

CONSTITUTION OF THE QUEENSLAND VOLLEYBALL ASSOCIATION INCORPORATED

1. NAME:

The name of the incorporated association shall be called the Queensland Volleyball Association Inc (hereinafter referred to as QVA or the Association).

2. OBJECTS:

The objects of the QVA shall be:

- (a) To promote and control volleyball throughout Queensland and to assist the members to achieve this object.
- (b) To encourage and promote competition, recreational, social and community volleyball at all levels throughout Queensland both directly and through its member associations and clubs.
- (c) To register individual participants whether directly or through affiliated member associations, clubs and organisations.
- (d) To affiliate Volleyball organisations and levy and charge fees and affiliation fees on those organisations which meet the requirements of affiliation to the Association.
- (e) To ensure that all Volleyball competitions and organised activities, which involve registered members of the member associations or participants in QVA activities do not infringe the Australian Volleyball Federation or Federation International de Volleyball regulations.
- (f) To affiliate each year with the Queensland Olympic Council and such other bodies as deemed desirable by the QVA Board of Management.
- (g) To purchase, take on lease or in exchange or otherwise acquire any lands, buildings or property, real or personal, which may be requisite for the purpose of the QVA or conveniently used in connection with any of its Objects and to sell, demise, mortgage, give in exchange or dispose of same.
- (h) To join with any other organisation with similar objects and to assist and supplement the work of such organisation, wherever desirable
- (i) The Association shall not espouse the cause of any political party or religious beliefs and shall not in any way place limitations upon the type of members entitled to benefit from membership of the Association through their respective member Association.
- (j) To do all such other lawful things as are incidental or conducive to the attainment of the foregoing Objects or any of them.

3. POWERS:

The Association shall be recognised as the controlling body for Volleyball in Queensland and the Powers of the Association shall be:

- (a) To act alone or with the other representative bodies in the interests of Volleyball in accordance with the constitution.
- (b) To promote and sanction championships and any other competition that may be deemed necessary for affiliated associations and clubs of the QVA or registered individual persons or members of affiliated associations or clubs from time to time and to establish uniform regulations for the management of such Championships or Competitions and to delegate to any member association the organisation and conduct of such Championships or Competition.
- (c) To suspend, disqualify or otherwise discipline any member association or club which or who has committed any breach of this Constitution or rules or directives of the QVA or whose actions may in the opinion of the Board of Management, bring into disrepute, the Association or official or member thereof.

(d) To employ staff and engage consultants and professional advisers for the purposes of the Association subject to such terms and conditions as shall be deemed by the Board of Management to be appropriate and to terminate any contract of employment or service.

(e) To purchase, take on lease or in exchange or otherwise acquire any lands, buildings or property, real or personal, which may be requisite for the purposes of the Association or conveniently used in connection with any of its Objects and to sell, demise, mortgage, give in exchange or dispose of the same.

(f) To do all such other lawful things as are necessary for the proper management of and / or conducive to the attainment of the objects of the Association.

(g) To take legal proceedings of any nature.

(h) To invest any monies of the Association, not immediately required for any of its Objects, provided such investments are "approved" investments within the provisions of the Trustee Act or on deposit with a registered building society.

(i) To impose and collect levies, subscriptions, fees and other charges from bodies, clubs, institutions, associations and individuals or to borrow or raise money with or without security for the attainment of the Objects of the Association.

(j) To apply the income and property of the Association whencesoever derived, to the promotion of the Objects of the Association.

(k) To send teams of athletes or other persons to represent the Association at those meetings, competitions, tournaments as are deemed necessary by the Board of Management.

(l) To establish and maintain cordial relations with other sporting bodies/associations within Australia and Queensland.

(m) To provide for the representation of Queensland in Volleyball at competitions and tournaments.

(n) To organise and co-ordinate the touring of countries within Queensland for the purpose of playing volleyball.

(o) To keep authentic records of matters appertaining to volleyball.

(p) To establish and maintain rules for the government of volleyball.

(q) To hear and adjudicate upon appeals, on decisions and or actions of members. The right of Appeal is not necessarily confined to member associations, member clubs or members thereof, provided that such appeals are notified by the appellant to the member concerned.

(r) To delegate any or all of these powers to any special committee of the Association provided always that the Association may withdraw such authority at any time.

(s) To interpret this constitution, by-laws and rules as required from time to time.

4. MEMBERSHIP:

The Queensland Volleyball Association shall consist of Affiliated Volleyball Associations and Clubs recognised by the QVA in Council.

(a)

1. At the next meeting of the Board of Management after the receipt of an application and the fee applicable for any class of membership, such application shall be considered by the Board of Management who shall determine if the application is accepted.

2. Any applicant who receives a majority of the votes of the members of the Board of Management present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.

3. Upon the acceptance or rejection of an application for any class of membership the Board of Management shall forthwith give the applicant notice in writing of such acceptance or rejection.

(b) The acceptance of membership of the QVA shall bind such member associations and clubs to abide by the Constitution and By-laws of the QVA, and such member associations and clubs shall accept and enforce all decisions of the QVA or its Board of Management made in accordance with this Constitution.

