

# Constitution and By-Laws

Incorporation Date: 4/12/2023

Constitution Date: 5/22/2023

## CONSTITUTION OF CNU MEN'S VOLLEYBALL CLUB

### ARTICLE I - IDENTITY

1. 1.1 The name of the organization shall be "CNU Men's Volleyball Club" herein referred to as "Club".

2. 1.2 The Official Logo of the Club and the representative teams shall be:

3. 1.3 The official colours of the Club shall be Royal Blue and White.

4. 1.4 Teams may use alternate colours for warm-up attire and or coaching clothing as approved by the executive.

5. 1.5 The term "CNU Men's Volleyball Club premises" shall be understood to include all

areas where CNU Men's Volleyball Club players, executive and/or parents are conducting services under the permission of the CNU.

This shall include all meetings, practices, hosting of tournaments and/or fundraising events.

### ARTICLE II – MISSION STATEMENT

The objectives of the Club shall be to promote sports and sportsmanship through the development of volleyball on the CNU campus. In providing programs to local athletes the Club will endeavour to protect and promote the mutual interest of its players by fostering goodwill and sportsmanship in its athletes as they strive to be the best they can be both on and off the court. The Club will ensure that it does so in a positive, encouraging environment for all involved.

### ARTICLE III – BY-LAWS OF THE CLUB

3.1 The by-laws, appended to this Constitution, shall describe the organizations and functions

of the Club, and the means by which members of the Club may elect the Club Executive, and control the property and activities of the Club.

#### BYLAW I 1.1 – MEMBERSHIP

Membership in the Club shall be open to all registered players, head coaches, assistant coaches, and executive members.

Membership is on an annual basis and the membership year shall be from September 1 to August 31 of the following year with the exception of the executive who will remain in office until the annual AGM.

The membership fees shall be determined by the end of September of each year. Membership of any member of the Club may be suspended or rescinded for just cause by majority vote of the current executive. This shall include transgressions of the CNU's Code of Conduct.

The Secretary shall give at least 48 hours notice to such member that a meeting will be held at which



time the Executive will consider the revocation/suspension of their membership. The Secretary shall further advise the member that they are entitled to attend the meeting but only to give reasons why they oppose the proposed revocation/suspension of membership. Immediately after the meeting, the President shall verbally inform the member of the Executive's decision. The decision of the Executive is final. A member whose membership has been rescinded will be eligible for membership at a future date as determined by the Executive.

No member shall canvas, solicit or exhibit any service or product of any kind whatsoever on CNU Men's Volleyball Club premises or at a meeting, activity or event of the CNU Men's Volleyball Club unless previously authorized by resolution of the Executive.

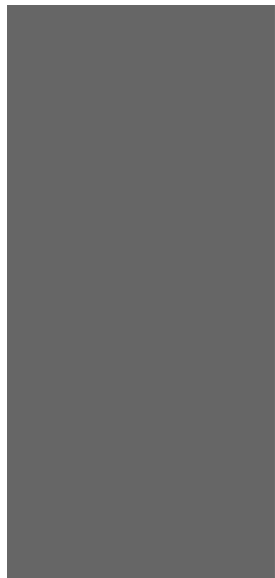
No member shall utilize the membership telephone/email/ mailing directory for solicitation or canvassing of any product or service whatsoever unless authorized by the Executive. Contacting players by phone, mail or e-mail shall be done on a per team basis by that team's coach or designate, or by the Coaching Director and/or the Executive for the Club mandated issues.

## **BYLAWS OF CNU Men's Volleyball Club**

### **BYLAW II– EXECUTIVE**

1. 2.1 The Executive shall consist of:
  - i. President
  - ii. Past President
  - iii. Treasurer
  - iv. Secretary
2. 2.2 To be nominated for the Executive a person must have at least one year of experience within the Club or a similar organization.
3. 2.3 To be nominated to run for president the person must have at least one year of experience on the Executive.
4. 2.4 The whole Executive shall be retired at the end of each annual general meeting, but shall be eligible for re-election.
5. 2.5 No executive member can hold a position for more than 5 consecutive years. In the event that an Executive position remains unfilled, then a retiring executive member, who has already served five consecutive terms, may be voted into that position by the current Executive.
6. 2.6 The members of the Executive shall receive no remuneration for acting as such.
7. 2.7 Members of the Executive may resign by resignation in writing which shall be effective





upon acceptance of the Executive.

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BYLAW III – 3.1

3.2

3.3 3.4

3.5 3.6

BYLAW IV – 4.1

4.2 4.3

4.4 4.5 4.6

4.7 4.8

The office of an Executive member shall be automatically vacated:

- i. If the executive member has resigned their office by delivering a written resignation.
- ii. If an executive member has been asked to vacate their position by majority vote of the Executive.
- iii. On sickness and/or death.



Vacancies on the Executive may, so long as a quorum of executive members remains in office, be filled by the executive from among members of the CNU Men's Volleyball Club. Otherwise, such a vacancy or vacancies shall be filled at the next Annual General Meeting of members at which the Executive for the ensuing year are elected. If there is not a quorum of executive members, the remaining executive members shall call a meeting of members to fill the vacancy or vacancies. Only the Executive or those appointed by the Executive have the legal authority to initiate communication to all players within the Club.

