



Constitution

1. Name

The Club shall be called **BG Lions London Volleyball Club** ("BG Lions").

2. Aims

To develop, promote and improve the sport of volleyball in the community for male and female participants, of all ages and abilities. Specifically, to facilitate access to competitive and recreational level of volleyball within the professionals working in the City of London who, due to the demands of their employment, may be otherwise prevented to exercise during the standard workdays. The Club aims to provide an environment where all individuals can play volleyball recreationally and competitively whilst maintaining a safe and equitable environment.

The Club is a non-profit making organisation. All profit and surpluses will be used for the benefit of the club. No profit or surplus will be distributed other than to another non-profit-making body upon dissolution of the club.

3. Affiliations

The Club shall be affiliated to Volleyball England.

4. Membership

Membership of the Club is open to every resident of Greater London, although this is not an exclusive requirement. Every membership request is to be submitted via the form prescribed by the Club's Executive Committee. All members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club has adopted.

5. Subscriptions

The amount of competition and registration fees will be set by the Executive Committee at the Annual General Meeting (AGM) or Emergency General Meeting (EGM).

6. Annual General Meeting

All members of the Club shall receive a minimum of 28 days' notice of the date of the AGM.

The AGM shall be held after the end of each competitive season, and prior to the next competitive season. The first AGM is to be held no later than 3 months of the Club formation.

Additions, deletions and alterations to the constitution shall be made only at a General Meeting and proposition of such additions, deletions and alterations shall be submitted to the Secretary 14 days prior to a General Meeting.

7. Emergency General Meeting

An EGM can be called by any member when an emergency decision needs to be made. It is permitted for EGMs to be conducted remotely. A minimum number for the making of decisions at an EGM will be, ten non-related, non-cohabiting members. The Chairman will hold the casting vote.

8. Special General Meeting

A special meeting shall be called within 30 days of the receipt of a written request from 10 members to the Secretary. Such a meeting to only deal with the matter of which notice is given in the request.

9. Officers of the Club

The Chairman – responsible for the overall management of the Club and for the organization and chairing of Executive Committee meeting and AGMs. Has authority to delegate powers to other Officers, which are not explicitly referred to in this clause.

Secretary – responsible for taking and distributing minutes at all Executive Committee meetings and AGM; The main contact for the Club and respond to any queries from members and external parties. Also responsible for passing on any information from Volleyball England and the London Volleyball Association to club members, as relevant and for the registration of the Club's teams and players for competitions.



Treasurer - responsible for all club finances. Duties include, but not limited to: keeping an up-to-date record of transactions; producing an end of year financial report for the AGM; ensuring all club members have paid membership fees owing; arranging payment to match and training venues, as well as match officials.

Welfare Officer – responsible for ensuring that the Club follows the guidelines in the Volleyball England Child Protection Policy; ensuring that Welfare is an item on committee meeting agendas; Dealing with all welfare concerns in a confidential manner, keeping any documentation records. Forwarding any concerns necessary to the Child Protection Officer at Volleyball England or other appropriate bodies.

Officers will be elected annually at the AGM. All elected officers will retire each year but will be eligible for re-appointment.

All officers shall be collectively referred to as the Club's Committee.

Upon the Club's formation, an interim Chairman, Treasurer and Secretary ("Interim Committee") will be appointed by a simple majority vote by the Club's founding members. The key collective responsibility of the Interim Committee will be the organisation of the first Club AGM where elections for the first permanent Committee are to be held. If an Interim Committee fails to organise an AGM within three months of their appointment, they shall vacate the posts and a vote shall be organised by a voluntary organisation amongst all registered members at the time.

10. The Executive Committee

Other than in day-to-day management, the Club will be managed through the Executive Committee consisting of:

- a) The Committee; and
- b) Each individual Team Captain or a designated team representative.

Only these posts will have the right to vote at meetings of the Executive Committee.

The Executive Committee will be convened by the Chairman of the Club and held no less than once a month.

The quorum required for a valid meeting at Executive Committee meetings will be 60% of the total members of the Executive Committee present.

A decision of the Executive Committee is to be validly adopted if more than 50% of that present, vote in favour.