(c) Any violation of this Constitution or By-laws by a Member Association or Club shall render such association or club liable to immediate suspension by the QVA or its Board of Management until the next meeting of Council when the Council may decide to suspend, disqualify, fine or expel such member association or club by 2/3rd majority of votes cast.

(d)

1. A member association or club may resign from the QVA at any time by giving notice in writing to the Board of Management. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.

2 If a member association/club/individual

i) is convicted of an indictable offence; or

ii) fails to comply with any of the provisions of these Rules; or

iii) has membership fees in arrears for a period of two months or more; or

iv) conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the QVA, the Board of Management shall consider whether membership shall be terminated.

5. CLASS OF MEMBER ASSOCIATIONS:

(a) Membership consists of six classes -

1. Member Associations: Volleyball associations who are actively and continually engaged in developing the sport of volleyball in all aspects including the provision of competitions and representative teams. These associations will have full voting rights. Membership in this class is unlimited.

2. Member Club: Volleyball clubs who are actively and continually engaged in developing the sport of volleyball through representative teams. These clubs will have half voting rights. Membership in this class is unlimited.

3. Affiliated Clubs: Volleyball clubs who are actively and continually engaged in developing the sport of volleyball through teams. These clubs have no voting rights. Membership in this class is unlimited.

4. Associate Membership: Associations or clubs who do not fall into the above categories but do have a common interest in the sport of volleyball. These organisations have no voting rights. Membership in this class is unlimited.

5. Commercial Membership: Organisations who are solely engaged in the organisation of volleyball competitions for profit purposes. These organisations have no voting rights. Membership in this class is unlimited.

6. Life Membership: Will be available to individuals as outlined in Clause 32. Membership in this class is unlimited.

(b) The Member Association or Club shall adopt a Constitution for the conduct and administration of itself and have such Constitution and any subsequent amendments to it approved by the Board of Management and shall abide by such Constitution.

(c) The Member Association or Club shall be bound by the Constitution and rules of the QVA and the decisions and directives of both the Board of Management and Council of the QVA.

(d) The Member Association or Club shall fulfil requirements and conditions of affiliation as outlined by the QVA Board of Management. The QVA Board Of Management must publish such conditions before January 1st each year.

(e) The Member Association or Club shall pay to the QVA an annual affiliation fee as determined by the Board of Management with such fee being forwarded to the QVA with the official Member Affiliation form.

(f) Voting member Associations and Clubs shall present each year a report to the QVA Annual General Meeting on their activities for the past year together with an audited financial statement.

(g) Member Associations shall keep accurate records of individual membership, providing this to the QVA with such fees as determined by the QVA Annual General Meeting. The manner and format of these records and payments will be as advised by the Board of Management.

(h)

1. The Board of Management shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons who participate in QVA activities whether directly or through affiliated clubs and associations, included in this register will be the dates of their admission.

2. Particulars shall also be entered into the Register of deaths, resignations, terminations, and reinstatement of participation and any further particulars as the Board of Management or the members at any general meeting may require from time to time.

3. The Register shall be open for inspection at all reasonable times by any member who previously applies to the Board of Management for such inspection.

(i)

1. The Board of Management shall cause a Register of member associations and clubs to be kept in which shall be entered the names of office bearers, the contact address of the association or club and the date of their admission, resignation, suspension and reinstatement.

2. The Register shall be open for inspection at all reasonable times by any member who previously applies to the Board of Management for such inspection.

6. POLICY:

The broad definition of policy for the Association shall be vested in the QVA Council which shall be elected and have the powers as listed elsewhere in this constitution.

7. COUNCIL:

(a) The ultimate responsibility for the policies and philosophies of the Association shall reside in the QVA Council.

(b) Council shall comprise:

(i). One or two delegates from each affiliated voting member.

(ii). Six directors, as elected by Member Associations in accordance with this Constitution.

(iii). The Executive Director

(c) The Council shall meet within 6 months after the end date of the Association's reportable financial year. In addition, at the time of the Council Meeting, the QVA Annual General Meeting shall also be conducted.

(d) The Council shall determine broad policy guidelines for the QVA Board of Management and shall hear reports from the Board of Management and ratify or otherwise deal with Board of Management actions or decisions.

(e) Each delegate at Council meetings shall have one vote or in a case where a voting member association is represented by only one delegate, that delegate is entitled to two votes (ie. a maximum of two votes per voting member association) whereas, each director at Council meetings shall have one vote. The Executive Director shall have no vote.

(f) All meetings of QVA Council shall be chaired by the President and shall be convened by the giving of 60 days notice in writing to all Directors and member associations and clubs.

8. MANAGEMENT:

The general management and administration of the QVA shall be vested in the QVA Board of Management which shall be elected in accordance with Section 11 of this constitution.

9. BOARD OF MANAGEMENT:

The Board of Management shall comprise seven (7) Directors as follows:

- a) President
- b) Vice President
- c) Director Regional Development Brisbane
- d) Director Regional Development North Qld
- e) Director Regional Development Central Qld
- f) Director Regional Development South Qld
- g) Director of Finance

all seven of whom shall each have a vote. The Executive Director may speak of all matters before the Chair, but shall not vote on such matters.