#### DUTIES OF THE BOARD MEMBERS

The President shall promote the CNU Men's Volleyball Club, be responsible for the overall operation of the Club, preside at the annual general meeting, preside at regular executive meetings and be an ex-officio member on all committees.

The Treasurer shall be responsible for the maintenance of the financial records and for the collection and disbursement of funds. They shall further prepare and submit to the Annual General Meeting a financial statement of the affairs of the CNU Men's Volleyball Club. They shall also perform such duties as may be determined by the Executive.

The Secretary shall be responsible to maintain records and correspondence of the Club. They shall also perform such duties as may be determined by the Executive.

The Past President shall advise the executive on all matters relating to the Club. They shall serve on the executive for a period of one year. They shall also perform such duties as may be determined by the executive. They shall not have a vote on any matter at executive meetings.

#### COMMITTEES

By September 30 of each year, the Executive will determine the necessary committees. The President shall be an ex-officio of all committees.

The committees listed below are the most likely committees that the club will require.

- i. Parent Representative Committee
- ii. Communications & Media Committee
- iii. Fundraising Committee
- iv. Uniforms Committee
- v. Social Committee
- vi. Travel Committee

A quorum for all committee meetings is 51% of the committee members.

Committee decisions shall be by majority vote.

All committees must keep records of meetings. All records are to be forwarded to the president on an on-going basis. The president will then forward to the appropriate executive member.

The Executive must approve all committee decisions by majority vote.

Duties of the committees are as follows:





#### 4.9

- i. The Parent Representative Committee is responsible for the collection of data on club performance, present changes to improve club performance and assist all other committees when needed.
- ii. The Communications Committee is responsible for the collection and disbursement of information in regards to all teams' results. They are also responsible for ensuring that information is relayed to the website manager, communicating regularly to each member, notifying media, schools and other information sources about our tryouts, player and coaches' clinics.
- iii. The Fundraising Committee will be responsible for monitor and/or set up all fundraising ventures within the club.
- iv. The Uniform Committee is responsible for the ordering, maintenance and acquisition of all uniforms within the club.
- v. The Social Committee is responsible for organizing, setting up and running social events for the Club. If any event is to be used for fundraising, the Fundraising Committee must be involved.
- vi. The Travel Committee will be responsible for the arranging transportation to and from tournaments and accommodations.

Committees will be expected to make recommendations to the Executive for improvement in areas of their activities.

#### BYLAW V – MEETINGS

1. 5.1 The annual general meeting shall be held by the first week of October or at the earliest convenient date.



2. 5.2 The president shall set a schedule for executive meetings and call special executive meetings  
  
outside the scheduled dates as necessary.
3. 5.3 Special meetings may be called at any time. Any three members of the Executive must make the request and the meeting must be held within two weeks of the request.
4. 5.4 All members of the Executive shall be notified at least 48 hours prior to any executive meeting or special meeting. If acceptable contact cannot be made, the president or secretary will attest to the fact that at least two attempts were made to contact the individual concerned.
5. 5.5 A majority of the executive voting members shall form a quorum for the transaction of business at any meeting of the executive members.

#### BYLAW VI –VOTING

1. 6.1 Election of succeeding executive shall be by majority vote at the Annual General Meeting.
2. 6.2 The elected positions shall be President, Treasurer and Secretary
3. 6.3 The position of the Coaching Director is not an elected position. This position is appointed by the Executive.
4. 6.4 Election of the executive shall be by secret ballot at the AGM.
5. 6.5 Each person at the AGM may only vote once under the following conditions:
  - i. Voting at the annual general meeting is restricted to one vote per registered member.
6. 6.6 For members less than 18 years of age that vote is the parent/guardians responsibility. For members over 18 years of age the responsibility is their own.
7. 6.7 No individual can vote more than once if they hold more than one position. Exception will be for those individuals who have more than one child registered in the Club.
8. 6.8 No proxy voting is allowed at the AGM.

#### BYLAW VII – ORDER OF BUSINESS

##### 7.1

The order of business at an Annual General Meeting of the Club shall be as follows:

- i. Notice of Meeting
- ii. Approval of Agenda



- iii. Minutes from preceding meeting
- iv. Reports
- v. Elections
- vi. Amendments to Constitution and By-laws
- vii. New Business
- viii. Adjournment

## BYLAW VIII – COACHES

1. 8.1 A coach of a representative team may be a member of the executive. They must declare a  
  
conflict of interest in any matters that involve specific issues with their team and they will  
  
not be allowed to vote on these issues at executive meetings.
2. 8.2 All coaches must submit a police check to the Club. This cost is at the club's expense.  
  
