

# Northern Chill Volleyball Club

## *By-Laws*

September 2005

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## NORTHERN CHILL VOLLEYBALL CLUB BY-LAWS

### I Governance

#### 1) General Membership Meetings and Duties of Members.

##### a) Annual General Meeting.

An AGM shall be held in the Spring of each year. Members shall be given 30 days notice of the time and place.

##### b) Regular or Special General Meeting.

Not less than one General Meeting shall be held each year. Members shall be given 30 days notice of the meeting time and place.

Special meetings of the membership may be called at the discretion of the Executive Committee or the President upon receipt of a written request signed by at least four members. At least one week's notice of time, place and purpose of the meeting shall be given to members.

##### c) Duties of Members.

It shall be the duty of each member to:

- Attend all general membership meetings;
- Inform the secretary if he/she is unable to attend;
- Carry out such duties as may be required by the Constitution, the By-Laws, membership resolutions or committee resolutions;
- Be registered with the **OVA** and **VC**.

#### 2) Committees.

The club may create such committees as are deemed necessary for conducting its affairs. Standing committees shall include, but not be restricted to the following:

- a) Executive Committee.
- b) Coaching Committee
- c) Fundraising Committee.

The Executive is empowered to create such Standing, Special or Ad Hoc committees as it deems necessary. Standing or Special committee require the approval of the general membership at the next general membership meeting.

#### 3) Composition and Responsibilities of Committees.

##### a) Executive Committee.

###### i) Composition.

The Executive Committee shall consist of the following: President, Vice-President, Secretary, and Treasurer. The Executive Committee may add such other persons as may be deemed necessary.

###### ii) Committee Responsibilities.

The Executive Committee shall be responsible for, but not restricted to, the following:

- Budget preparation and management;
- Maintaining adequate records of club business;
- Obtaining sponsorships, gifts and grants, conducting fund raising and levying membership fees.

iii) Duties of Executive Committee and Executive Committee Members.

The **President** shall:

- Preside over Executive Committee and General Membership meetings;
- Ensure members carry out their duties;
- Be an ex officio member of all committees;
- Be the chief spokesperson for the club.

The **Vice-President** shall:

- Assume the duties of the president if he/she is absent or incapacitated;
- Assist the president to perform his/her duties;
- Ensure the club's Operation Manual is current;
- Supervise all fund raising and sponsorship projects;
- Perform such duties as may be assigned to him/her by the Executive Committee or President.

The **Secretary** shall:

- Informs members of meetings, changes of meeting location and/or time, as well as meeting cancellation;
- Prepares agendas and keeps minutes for general membership meetings and Executive Committee meetings;
- Be responsible for official club correspondence;
- Have charge of all non-financial documents;
- Ensure members are kept informed of club activities;
- Perform such duties as may be assigned to him/her by the Executive Committee or President.

The **Treasurer** shall:

- Maintain accurate financial records;
- Pay accounts upon authorization by the Executive Committee;
- Maintain such bank or trust company accounts as may be authorized by the Executive Committee;
- Provide financial reports to the Executive Committee at bi-monthly intervals, or at the request of the President;
- Prepare an annual budget and an annual financial report for the approval of the general membership;
- Have the club financial records independently verified at the end of each fiscal year;
- Maintain an equipment and supplies inventory;
- Perform such duties as may be assigned to him/her by the Executive Committee or President.

The **Technical Director** shall:

- Establish a Player Development Model (PDM) which will be used as the template for all skill development and technical content within the **NCVC**.
- Ensure a coaching development plan is prepared and executed;
- Assist all coaches to conduct themselves in a professional manner;

- Ensure that all coaches are familiar with and adhere to the code of conduct described in the current **VC** Rulebook and approved by a general membership resolution;
- Perform such duties as may be assigned to him/her by the Executive Committee or President.

The **Program Chairperson** shall:

- Assist coaches to prepare an annual calendar of events;
- Assist the team coaches to secure facilities for training;
- Secure facilities for club events, such as tournaments, clinics, etc.;
- Maintain facilities booking records;
- Perform such duties as may be assigned to him/her by the Executive Committee or President.

b) Coaching Committee.

i) Composition.

The Coaching Committee shall consist of each head coach. Assistant coaches may become members of the committee. One member of the committee shall be designated as Program Chairperson.

ii) Responsibilities.