10. DIRECTORS - TERM OF OFFICE ELIGIBILITY:

(a) All directors except the Director of Finance shall be elected in accordance with Section 11 of this constitution, and shall have a term of office of two years, with some of the directors retiring each year, subject to Section 10 (b).

(b) Directors' positions declared vacant to comply with subsection 10(a) shall be President, Director Regional Development North Qld, and Director Regional Development South Qld, in one group in the even years, and Vice President, Director Regional Development Central Qld, and Director Regional Development Brisbane, as the other group in the odd years.

(c) A retiring Director shall retain office until the conclusion of the meeting at which his successor is appointed.

(d) The Director of Finance is appointed by the Board of Management, and ratified at the next Council meeting

(e) All Directors shall be honorary officers of the QVA. Full time paid officials or staff of the QVA (or its member associations) are not eligible to be directors.

11. ELECTION OF THE BOARD OF MANAGEMENT:

(a) Election of all directors excluding the Finance Director to fill vacancies on the Board of Management shall be conducted by a means of a secret ballot of all voting member associations and clubs.

(b) Election to the Board of Management shall be open to any male or female adult person, of good standing, who has been nominated by any voting club or association, such nomination for the position, to be in writing and signed by the nominee and the President or Chairman and the Secretary of the voting club or association and forwarded together with the nominees statement of credentials, at least thirty five (35) days prior to the Annual General Meeting of the QVA

(c) Where the number of nominations for any position exceeds one, one ballot paper for each position shall be made available to each delegate. The ballot paper shall list the candidates in alphabetical order and may have attached a statement of the candidate's credentials.

(d) In order that a ballot paper be valid, the nominee preferred by the delegate must be indicated with a tick and striking out all others and signed by the delegate and returned to the Returning Officer, appointed for this purpose.

- (e) In an election where there are only two nominees, the result of the ballot shall be as follows:
- (i) The nominee who has received the greater number of votes shall be declared duly elected by the returning officer as hereinafter provided.
 - (ii) If two or more nominees have received an equal number, a new secret ballot shall be called for. If after such second ballot, the two nominees are still equal, the election shall be determined by the drawing of lots.
- (f) In an election where there are more than two nominees, the result of the ballot shall be as follows:
- (i) The nominee who has received the greatest number of votes shall be declared duly elected by the returning officer as hereinafter provided.
 - (ii) If any nominee receives an equal number of votes, the nominees receiving the lowest votes shall be deleted and a new secret ballot shall be conducted immediately. If after such a ballot, the nominees are still equal, the election shall be determined by the drawing of lots.

12. RESIGNATION OF MEMBERS FROM THE BOARD OF MANAGEMENT:

Any member of the Board of Management may resign from membership of the Board of Management at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the QVA where the member shall be given the opportunity to fully present his case. The question of removal shall be determined by the vote of the members present at such a general meeting.

13. BOARD OF MANAGEMENT VACANCIES:

(a) In the event of no nominations being received for some positions on the Board of Management at the Annual General Meeting of the QVA, or in the event of a vacancy during the year, the Board of Management shall appoint a member, for whom ratification shall be sought at the next Council meeting. Such ratification is subject to stipulation in Clause 10.

(b) When new Board of Management positions are created by changes to the Constitution, then the Board of Management shall have the power to appoint a person to fill such positions until the next Annual General Meeting.

14. BOARD OF MANAGEMENT POWERS:

(a) The Board of Management shall act for and on behalf of the QVA in all matters between meetings of Council.

(b) The Board of Management shall be empowered to control the affairs of the QVA in a manner, which will attain the Objects of the QVA and maintain the powers of the QVA.

(c) The Board of Management shall be empowered to act alone or with other representative bodies in the interests of Volleyball, in accordance with the Constitution and any subsequent amendments to it and have any action or actions endorsed or otherwise by the subsequent QVA Annual General Meeting or QVA Council meeting called for the specific purpose of considering such action or actions.

(d) The Board of Management shall be charged with furthering the Objects of the QVA and shall be vested with the powers of the QVA according to Section 4 of this Constitution.

(e) The Board of Management shall be empowered to determine the amount of affiliation fees and/or levies on member associations and clubs.

(f) The Board of Management shall be empowered to suspend, disqualify and/or otherwise discipline any Member Association or Club or any member representative or officer thereof which or who has committed any breach of this Constitution or rules or directives of the QVA or whose actions may bring into disrepute the QVA or part thereof or any member or official thereof and have any such action endorsed or otherwise by the subsequent Council Meeting.

(g) The Board of Management shall be empowered to appoint from time to time any person as Chief Executive or Executive Director or General Manager of the QVA, with such powers and duties and upon

such terms as the Board of Management thinks fit and from time to time as circumstances may require dismiss any person so appointed, in accordance with the terms of employment previously agreed.

(h) The Board of Management shall be empowered to take legal proceedings of any nature.

