

NELSON MANDELA UNIVERSITY VOLLEYBALL CLUB CONSTITUTION

1 DEFINITIONS

In this constitution, except where incompatible with the context, the following terms shall have the meanings indicated:

- a) “Club”: means the Madibaz Volleyball Club.
“NMU” means the Nelson Mandela University;
“Student” means a registered student at the Nelson Mandela University;
“AGM” means the Annual General Meeting
“ Members mean the paid up and registered members of the club
“SGM” means Special General Meeting
“SC means the Madibaz Sport Committee
“ FC” means the NMU Finance Committee
“EC” means the Executive Committee
“NMBVA” means Nelson Mandela Bay Volleyball Association
“VSA” means Volleyball South Africa

2 NAME

- a) The name of the club shall be Madibaz Volleyball Club.
- b) The headquarters will be at the NMU Missionvale Campus.
- c) The club does not envisage profit for itself or its members.

3 STATUS

As a club registered at the University, the NMU Volleyball Club has no legal standing and operates under the auspices of the University.

4 -MISSION

The mission of the Madibaz Volleyball club is

- 4.1 To provide the University community (students and staff ample opportunity to participate in the sport on competitive and recreational level.
- 4.2 To use every opportunity to market the University positively through presenting professional programs and achieving excellent results.
- 4.3 To present and become involved in community outreach programs within the framework of the coordinated programme of Madibaz Sport.

5 -AIM AND OBJECTIVES

The aims and objectives of the Club are:

- a) to administer and offer volleyball at all levels to interested member in NM Metro.
- b) to promote the best interests of Volleyball and volleyball players registered to the club.
- c) to strive and to ensure that there shall be no hindrance to participation in volleyball on grounds of race, religious or political conviction in the affairs and activities of the club.
- d) to develop the sport of volleyball at all levels both within and outside of the club.

6 -WAYS AND MEANS OF ACHIEVING OBJECTIVES

The club may achieve its objectives by,

- a) being affiliated to the NMBVA who on their behalf must be registered to VSA.
- b) providing suitable equipment and practice facilities to its members.
- c) acquiring such property moveable and immovable as may be required to achieve the aims and objectives of the club.
- d) entering into such negotiation and concluding such contracts as may be lawfully undertaken in order to promote the aims and objectives of the club.
- e) raising funds for any purpose deemed necessary.

- f) to have a development guidelines and act accordingly.
- 6.1 The Manager co-ordinates and arranges all general matters concerning sport, such as controlling and supervising the use of facilities, clubhouses in conjunction with the facility coordinator.
- 6.2 Participation of the Club in all tournaments and leagues, both locally and at tertiary level, shall be with the approval of and co-ordinated by the EC .
- 6.3 The Chairperson of the Club shall attend all the meetings of Chairpersons of all sports clubs. At such meetings, which are held at least four times a year, common sports matters are discussed.
- 6.4 The Manager will liaise with the fundraiser regarding sponsorships

7 -MEMBERSHIP

The following persons shall be eligible for membership of the Club:

- 8.1 All registered students at and all members of staff in the service of the University.
- 8.2 All Madibaz Sport Clubs are in principle open clubs. The Club, however, has the right, by a majority vote at an Annual General Meeting, to determine whether non-bona fide students and community members may or may not become members of the Club. The nature and character of the Club, as a student club, must however always be retained.
- 8.3 Only bona fide students of the University may participate in intervarsity, USSA and any student endorsed national events

8 -ORGANISATION

The chief bodies of the Club are

- a) Annual General Meeting
- b) Special General Meeting
- c) Executive Committee

9 MEETINGS

9.1 GENERAL MEETINGS

- 9.1.1 The Club shall hold at least a general meetings during the course of the year, one during each semester, to inform members of activities.
- 9.1.2 Notice of a general meeting must be given seven days before the meeting. The agenda must accompany the notice.
- 9.1.3 A quorum at any of the members' meetings of the Club is constituted by 20% of the members.

9.2 SPECIAL GENERAL MEETINGS

- 9.2.1 At the written request of 10% of the members an extraordinary meeting may be called.
- 9.2.2 Notice of such a meeting must be given 7 days prior to the meeting.

9.3 ANNUAL GENERAL MEETING (AGM)

- 9.3.1 An AGM must be held by the 15 October of each year
- 9.3.2 Notice of an AGM must be given at least seven days in advance. The agenda must accompany the notice.
- 9.3.3 Copies of minutes of the AGM, annual report and financial report must be handed in to the Director: Sport.
- 9.3.4 If a quorum is not present at the time of the duly convened AGM the meeting will be postponed for 30 minutes after which it will proceed as if a quorum were present.
- 9.3.5 Resolutions taken at an AGM are only binding if they are adopted by a majority vote and within the framework of the authority of the Club.

10 EXECUTIVE COMMITTEE

- 10.1 The Club shall be controlled by an Executive Committee which shall be elected at the AGM and may consist of the following: -
 - 10.1.1 President
 - 10.1.2 Chairperson (either chairperson or vice chairperson must be a bona fide student)
 - 10.1.3 Vice-Chairperson
 - 10.1.4 Sport Manager performs the Secretary and treasure duties
 - 10.1.5 Additional members for marketing, social functions,

players' representatives etc.

- 10.1.6 The Sport Manager responsible for Survival, the Director of Sport and Deputy Director of Sport Responsible for that particular sport at NMU are ex officio members of all committees.