The Coaching Committee shall be responsible for the following:

- Approving a competition program and schedule for each team in cooperation with each head coach.
- Developing and maintaining a cohesive approach to skills development and team tactics for club teams.
- Ensuring each team has adequate access to facilities and equipment for training and competition.
- Supervising the conduct of coaches and players.
- Developing and executing development plans for coaches and athletes. All clinics, camps and seminars sponsored or co-sponsored by the club shall be under the committee's jurisdiction.
- Ensuring the club's code of conduct is kept up to date.
- Recruiting, selecting, evaluating, and disciplining club coaches.

c) Fundraising Committee

i) Composition

The Fundraising Committee shall consist of the following: The Executive Vice-President, the Executive Treasurer, and a minimum of one parent/guardian volunteer representing each team; one of the parent/guardian volunteers shall be designated as the Fundraising Chairperson.

ii) Responsibilities

The Fundraising Committee shall be responsible for the following:

- Creation and implementation of the NCVC's fundraising campaigns.
- Set attainable short-term (1 Year) and long-term(2-5 Years) fundraising goals
- Obtaining sponsorships, gifts and grants, spearheading all fundraising efforts

All fundraising opportunities must have the approval of the Executive Committee prior to commencement.

#### 4) Conduct of Committee Meetings.

##### a) Notification of Members.

Committee members normally shall receive two weeks notice of meetings.

##### b) Agendas.

Written agendas shall be available to committee members as far in advance of meeting dates as is practical. The order of business (agenda) should adhere as closely as possible to the following format:

- 1) Call to order and roll call.
- 2) Determine time and location of the next meeting.
- 3) Approval of minutes of the preceding meeting.
- 4) Business arising from the minutes.
- 5) Reading and disposition of correspondence.
- 6) Reports.
- 7) New business.
- 8) Adjournment.

##### c) Records and Reporting.

All committees shall designate a recorder who shall prepare minutes of items discussed and decisions made at each meeting. Minutes and relevant documents shall be distributed to committee members and to the Executive Committee.

## **II Financial Policies and Procedures**

### 1) Accounts and Disbursements.

The treasurer shall maintain such bank, trust company or credit union accounts as may be authorized by a vote of the membership. All accounts shall be paid by cheque. Payments shall only be made after the appropriate form has been satisfactorily completed and approval has been given by the Executive Committee.

Signed officers shall be the following: President and Treasurer.

### 2) Budgets.

a) The head coach for each team shall submit a budget request for approval by the Coaching and Executive Committees before the beginning of the competitive season.

b) The chairperson for each committee shall submit a budget request for approval by the Executive Committee before the beginning of the competitive season.

c) The Executive Committee shall approve a club budget before the beginning of each competitive season.

### 3) Financial Records and Reporting

a) Separate journals shall be kept for each team and unit within the club.

b) No team will be permitted to exceed its budget allocation without the approval of the Executive Committee.

c) Receipts shall be obtained for all expenditures.

4) Verification.

All accounts shall be independently verified at the end of each fiscal year. This verification shall be tabled at the Annual General Meeting.

5) Fund Raising.

a) Types of Projects.

There shall be two types of projects:

i) General projects which are intended to benefit the club as a whole.

ii) Unit or team specific projects which are primarily targeted to a specific group or function.

b) Project Approval.

All projects must be approved by the Executive Committee. Project plans shall include:

- Objectives
- Financial targets
- Methods used (including time lines),
- Assignment of responsibilities
- Method of verification
- Other information as the Executive Committee deems appropriate.

6) Designated Funds.

The club may agree to designate specified amounts of funding or proportions of funds to particular groups.

7) Surplus Funds or Inventory.

Surplus funds or inventory shall be allocated at the discretion of the Executive Committee.

### **III Travel Policies**

1) Methods of travel shall conform to the standards established by the **Ontario Volleyball Association** and by club resolutions.

2) The Executive Committee shall approve a schedule of allowable expenses for members prior to each season.

3) Members must secure Executive Committee approval of their travel plans before travelling on club business.

4) Members travelling on club business must submit reports within two weeks of completing any such trips. Financial reports shall be submitted to the treasurer. Non-financial reports shall be submitted to the secretary.

### **IV Equipment**

1) Inventory.

An accurate inventory of all club equipment shall be maintained.

a) Each athlete shall be entitled to a minimum of two sets of uniforms. Each team shall be entitled to an adequate supply of balls. .

c) Each coach shall keep the Executive Committee informed of the location and condition of all equipment and uniforms allocated to his/her team

2) Storage

The Executive Committee shall designate the place of storage and person responsible for all equipment.

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**V Resignation from the Club**

Groups or individuals have the right to withdraw or resign from the club. Resources such as funds, balls, clothing, etc., which become part of the club inventory upon assumption of club membership shall be returned to groups or individuals resigning from the club after consideration has been given to resources consumed by the resigning group or individual. The individual or group shall not be entitled to any interest or income generated during the time of membership in the club.

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**VI Other**

Policies and procedures not explicitly covered in the Constitution or the By-Laws shall be subject to approval by the Executive Committee and ratification by the general membership.

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Signed \_\_\_\_\_  
(President)

Signed \_\_\_\_\_  
(Vice-President)

Signed \_\_\_\_\_  
(Secretary)

Signed \_\_\_\_\_  
(Treasurer)

Dated September 1<sup>st</sup>, 2005 at Sudbury, Ontario, Canada.