(i) The Board of Management shall be empowered to invest any monies of the QVA not immediately required for any of its' Objects, in such a manner as from time to time be determined by the Board of Management provided that such investments be restricted to "approved" investments within the provisions of the Trustee Act, or on deposit with a registered Building Society.

(j) The Board of Management shall be empowered to promote and sanction championships and any other competitions that may be deemed necessary for member associations or clubs of the QVA or individual members or persons of member associations or clubs from time to time and to establish uniform regulations for the management of such Championships / Competitions.

(k) The Board of Management through the Director of Finance, shall be empowered to examine the registration records of any member association or club after giving such member association's secretary, notice in writing fourteen (14) days prior to such examination and a copy of such notice shall be forwarded to the President or Chairman and Secretary of such member associations or club.

(l) The Board of Management shall be empowered to collect levies, subscriptions, fees, and other charges from bodies, clubs, institutions, Associations and individuals that may be imposed by the QVA from time to time or to borrow or raise money with or without security for the carrying out of this Constitution or for matters connected therewith.

(m) The Board of Management shall be empowered to apply the income and property of the QVA whencesoever derived to the promotion of the Objects and in the exercise of its powers of the QVA.

(n) The Board of Management shall be empowered to acquire any real estate as may be considered advantageous, and enter into any form of mortgage or other loan as may be necessary and transact all type of business matters relating to real estate as considered beneficial to the QVA and have such action or actions endorsed or otherwise by the subsequent Annual General Meeting or next Council Meeting called for the specific purpose of considering such action or actions.

(o) The Board of Management shall be empowered to submit notices of motion to the Annual General Meeting of the QVA.

(p) The Board of Management shall be empowered to delegate any of its duties to a Standing Committee as established under Section 17, providing that the Board of Management shall at all times retain the right to review or revoke the actions of any such Standing Committee.

(q) All members of the Board of Management, including the Executive Director shall be empowered to debate, question or answer all motions, before the Chair at all QVA Meetings.

(r) The Board of Management shall be empowered to appoint a secretary who shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Board of Management meeting, Council and Annual General Meetings to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Board of Management meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Board of Management Meeting verifying their accuracy. Similarly, the minutes of every Council and Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Council or Annual General Meeting.

(s) The Board of Management shall appoint delegates to represent the QVA to all bodies with which the QVA is affiliated.

(t) The Board of Management may from time to time make, amend or repeal by-laws, not inconsistent with these rules for the internal management of the Association and any by-law may be set aside by a General Meeting of voting members.

15. BOARD OF MANAGEMENT RESPONSIBILITIES:

The Board of Management shall be responsible for the management and conduct of the QVA and may refer all such completed business conducted on behalf of the QVA including alterations to this constitution and By-Law actions taken and recommendations to QVA Meetings for endorsement of otherwise, in accordance with these rules:

(a) The President and Finance Director shall separately forward to the Executive Director, at least 42 days before each Annual General Meeting, a report approved by the Board of Management which shall contain a summary of action taken and such recommendations for which Council approval is sought and such reports shall become appendices to the notice papers convening Annual General Meetings and shall be forwarded to voting members Secretaries no later than thirty days prior to each Annual General Meeting.

(b) The Board of Management shall consist of five (5) Standing Committees or Commissions in accordance with Section 17 of this Constitution.

(c) Each Director shall where possible submit a written report to each Board of Management Meeting, such a report to be included with the Minutes of the meeting. If no written report is available, the Director concerned shall deliver a verbal report at the meeting.

(d) Each Director other than the Chairman shall be responsible to the Board of Management for the conduct of one Standing Committee, during their term of office.

16. BOARD OF MANAGEMENT STANDING COMMITTEES/COMMISSIONS:

1.

(a) Five (5) Board of Management Standing Committees (hereinafter called Standing Committees or Committees or Commissions), shall be established and known as:

- Referees Commission
- Regional Development South Qld Standing Committee
- Regional Development Central Qld Standing Committee
- Regional Development North Qld Standing Committee
- Regional Development Brisbane Standing Committee

(b) Each Standing Committee shall be chaired by the relevant Director.

(c) Each Standing Committee except the Referees' Commission shall comprise the relevant Director as the Chairman of that Committee, and such other additional members as provided for in this Constitution, together with the President of the QVA and the Executive Director as ex-officio members.

(d) All members of the Standing Committee as described under (c) shall have the power to debate and vote on all motions before the chair.

(e) Each Standing Committee shall meet as required. All meetings of the Standing Committee shall be called by the Chairman of that Committee.

(f) Each Standing Committee meeting shall:

(i) Investigate, plan and review matters within the general portfolio of the Chairman of that Standing Committee.

(ii) Make recommendations on policy matters to the Board of Management.

(iii) Implement policy within the portfolio of the chairman of that Committee.

(iv) Be a valid meeting of that Committee if attended by the Chairman of that Committee and at least half the other Committee members on that Standing Committee.

(v) Be called by the giving of at least 14 days notice in writing to each member of the Standing Committee.

(g) Any member of the Standing Committee who is absent from Two consecutive Standing Committee Meetings without an excuse acceptable to the Standing Committee, or without leave of absence, shall forfeit his/her place on the Standing Committee.