11 –PROCEDURE AT ANNUAL GENERAL MEETINGS

INCLUDE

- a) The chairperson shall preside at all meetings of the Club and in his/her absence the Vice chairperson, should both be absent the secretary will lead the meeting.
- b) The business of the annual meeting shall proceed within the following order
- 1 a notice of meeting
 - 2 apologies
 - 3 to read and confirm with or without amendment the minutes of any special general meeting
 - 4 to read and confirm with or without amendment the minutes of the previous Annual General Meeting.
 - 5 consider matters arising out of minutes as enumerated in para. 4 and above.
 - 6 to read chairpersons report and all other reports to follow with financial last.
 - 7 to rule previous executive out of office.
 - 8 to elect new executive, namely:
 - 8.1 to accept nominations and motivations for honorary life members.
 - 8.2 to ratify registration fees
- 11.1 Nominations for the various portfolios shall be called for two weeks prior to the meeting and will be closed one day before the meeting. If not enough nominations are received nominations may be called for and accepted at the meeting.

- 11.2 Voting at the meeting shall be by secret ballot.
- 11.3 Fifty percentage of the executive must be bona fide students and gender must be taken into consideration.

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. 12 FUNCTIONS OF THE EXECUTIVE COMMITTEE

- 12.1 The Executive Committee in accordance with the relevant Sport Manager shall organize and co-ordinate the activities of the Club.
- 12.2 The Executive Committee shall report regularly to the members at general meetings where decisions will be ratified.
- 12.3 All disciplinary matters in the Club and against its members while participating in any kind of matches must be reported to the Director of Sport for its information.
- 12.4 The SC shall have the power, in any disciplinary matter submitted to it, to take the matter up with the Club via the Executive Committee which will act as the disciplinary committee. Any matter may be referred to the Director of sport for settlement.
- 12.5 The Executive Committee shall hear, deal with, consider and decide upon protests or reports submitted by members.
- 12.6 The Sport Manager, Chairperson and Executive Committee shall be responsible for:
 - 12.6.1 Determining policy for the Club, Madibaz Sport
 - 12.6.2 Provide guidance on needs within the Club and Club members on general managerial matters;
 - 12.6.3 Establish a strategic plan for the Club with the accompanying managerial guidelines for achieving the set objectives;
 - 12.6.4 Carry out normal managerial duties as contained in the constitutional provisions concerning offices and portfolios;
 - 12.6.5 Regularly evaluate to determine the success achieved by the Club.

12.7 Vacancies on the Executive Committee may be filled by elections called by the Executive during the year or by co-opting members into the vacancies.

12.8 The Executive may appoint sub-committees as the need arises.

13 MEETINGS OF THE EXECUTIVE COMMITTEE

13.1 At least four (3) meetings must be held per annum

13.2 Minutes of meetings and reports must be handed in to the Deputy-Director of Sport by the 5 of each calendar month.

13.3 Ex officio members of the Executive must receive formal notice of all meetings.

14 FINANCE

14.1 Financial administration must be in accordance with the general guidelines of the Sport Bureau

15 COLOURS AND AWARDS (COLOURS COMMITTEE)

Colours will be awarded according to

15.1 Members who have obtained full provincial colours at senior level, USSA National or National age group colours during the year will be nominated for NMU colours.

15.2 Members who performed exceptionally during the year will be nominated for the various awards presented by Madibaz Sport annually

16 SPONSORSHIP

a) All individual sponsorship of units must be approved by the Manager.

17 DUTIES OF GENERAL COMMITTEE MEMBERS

17.1 CHAIRPERSON

a) The chairperson shall preside at the AGM, all special general meetings, all general committee meetings and all executive meetings. The chairperson shall also preside at all functions of club.

b) The chairperson shall represent the club at all function sand meetings

c) The chairperson shall deliver an annual address

17.2) VICE CHAIRPERSON

- a) The vice chairperson shall preside at all functions of the club whenever the chairperson is absent.
- b) The vice chairperson is an ex-officio member of all commissions and sub-commissions.

17.3 GENERAL SECRETARY

- a) The general secretary shall maintain an effective and efficient administration of the club and shall be responsible to the executive committee.
- b) The general secretary shall conduct the correspondence of the club.
- c) The general secretary shall keep in his / her possession a proper constitutions book and resolutions book.

17.4 STUDENT DEVELOPMENT

- a) The student development officer will be responsible for the development of the sport on Campus.
- b) The officer will run inter-hostel competitions on a regular basis.
- c) The officer will assist with Social Commission on regular Socials for the club.
- d) The officer will run inter-hostel outdoor competitions on a regular basis.

17.5 Head Coach

- a) Head coach will coordinate all coaching and liaise with the other coaches on matters relating to players conduct and problems.
- b) Head coach must assist development officer with social as well as development matches on campus.

6) TRUSTEE

- a) The trustee will be responsible for all equipment belonging to the club.
- b) The trustee will erect all courts prior to scheduled practice.
- c) The trustee is an appointed person

7 SOCIAL COMMISSION

- a) The social commission will lead all fund raising, functions and awards

- night as instructed by executive.
- b) A monthly social must be held.
 - c) A bi-monthly social function must be held with all members attending.

16 CONSTITUTIONAL AMENDMENTS

- 16.1 This constitution may be amended only at Special General Meeting preceding the AGM
- 16.2 An amendment shall be adopted only if at least two-thirds of the members present at the meeting vote in favor of such amendment.

17 DISSOLUTION OF THE CLUB

Should the Club be dissolved, all equipment, apparatus and documents shall be entrusted to the care of the Sport Bureau.

This constitution and all amendments thereto are subject to the rules and regulations as determined by Madibaz Sport and should be inline with Provincial and National federations or Unions.