This must be completed no later than October 30. Coaches who start with the Club after  
this date must submit a police check no later than 30 days after agreeing to work with a  
team.
3. 8.3 All coaches must submit to the Club their NCCP number to the Club upon agreeing to  
coach or assistant coach with a team. If the coach does not have NCCP certification, they  
must provide an exception number as soon as they receive it from the Ontario Volleyball  
Association.
4. 8.4 All coaches must meet the requirements as outlined by the Ontario Volleyball  
Association.
5. 8.5 All coaches must carry a player and medical information sheet with them at all times.
6. 8.6 All coaches must be approved by majority vote of the executive.
7. 8.7 All coaches must abide by the code of conduct as outlined by the Ontario Volleyball  
  
Association and by this Club. Failure to abide by the code of conduct could result in  
  
disciplinary action by the Executive.
8. 8.8 The Executive may discipline coaches and penalties as ruled by the executive shall be  
  
respected.
9. 8.9 After team selections are completed, if a coach is considering releasing a player from the  
team, the coach must adhere to the following guidelines:
  - i. If the player does not meet the coach's concerns within the time period, the coach  
will then release the player immediately.



The Executive may discipline players and apply penalties as ruled by the Executive shall be respected.

Players requesting a release from the Club will be granted such a release.

Any player, less than 18 years of age, caught intentionally damaging equipment will have their parent/guardian held liable for replacement.

Any player, who misses two consecutive tournaments or three consecutive practices without notification and/or valid reason, may be removed from a team. The head coach must advise the Executive who will review the circumstances and recommend a course of action.

#### – PARENTS

Parents must represent the CNU Men's Volleyball Club in a positive manner.

Parents must support their son's team members and coaching staff.

#### BYLAW XI –TEAMS

1. 11.1 All players must wear the assigned uniform at all exhibition and tournament play.
2. 11.2 All equipment provided by the Club must be treated with care and respect.
3. 11.3 The coaches are responsible to allot appropriate game time to players as required to enhance our ability to provide a positive experience.
4. 11.4 Payment of registration fees does not guarantee playing time on representative teams.
5. 11.5 All teams must run tryouts.
6. 11.6 All teams must carry a minimum of 9 and a maximum of 12 players based on OVA regulations.
7. 11.7 Emergency Call-ups. Players will be allowed to move up a division to play on a team under the following conditions:
  - i. The coach of the team the player is registered with is notified prior to the player being asked.
  - ii. The coach requesting the move follows OVA guidelines.
  - iii. The coach requesting the move keeps the best interests of the player in mind.
8. 11.9 In the event teams become short of players due to injuries or any other loss of athletes, the



Club may look at athletes from within the club system, or may run a second set of tryouts, inviting the unsuccessful participants of the first tryout and any new attendees.

## BYLAW XII – NATIONALS

1. 12.1 Attendance to the National Championships is the decision of the individual teams.
2. 12.2 Funding for such events is the responsibility of each team.
3. 12.3 Teams may apply for special funding from the Executive.

## BYLAW XIII – FINANCIAL MANAGEMENT

13.1 Executive shall set player fees and tryout fees.

2. 13.2 All Club expenses and purchases will be paid by cheque bearing the signatures of two of three signing officers: President, Vice President and Treasurer.
3. 13.3 A financial report and statement will be provided at each executive meeting.
4. 13.4 A financial statement will be made available at the Annual General Meeting.
5. 13.5 Refunds to players will be considered by the Executive if a player has been released by the

coach, a documented injury occurs that ends the player's season or the player is removed by the Executive.

6. 13.6 Players who remove themselves from the team will receive no refund.
7. 13.7 The amount received by players outlined in By-law X1, Section 11.5 will be determined by the treasurer and approved by the president.
8. 13.8 Individuals within the Club may not purchase items and expect a refund from the Club without prior permission of the Executive.
9. 13.9 All fundraising monies carried out by various committees, parent groups or teams flow through the club's financial records.
10. 13.10 No member shall charge another member of the organization a fee to offset incurred costs and/or to gain profit, for services or product, without permission of the Executive. The request for permission must be forwarded to the Executive in writing.
11. 13.11 In the event the club ceases to exist, the net assets from liquidation shall go to CNU.



## BYLAW IX – HARRASSMENT POLICY

14.1 The Executive will follow the Harassment Policy that is outlined by the CNU Handbook. Refer to the

OVA website for clarification.

## BYLAW XV – AMMENDMENTS TO THE CONSTITUTION AND BY-LAWS

1. 15.1 The constitution may be amended at the annual general meeting by majority vote.
2. 15.2 A “Notice of Proposed Amendment” must be submitted to the president at least two weeks in advance of the annual general meeting.
3. 15.3 The by-laws must be ratified at each annual general meeting.
4. 15.4 Amendments to the by-laws may be made by majority vote of the Executive at regular executive meetings.

Adopted by:

\_\_ CNU Men’s Volleyball Club \_\_\_\_\_

On \_\_12\_\_ of \_\_April\_\_ 2023 \_\_\_\_\_

Day Month

Signed by:

\_\_Kyle Greber\_\_\_\_\_ President

\_\_Jace Hull\_\_\_\_\_ Club Board Member

April 12, 2023