(h) The chairman of each Standing Committee may allocate areas of responsibility of each member of the Committee, notwithstanding that the Chairman of that Committee may undertake a specified area of responsibility.

2. Referees' Commission:

(a) The Referees' Commission shall be a sub Committee of the QVA Board of Management.

(b) The membership of this commission shall comprise those suitably qualified individuals as are admitted from time to time in accordance with the rules of this commission.

(c) The rules of this commission shall be attached to the QVA constitution and can only be amended or altered with the approval of the QVA Board of Management.

(d) The Board of Management shall appoint the Chairman of the Referees Commission each year.

(e) This commission shall in accordance with the rules elect such other persons to assist the Chairman of the Referees Commission, as committee of the QVA Board of Management.

(f) This commission shall have those powers and responsibilities as conferred on it by the QVA Board of Management. However, the Board of Management may withdraw all such powers at any time.

17. NOMINATION OF MEMBERS OF STANDING COMMITTEES:

Except for the Referees' Commission the members of Standing Committees shall be nominated by the Chairman of that Committee for ratification or otherwise by the QVA Board of Management.

18. ADMINISTRATIVE DUTIES OF DIRECTORS OF THE BOARD OF MANAGEMENT:

The respective elected or appointed members of the Board of Management shall be responsible for the planning and direction of the following and such other administrative duties as the Board of Management may determine from time to time. These duties are not necessarily exclusive and the Board of Management may delegate or empower each Director to accept additional responsibilities from time to time.

(a) President:

1. The President shall chair the Board of Management and all QVA meetings.
2. The President shall carry out additional duties allocated by the Board of Management to maintain relations with member associations, and other sporting bodies.
3. The President shall be an ex-officio member of all Standing Committees.
4. The President may make decisions between meetings of the Board of Management provided the President consults with the relevant director. Such decisions shall be binding on the QVA until such time as the decision is overturned by the Board of Management or the Council.

(b) Director Regional Development South Qld.

The Regional Development South Queensland Director shall be responsible to the Executive to:

1. Co-ordinate the creation and implementation of policies for the development of volleyball at all levels within the South Queensland region as defined from time to time with particular reference to mass participation, talent identification, junior development, affiliate development and institutional development.
2. Chair meetings of the Regional Development South Qld Standing Committee in accordance with this constitution.
3. Co-ordinate, motivate and activate the efforts of Clubs, Centre and Association personnel to increase membership of the Association.

(c) Director Regional Development Central Qld.

The Regional Development Central Qld Director shall be responsible to the Executive to:

1. Co-ordinate the creation and implementation of policies for the development of volleyball at all levels within the Central Queensland Region as defined from time to time with particular reference to mass participation, talent identification, junior development, affiliate development and institutional development.

2. Chair meetings of the Regional Development Central Qld Standing Committee in accordance with this constitution.
3. Co-ordinate, motivate and activate the efforts of Clubs, Centre and Association personnel to increase membership of the association.

(d) Director Regional Development North Qld.

The Regional Development North Queensland Director shall be responsible to the Executive:

1. Co-ordinate the creation and implementation of policies for the development of volleyball at all levels within the North Queensland Region as defined from time to time with particular reference to mass participation, talent identification, junior development, affiliate development and institutional development
2. Chair meetings of the Regional Development North Qld Standing Committee in accordance with this constitution.
3. Co-ordinate, motivate and activate the efforts of Clubs, Centre and Association personnel to increase membership of the Association.

(e) Director Regional Development Brisbane.

The Regional Development Brisbane Director shall be responsible to the Executive:

1. Co-ordinate the creation and implementation of policies for the development of volleyball at all levels within the Brisbane Region as defined from time to time with particular reference to mass participation, talent identification, junior development, affiliate development and institutional development
2. Chair meetings of the Regional Development Brisbane Standing Committee in accordance with this constitution.
3. Co-ordinate, motivate and activate the efforts of Clubs, Centre and Association personnel to increase membership of the Association.

19. DUTIES OF MEMBERS OF STANDING COMMITTEES:

All members of Standing Committees shall assist the Chairman of their respective committee in the conduct of that committee. They shall hold office for a period of Two years, or until the Chairman of their respective committee no longer holds office, whichever is the sooner.

20. BOARD OF MANAGEMENT MEETINGS:

(a) The Board of Management shall meet at least once every calendar month to exercise its functions.

(b) The Executive Director/Secretary shall forward a meeting notice to each member of the Board of Management at least ten days before all such meetings.

(c) A special meeting of the Board of Management shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Board of Management which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted there at.

(d) Not less than fourteen days notice shall be given by the secretary to members of the Board of Management of any special meeting of the Board of Management. Such notice shall clearly state the nature of the business to be discussed there at.

(e) Board of Management meetings shall only take place when a simple majority of the number equal to the number of members elected and/or appointed to the Board of Management as at the close of the last General Meeting of the members shall constitute a quorum.

(f) The President shall preside as Chairman at every meeting of the Board of Management, or if there is no President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the Vice President shall be chairman or; if the Vice President is not present at the meeting then the members may choose one of their number to be chairman of the meeting.

