment (e.g. balls, nets, jerseys etc) are always available to club members whenever a session takes place.
 - d. He/she shall be responsible for the setup of the court for each match session.
 - e. The Team Manager will initiate all request for new equipment needed.
 - f. The Team Manager will plan and execute all approved social activities of the Club.
- 10. Provost
 - a. The Provost will be responsible for maintaining orderliness at all meetings and club gathering.
 - b. The Provost will be responsible for collecting and documenting all fines and handing over to the Financial secretary at all meetings.
 - c. The Provost will set up all meeting venues.

4.7 Impeachment of Executives

- 1. Grounds for Impeachment
 - a. An officer may be removed from office on the grounds of gross misconduct;
 - b. Failure to perform assigned duties and responsibilities.
 - c. Abuse of office and incompetence.
- 2. Procedure for Impeachment
 - a. Impeachment proceedings will require a written petition signed by two-thirds of club members and submitted to the Executive Committee to initiate impeachment proceedings.

- b. Any of the BOT member (refer to article 6) will be formally informed who will then hold a special meeting during which charges and facts concerning the proposed impeachment will be presented and heard with all parties present so that the accused will have the opportunity to defend their position.
- c. One week prior to the meeting, the accused officer shall be notified of the proposed impeachment.
- d. At least two-thirds majority vote of the members, at a meeting at which a quorum of 50% of its designated full strength membership is present will be required to remove any officer from office.

Article 5:

Non-Executive Official

- 1. The Club Coach shall be hired by the Club and if necessary be paid a salary or stipend.
- 2.

Article 6:

1. Board of Trustees (BOT) Composition

The Executive Committee shall unanimously appoint a Board of Trustees (BOT) which shall consist of five (5) individuals of good standing.

- a. The Executive Committee shall unanimously appoint a Board of Trustees (BOT) which shall consist of five (5) individuals of good standing and shall be made up of Club Patrons, Ex-presidents and known sports personalities.
- b. The appointment of members of the BOT shall be subject to the approval of a simple majority of Club members at a general meeting.
- c. BOT members shall receive no remuneration from the Club and shall serve for a non-renewable term of 5 years.
- d. BOT members have no formal voting power at any of the Clubs meeting unless their vote is required to resolve a tie.
- e. The BOT shall choose its own chairperson and convey such decision to the Executive Committee.
- f. The Chairperson shall summon all meetings and convey all BOT decisions to the Executive Committee.
- g. The BOT shall meet at least once annually. The quorum for a meeting shall be three (3) members.
- h. The contact details (Mobile number or e-mail address) of all BOT members shall be made available to Club members who shall convey their views on the activities of the Club to them.
- i. The Executive Committee shall promptly fill any vacant BOT position whenever required.

2. Board of Trustees Functions

The BOT shall:

- a. Independently monitor the activities and the progress of the Club, especially the effectiveness of the Executive Committee in discharging its responsibilities to the Club.
- b. Exercise, in line with Article 4.7 of this Constitution, residual powers on disciplinary matters that involve members of the Executive Committee with regards to withdrawal or termination of membership or to the removal of an official from office.
- c. Serve as an unbiased appellate body on Club elections.
- d. Endorse all Financial and Audit Reports before presentation to the General Meeting.
- e. Serve as Emissaries, Envoys and Interlocutors of the Club.

Article 7:

Dues

- a. The amount of dues will be determined by the officers according to the costs from the previous year.
- b. Dues must be payable at the end of every month.
- c. Dues shall be paid to the current Financial secretary or new Financial Secretary after taking office.
- d. Dues shall consist of but not limited to:
 1. Registration Fees.
 2. Monthly dues.
 3. Other levies.
 4. Fines.

Article 8:

Meetings

- a. A quorum of 20% of designated full strength membership is required for meetings.
- b. General meetings shall be held monthly and decisions may be taken by a simple majority vote. In the event of a tie, a BOT member in attendance shall have a casting vote.
- c. The President in conjunction with the Club secretary shall formulate the agenda for all meetings.
- d. Notice of a general meeting together with its full agenda must be communicated to all members by the New Media Officer.
- e. Any member of the Executive absent for three months shall be automatically deemed to have resigned.
- f. Any member of the Executive that has to be absent for less than 3 months must notify the Club of his/her absence.
- g. An Emergency general meeting may be called at the written request to the Club Secretary submitted by at least:
 - i. 30% of Club members, or
 - ii. Any 3 member of the Executive Committee.
- h. Members will be drafted into rosters to host monthly meetings by the Executive committee.

Article 9:

The Game

9.1

All training or match sessions will be conducted and observed applying the current FIVB volleyball rules to the letter.

9.2

- a. All cases of mis-conduct on the court of play will be handled by the Umpire referencing the current FIVB volleyball rules for mis-conduct and sanctions. This should be captured in the match report of the umpire which will be submitted weekly to the Club Secretary.
- b. Wherever necessary further sanctions will be applied by the club using the Byelaws.

Article 10:

Constitution and Bye Laws

A. Adoption of Constitution

1. Two-thirds majority votes of members present is needed to adopt the constitution. It will take effect immediately the voting is concluded.

B. Adoption of Byelaws

1. A simple majority of votes of members present is needed to adopt the Bye Laws. It will take effect immediately the voting is concluded.

C. Amendment of Constitution

1. Amendments to this constitution shall be submitted in writing to the President on the floor of the house and shall be read on the floor of the house in the next meeting after initial submission.
2. Voting for adoption of such amendment must happen not later than 12 weeks after initial reading.
3. A proposed amendment to the Constitution must receive the support of at least two-thirds majority vote of present members for it to be adopted.
4. It will take effect immediately the voting is concluded.

D. Amendment of Bye Laws

1. Amendments to the Bye laws shall be submitted in writing to the President on the floor of the house and shall be read on the floor of the house in the next meeting after initial submission.
2. Voting for adoption of such amendment must happen not later than 8 weeks after initial reading.
3. A proposed amendment to the Bye Law must receive the support of a simple majority vote of present members for it to be adopted.
4. It will take effect immediately the voting is concluded.

Article 11:

Dissolution of the Club

11.1

The Club may be dissolved at an Extra-Ordinary General Meeting duly called for the purpose and of which at least two months' notice shall be issued to all the Members provided that a motion to that effect being duly signed by 50% of registered members. A vote of two thirds majority of members present either physically or through electronic media will be required to dissolve the club.

11.2

In the event of a resolution to dissolve the Club, the surplus funds and assets shall be dealt with in such a manner as may be agreed at the Extra-ordinary General Meeting and shall be effected by the Executive committee supervised by the Board of Trustees.

Adopted by Members of the Club on the 17th Day of September, 2016.