

**The Orillia Suns Volleyball Club Constitution**

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**Article 1: Name**

**The name of this club shall be the Orillia Suns Volleyball Club, hereafter referred to as the Club. The Headquarters of the Club shall be located within Region 5 of the Ontario Volleyball Association, hereafter referred to as the OVA.**

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**Article 2: Objectives**

**The Club shall have the following objectives:**

- 1./ To promote and develop the game of volleyball within its boundaries.**
- 2./ To help individuals to develop their character by providing opportunities through the game for their mental, physical, social and leadership development.**
- 3./ To promote fun, fitness, skill development, team play, and healthy competition.**

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**Article 3: Affiliations**

**The Club shall be a Member of the OVA and shall follow and be guided by its published rules, guidelines and programs regarding player development.**

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**Article 4: Membership**

**A regular member is either**

- \* a registered player**
- \* a registered Club coach**
- \* a member of the Club's executive**
- \* a Club administrator**

**Fees**

**Membership fees for regular members shall be set annually at the Club's Annual end-of-season meeting.**

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## **Article 5: Executive Members**

**The Club shall be governed by the Executive Members. There should be at least five (5) individuals. This number may be amended from time to time in accordance with the Club's Constitution. These Executive Members shall hold the positions of**

- President**
- Vice-President**
- Secretary**
- Treasurer ((1<sup>st</sup> cheque signor)**
- 2<sup>nd</sup> cheque signor**
- facilities administrator/ advisor**

**Executive Members shall have one year terms. New executive officers would be elected by May 31 for the subsequent year.**

### **Vacancies**

**An Executive Member has the right to resign her or his position by submitting a signed letter or resignation to the Club.**

**A vacancy of an Executive Member, caused by death or resignation, shall be filled by a majority vote of the other Executive Members. The successor Executive Member shall hold her or his incumbent's position until the next Annual General Meeting.**

### **Removal of Executive Member**

**No Member of the Executive shall be removed for arbitrary reasons but may be removed if**

- \* she/he becomes incapable of performing the duties of the Club**
- \* she/he no longer resides in reasonable proximity to the Club**
  
- \* she/he compromises the integrity of the Club due to, but not limited to any of the following reasons:**
  - if she/he has been found guilty of harassment**
  - if she/he has failed to properly account for monies or other property belonging to the Club**
  - if she/he has been found guilty of a criminal offence regardless of whether or not the offence directly affected the Club**

**If an Executive Member is removed, the remaining Executive Members may appoint a successor to the position for the remainder of the term being filled.**

## **Duties of Executive Members**

### **President**

**The President shall preside at all general meetings of the Club. She/he shall also coordinate all duties of the Club. The President shall be the spokesperson for the Club. The President will not be a signing officer for the Club.**

### **Vice-President**

**The Vice-President shall act in the absence of the President. The Vice-President will also help coordinate the duties of the Club. The Vice-President shall also act as a spokesperson for the Club. The Vice-President will not be a signing officer for the Club.**

### **Treasurer**

**The Treasurer shall ensure the full and accurate records are kept regarding the financial accounts of the Club. The Treasurer shall submit an Annual Financial Report to the Annual General Meeting. The Treasurer shall be responsible for paying bills and keeping track of invoices. The Treasurer will be a signing officer for the Club.**

### **Secretary**

**The Secretary shall maintain a record of all minutes of the organization, conduct the general correspondence of the organization, and keep a file of the constitution, minutes and any media report.**

### **Second Cheque Signor**

**The second cheque signor shall work with the Treasurer when writing cheques. She/he should double check the accuracy of and question the purpose for payments made.**

**Facilities Administrator/ Advisor**

**She/he should work in collaboration with the Board of Education and other facilities' representatives to ensure that the Club receives adequate practice time. On occasion, she/ he will arrange permits for the Club to host tournaments in Orillia. She/he should communicate any cancellations or changes to the Club's gym time. This individual could also provide counsel and advice, especially when dealing with the Board of Education and the OVA.**

**Website Manager**

**This volunteer is responsible for maintaining and updating the Orillia Suns Volleyball Club website.**

**Nominations and Elections**

**Nominations for positions of the Executive Members may be made by any Member or parent/guardian of a Member at the Annual General Meeting. Nominations and elections shall be held in the order listed on the Constitution.**

**A majority of the votes shall be required to elect Executive Members. In the event no candidate receives a majority, the candidate with the least votes shall be dropped from the ballot and another vote held until a majority is attained.**

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**Article 6: Meetings**

**A notice of the Annual General Meeting shall be given to all Members and their parents prior to the meeting being held. It will include the time, place, date and purpose of the meeting. The notification shall be by any of the following methods: email, website, phone.**

**Decisions will need to be approved by 50% plus 1. A quorum would consist of four (4).**

**Annual General Meeting**

**The Club shall hold its Annual General Meeting not later than May 31. The agenda of the Annual General Meeting shall include the following:**

- Roll Call**
- Minutes of the Previous General Meeting**
- President’s Report**
- Vice-President’s Report**
- Secretary’s Report**
- Treasurer’s Report: Annual Financial Report**
- Any Other Reports**
- Election of Executive Members**
- Other Business, including Codes of Conduct**
- Adjournment**

**Voting At General Meeting**

**Every regular Member aged 16 and over shall have the right to attend, speak and cast one vote at the Members’ meeting of the Club.**

**Every regular Member under the age of 16 shall have the right to attend and speak at Members’ meetings, but any vote must be cast by the parent or guardian.**

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**Article 7: Indemnity**

**Executive Members or other servants of the Club, their heirs, executors, administrators and estate and effects, respectively, shall be indemnified and saved harmless at all times by the Club against all costs, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except such as happens from their own respective willful neglect or default.**

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**Article 8: Finance**

**The accounts of the Club shall be audited by a Chartered Accountant if a majority of its members deem it necessary.**

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**Article 9: Code of Conduct**

**Each coach should clearly establish in writing, for both players and parents/guardians, what the expectations are for her/his players.**

**The Code of Conduct should be consistent, but not limited to, the objectives outlined in Article 2 of this Constitution.**

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**Article 10: Dissolution**

**In the event of dissolution of the Club, and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of by the Executive Members to one or more not-for-profit volleyball organizations, which operate within Ontario.**