(g) If within half an hour from the time appointed for the commencement of a Board of Management meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Board of Management, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the

same time and place, or to such another day and at such time and place as the Board of Management may determine, half an hour from the time appointed for the meeting, the meeting shall lapse.

(h) Any member of the Board of Management who is absent from two consecutive Board of Management meetings without an apology acceptable to the Board of Management or leave of absence, shall forfeit his or her place of the Board of Management.

(i) An apology from any member of the Board of Management for inability to attend any Board of Management or Association meeting shall be with the Executive Director/Secretary by noon two days before any such meeting in order that it may be ascertained that a quorum will be in attendance.

(j) All matters before a Board of Management shall be decided by a simple majority of votes cast, with each director having one vote.

21. NOTICES OF MOTION:

(a) Notices of Motion to the Annual General Meeting may be submitted to the QVA Office by the Board of Management or an affiliated voting member association or club or QVA Standing Committee provided that Notices of Motion are signed by the Secretary and Chairman or President of the proposer.

(b) Notices of Motion to amend the Constitution of the QVA shall be submitted to the State office at least 42 days before the date set down for the Meeting except as provided in Clause 21 (c) and 21 (d).

(c) Notices of Motion for the Annual General Meeting which are alternatives of Notices of Motion submitted to the QVA office for inclusion in the Annual General Meeting Agenda at least 30 days before the date set down for the Meeting and such Notices of Motion shall relate only to matters contained in the original Notice of Motion.

(d) The Board of Management shall have the power to submit a Notice of Motion to alter the QVA's individuals registration fee or to set any other fee, provided such Notice of Motion is submitted at least 35 days before the date set down for the Annual General Meeting.

(e) All Notices of Motion for the Annual General Meeting other than those provided for in Clause 21 (b) shall be submitted to the QVA office at least 35 days before the date set down for the Annual General Meeting.

(f) Notices of Motion submitted for an Annual General Meeting to the QVA office in accordance with Clause 21(b), 21(c), 21(d), 21(e) shall be included in the Agenda for the Annual General Meeting and forwarded to the Secretary of each Affiliated voting member no later than 28 days before the date set down for the Annual General Meeting.

22. COUNCIL MEETINGS:

Meetings of the Council of the QVA shall be conducted within 6 months after the end date of the association's reportable financial year, and on any additional occasion as required for special purposes by the Board of Management in accordance with the following clauses:

(a) The Council shall meet within 6 months after the end date of the association's reportable financial year. In addition, at the time of the Council Meeting, there shall also be an Annual general Meeting of the QVA at which the Annual Report of the QVA is delivered.

(b) Each Council Meeting shall be attended by members of the Board of Management and delegates of affiliated voting member associations and clubs.

(c) A council meeting shall require a quorum of more than 50 percent of the affiliated voting members to be in attendance.

(d) An emergency meeting of the Council shall be called by the Executive Director at the request of half of the voting affiliated members, with the Secretaries of each voting affiliated member being given a minimum of ten days notice of the reason for calling such emergency meeting.

(e) Each voting affiliated member shall be represented at Council Meetings by up to two delegates who:

1. Shall not be Directors of the Board of Management
2. Shall have the power to vote on all motions before the chair and in each individual election that may be conducted to the limit of their voting rights.

23. POWERS OF DELEGATES AT ANNUAL GENERAL MEETINGS:

Each delegate appointed by voting affiliated member in accordance with clause 22(b) and (e) and duly recognised by the Chairman of each Annual General Meeting, after signing the meeting roll, shall have the power to:

- (a) Record one vote on behalf of his club or two votes on behalf of his association on all motions put before the Chair, provided always that each member association or club has no more than the allotted votes.
- (b) Record one vote on behalf of his club or two votes on behalf of his association in each individual election that may be conducted, provided always that each member association or club has no more than the allotted votes.
- (c) Debate of question, all motions before the Chair.
- (d) Move a motion to receive or reject any report presented by the Board.
- (e) Move a motion of recommendation to the Board and or the Council Meeting.
- (f) Delegates shall not have the power to move from the floor of the meeting any amendment to a motion which in the opinion of the Chairman is contrary to the original meaning of the motion.

24. AGENDA FOR ANNUAL GENERAL MEETING:

The agenda for each Annual General Meeting other than Emergency Meetings shall be forwarded by the QVA office to voting member association's or club's Secretaries for consideration by their respective organisation at least 28 days before each such meeting and shall set out:

- (a) The format to be applied for each respective meeting.
- (b) All motions and notices of motion received in accordance with Section 21 of this Constitution.
- (c) Reports from the President, Finance Director and Executive Director, such reports shall be designated as Appendices to the Agenda.