In the case of a tied vote the Chairman will have a casting vote.

The Executive Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the Club.

The Executive Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Executive Committee as necessary to fulfil its business. The Executive Committee shall decide the Terms of Reference, Membership and Authority of those sub-committees. At least one of the Officers shall be an *ex officio* member of any such committee.

Any member of the Executive Committee who is absent from three consecutive meetings of the committee, without previously tendering an explanation satisfactory to the officers of the Executive Committee, shall be deemed to have vacated his / her seat.

A list of all current Executive Committee members, as well as all sub-committees and their members shall be made available for any Club member and appropriate governing body to inspect, upon request. The list shall be also be made available on the Club's website.

10.1 Conflicts of Interest

The Club will actively avoid any situations which may allow for a conflict of the Club's and Executive Committee member's interests and will only proceed to consider such a transaction or decision in extreme circumstances.



If a proposed decision of the Executive Committee is concerned with an actual or proposed transaction or arrangement with the Club in which an Executive Committee member is interested, that Executive Committee member is not to be counted as participating in the decision-making process for quorum or voting purposes.

Notwithstanding the above, if the Executive Committee member is a Team Captain or a designated representative, the Chairman may offer participation and voting rights in relation to such a proposed transaction or arrangement to another team member, who is free of a prospective conflict of interest. This other team member is to exercise voting and attendance rights in his own right and should **not** act as a proxy for the conflicted Executive Committee member who they are replacing.

11. Finances

The Treasurer will be required to keep an up-to-date record of the Club finances and will be required to advise the committee of the financial position at each committee meeting.

Any two from three signatories of the committee members will be required at any time for withdrawals from the bank.

Any monies or funds raised in the name of BG Lions, are intended for BG Lions as a whole.

Donations to a specific team will be spent on that team unless otherwise stated by the donor.

The Treasurer shall produce an income and expenditure statement and a balance sheet at the end of each financial year – i.e. 31st August. These should be presented at the Annual General Meeting after being reconciled by an independent person not elected to the committee.

12. Insurance

Appropriate insurance will be taken to cover for injury, loss or damage to property of any member or guest whilst engaged in Club activities.

13. Registration

It will be the responsibility of the Club to make sure that all players are correctly registered in all competitions.

National competition licenses will belong to the Club.

14. Equipment

The Club shall make available any necessary equipment for completion and training, and will ensure it's in safe condition.

15. Complaints Procedure

It shall be the responsibility of the committee and / or coaches to resolve issues and concerns in a fair manner between players, between players and coaches, or between parents and either players or coaches.

Upon registration all members will be issued with a copy of the complaints procedure.

16. Data & Child Protection

All contact information will be kept securely.

The Club adopts the Volleyball England, Child Protection and Data Protection Policies.

17. Equity Statement

The Club respects the rights, dignity and worth of every person and will treat everyone within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status. It opposes all forms of unlawful and unfair discrimination based on the grounds of age, colour, race, nationality, sexuality, religion, ethnic or national origin, gender, marital status, unrelated criminal convictions or disability. The Club is committed to everyone having the right to enjoy volleyball in an environment free from threat of intimidation, harassment and abuse.

All members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.



BG Lions will deal with any incidence of discriminatory behaviour seriously, according to the disciplinary procedures and Codes of Practice adopted by the Club. The Club reserves the right to disqualify members who fail to observe the terms of this Equity policy.

18. Cessation of Membership

Any person shall cease to be a member if they:

- a) Have failed to pay their subscription fee within 30 days of it becoming due; or
- b) Announce their resignation to the committee; or
- c) Are expelled by the committee on the grounds that in its opinion their conduct is objectionable or prejudicial to the interests of the Club, providing the person concerned shall be given the opportunity of explaining to the Executive Committee their conduct and that a majority of the committee shall vote for their expulsion.

19. Closure

In the event of the squad /club no longer competing, a period of six months shall be allowed to lapse before any of the assets and equipment can be disposed of.

Any equipment on loan from any organisation shall be returned.

Any assets or monies will be left to the London Volleyball Association (or any similar organization which at the time of dissolution governs volleyball competitions in London) for distribution through the volleyball community and clubs with similar objectives.