25. QUEENSLAND VOLLEYBALL ASSOCIATION. MOTIONS.

- (a) Motions other than motions to change the QVA Constitution are to be submitted in accordance with Section 21 and shall become an effective resolution on the QVA if passed by a simple majority of votes cast at the Council Meeting or Annual General Meeting.
- (b) Motions passed in accordance with sub-section (a) shall be binding on the QVA Board of Management except that in any situation which arises between Council Meetings and in which the facts which brought about provision of the motion no longer apply and in which the Board of Management feel ought to result in an amendment to the motion, the Board of Management may act contrary to the motion provided that:
 1. The Board of Management informs member associations and clubs of the proposed action and abides by a majority postal vote of member associations on the issue should time permit such a postal ballot.
 2. In an emergency, the Board of Management may act alone without following the provisions of Section 27
- (b) 1. notwithstanding Section 27.
3. The Board of Management submits details of any such action or actions taken under Section 27 (b) for the endorsement or otherwise by the subsequent Council Meeting or emergency meeting called for the specific purpose of considering such action or actions.
4. The Board of Management acts according to the QVA Constitution.

26. AMENDMENTS TO THE CONSTITUTION:

Motions to amend this Constitution shall:

(a) Be submitted in accordance with Section 21 of this Constitution.

(b) Before becoming an effective resolution of the QVA the motion when passed by a majority vote consisting of at least three quarters of votes cast at a General Meeting to amend the body of the Constitution. As well as subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting: Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Director General, Department of Consumer Affairs, Brisbane.

27. POSTAL BALLOT:

Should, between meetings of the QVA an issue arise which may require a decision or ratification by the member associations or clubs the Board of Management may call for a Postal Ballot if time permits.

(a) All voting member associations or clubs shall be given 30 days notice of the proposal, together with the reasons for such proposal(s).

(b) Returning Officer shall be appointed by the Board of Management as required and his name and address shall be forwarded to all voting association/club secretaries.

(c) Within the 30 days specified under 27 (a) member associations/clubs shall notify the Returning Officer in writing of their vote/decision. To be valid the vote must be signed by the President/Chairman and Secretary/Executive Director of the member.

(d) In cases which amend the body of the Constitution the proposal will become an effective resolution if it is passed by a majority vote consisting of at least three quarters of votes cast by members.

(e) Each member association is entitled to two postal votes per issue and each member club is entitled to one postal vote per issue.

(f) Within 7 days of the closing of a vote, each member shall be advised by the Executive Director of the result of the vote.

28. FINANCE:

(a) The financial year of the QVA shall commence on the first day of January and end on the thirty-first day of December in the same year, and during this period of time the financial affairs of the QVA shall be the responsibility of the Board of Management.

(b) The Board of Management shall present to each Annual General Meeting (which shall be held within 6 months after the end date of the association's reportable financial year) a summary and analysis of Receipts and Expenditure for the year just completed and an estimated budget of Receipts and Expenditure for the financial year to follow.

(c) The funds of the QVA shall be banked in the name of the QVA in such bank as the Board of Management may from time to time direct.

(d) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the QVA and the particulars usually shown in books of a like nature.

(e) All moneys shall be banked as soon as practicable after receipt thereof.

(f) All amounts paid by cheque shall be signed by two members of the Board of Management or others as authorised from time to time by the Board of Management.

(g) Cheques shall be crossed "not negotiable" except those in payment of wages and allowances of petty cash recoupment which may be open.

(h) The Board of Management shall determine the amount of petty cash, which shall be kept in the impress system.

(i) All expenditure shall be approved or ratified at a Board of Management meeting.

(j) The Board of Management shall ensure the financial affairs are audited by a person registered as a Public Accountant under the Public Accountants Registration Act 1946-1975 or approved by the Under Secretary, such auditor to prepare and issue a report to the subsequent Annual General Meeting.

(k) The income and property of the QVA whencesoever derived shall be used and applied solely in promotion of its Objects and in the exercise of its Powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus, or otherwise by way of profit to or amongst the members of the QVA provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him to the QVA or otherwise owing by the QVA to him or of remuneration to any officers or servants of the QVA or to any member of the QVA or other person in return for any services actually rendered to the QVA provided further that nothing herein contained shall be construed so as to proven the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the QVA and proper rent for premises demised or let to the QVA.

(l) The Board of Management shall provide for the safe custody of books, documents, instruments of title and securities of the QVA.

29. DISTRIBUTION OF SURPLUS ASSETS:

If the QVA shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the QVA, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the QVA, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as imposed on the QVA under or by virtue of Rule 28(k), such institution or institutions to be determined by the Full Members of the QVA.

30. SALARIED SERVANTS:

The Board of Management shall:

(a) Engage or discharge servants or staff as required

(b) The Executive may pay a fee to any persons or company for services rendered to the QVA

(c) No member shall admonish or reprimand an employee, but if a member has any complaint he shall make the same in writing to the Secretary who shall bring the same before the Board of Management.

(d) No employee of the Association shall be entitled to be elected or appointed or otherwise hold a position or office of the Board of Management.

31. APPEALS AGAINST DECISIONS:

In the event of an individual person, club or association being dissatisfied with decisions brought down by their respective affiliated member association, an appeal may be lodged and heard in accordance with the following clauses:

(a) The appellant must first exhaust all possible avenues of appeal allowed by the provisions of the Constitution/By Laws of his respective association.

(b) Having exhausted all other avenues of appeal, the appellant may appeal to the QVA Board of Management as the final arbiter on the condition that the appellant unreservedly accepts any and all decisions of the Board of Management or its nominated Tribunal.

(c) The appellant shall within 30 days after having exhausted all other avenues of appeal, in his/her association notify in writing to the QVA Executive Director, of the appeal, reasons and all other supporting documentation.

(d) The Executive Director shall within 7 days of the receipt of the appeal notify the defendant association/body concerned and forward a copy of the appeal and associated documents to the member association.

(e) Upon receipt of the appeal, the dependant association/body concerned shall within 30 days, forward to the Executive Director a statement relative to the appeal. If no statement is received within the time limit, the appeal shall proceed without it.

(f) The Executive Director shall upon receipt of the statement (section(e)) forward it together with the appeal documents to the President of the QVA and all Directors.

(g) The President in consultation with the Board of Management shall determine the manner in which the appeal may be decided. The following methods are permissible:

(i) The Board of Management sitting as an Appeals Tribunal whose decision shall be final.

(ii) The Board of Management may appoint up to any three persons acceptable to both parties to act as an Appeals Tribunal, whose decision shall be final.

(iii) Wherever possible both the appellant and defendant shall be invited to address the Tribunal and to present evidence or call witness. However, all costs incurred shall be borne by the party concerned.

(iv) Any member of the Board of Management or Appeals Tribunal shall be debarred from adjudicating on an Appeal if they have in any way been involved in the matters which led to the appeal.

(h) Costs of the hearing of the Appeal may be charged to either party by decision of the Appeals Tribunal or the Board of Management.

32. QVA AWARDS:

A. LIFE MEMBER

The QVA shall from time to time bestow upon individuals the honour of Life Membership of the QVA. Such individual shall be permitted to attend all QVA Annual General Meetings and speak, but not vote on any issue raised at any such Conference. The award shall take the form of a suitably designed memento. No more than two Life Membership awards shall be awarded in one year.

The nominating and endorsement procedures as well as criteria for Life Membership is as follows:

(i) Nominations shall be submitted by affiliated associations or Standing Committees or the Executive.

(ii) The completed nomination form detailing the nominating body the name of the nominee and nomination justification shall be submitted to the Executive Director at least 42 days before the date set down for the next Annual General Meeting.

(iii) On receipt of a nomination for Life Membership the Executive Director shall distribute one copy to each affiliated member association and all directors at least 30 days prior to the Annual General Meeting.

(iv) At the Annual General Meeting all member associations and directors shall cast a secret vote on the nomination with each member association having up to two votes and each director one vote. The nominations receiving the highest number of votes shall succeed.

(v) Announcement of successful nominations for Life Membership shall be made immediately after the casting of votes (iv) and the privileges of the award shall become effective from that time.

(vi) Life Members shall receive invitations to attend all major QVA functions. Invitations shall be forwarded not less than 5 days prior to each such QVA function.

(vii) Presentation of the Award shall be made at a time and place deemed suitable for the presentation of such an award by the Executive.

(viii) The criteria for the Award of Life Member shall be a minimum of seven(7) years outstanding service to the Volleyball movement in Queensland, seven years of such service to be at State level.

B. DISTINGUISHED SERVICE AWARD

The QVA may from time to time recognise service by individuals to the Volleyball Movement by presenting such individuals with a Distinguished Service Award, which shall take the form of a suitably designed memento.

The nominating and endorsement procedures as well as criteria for such awards are as follows:

- (i) Nominations shall be submitted by affiliated member associations or sub-committees or the Executive.
- (ii) The completed official nomination form detailing the nominating body, the name of the nominee and nomination justification shall be submitted to the Executive Director at least 42 days before the date set down for the next Annual General Meeting.
- (iii) On receipt of a nomination for a Distinguished Service Award, the Executive Director shall distribute one copy to each member association at least 30 days before the date set down for the next Annual General Meeting.
- (iv) At the Annual General Meeting all member associations and directors shall cast a secret vote, with each member association having two votes and a director one vote. A nomination shall succeed if it receives a majority of votes cast.
- (v) Presentation of the Award shall be at a time and place deemed suitable by the Board of Management.
- (vi) The criteria for the Distinguished Service Award shall be a minimum of five (5) years' meritorious service within the Volleyball Movement, in either a playing/coaching/refereeing or administrative role and where such service is deemed to have assisted the advancement of Volleyball in Queensland.

33. HEADQUARTERS:

The Board of Management may from time to time determine the location of the Headquarters of the QVA.

34. COMMON SEAL:

The Board of Management shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the Authority of the Board of Management and every instrument to which the seal is affixed shall be signed by a member of the Board of Management and shall be counter signed by the secretary or by a second member of the Board of Management or by some other person appointed by the Board of Management for the purpose.

Constitution Administration

Amended	1985	
Amended	October 1988	AGM
Amended	November 1992	Postal Ballot
Amended	April 1995	Postal Ballot
Amended	December 1998	Postal Ballot
Amended	March 2001	AGM
Amended	June 2009	AGM