

# WESTERN AUSTRALIAN VOLLEYBALL ASSOCIATION INC. BY-LAWS

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## 1. The Board of Management

1.1. The Board of Management shall be comprised of six (6) officers: President, Vice President, Vice President Technical and three (3) members.

1.2. Nominations to elective positions shall be made and seconded by at least two eligible Volleyball WA members.

1.3. Nominations will not be valid without the express consent of the nominees.

1.4. Casual vacancies may be filled by appointees of the Board of Management for the remainder of the resigning officer's expired term.

1.5. Unless unopposed, all elections shall take place by secret ballot.

1.6. In special cases, the Board of Management may require the resignation of one of its officers. A motion requiring such resignation must be passed by two thirds majority of the Board of Management. In such a case, the

**WESTERN AUSTRALIAN VOLLEYBALL ASSOCIATION INC.**  
**BY-LAWS**

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resigning officer may require the Board of Management to call a Special General Meeting of the Association in order to fill the vacancy by election, and may stand for election.

1.7. Officers of the Board of Management shall have the right to vote at general meetings of the Association in accordance with clause 27 of the Constitution.

2. Duties of the Board of Management

2.1. President – the duties of the President of the Association shall be:

2.1.1. To preside at all General and Board of Management meetings.

2.1.2. To rule on all questions of order and rules of debate: such rulings to be final and binding.

2.1.3. To exercise a deciding vote if votes are equal on any motion requiring a simple majority.

2.1.4. To guide all meetings along lines stipulated by the Agenda at hand, and to fulfil his role as Chairman in accordance with the rules of debate.

# WESTERN AUSTRALIAN VOLLEYBALL ASSOCIATION INC. BY-LAWS

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2.1.5. To make himself fully conversant with the rules of debate, and the Constitution and By-Laws of the Association.

2.2. Vice President – the duties of the Vice President of the Association shall be:

2.2.1. To deputise for the President in his absence, having his full powers in such situations.

2.2.2. To assist the President in his duties.

2.3. Vice President Technical – the duties of the Vice President Technical shall be:

2.3.1. To oversee the technical aspects of the Association and in particular to oversee the standing technical commissions for Coaches and Referees.

2.3.2. The Coaches' Commission shall advise and make recommendations to the Board of Management of matters pertaining to the coaching of volleyball in Western Australia.

**WESTERN AUSTRALIAN VOLLEYBALL ASSOCIATION INC.**  
**BY-LAWS**

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2.3.3. The Coaches' Commission, through the Vice President Technical, shall make recommendations on applications for coaching positions advertised by the Association.

2.4. Executive Director – the duties of the Executive Director of the Association shall be:

2.4.1. To conduct the correspondence of the Association.

2.4.2. To keep minutes of general and Board of Management meetings.

2.4.3. To notify affiliated bodies of relevant decisions taken by the Board of Management.

2.4.4. To keep complete and accurate records of all affiliated bodies and their members, and of the registered members of the Association.

2.4.5. To promote Volleyball in general and the activities of the Association in particular.

2.4.6. To maintain liaison with the media and the public.

**WESTERN AUSTRALIAN VOLLEYBALL ASSOCIATION INC.**  
**BY-LAWS**

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2.4.7. To act on any matter as determined by the Board of Management of the Association.

2.5. Duties and selection of the Coaches', Sports Organising and Referee's Commissions.

2.5.1. The duties and selection of the members of the Coaches', Sports Organising and Referees' Commissions shall be as determined by the Chairman, subject to the approval of the Board of Management of the Association.

2.6. Executive Portfolios - The Board of Management may allocate portfolio responsibilities after the Annual General Meeting to officers elected without specific duties.

2.7. Ex Officio Positions.

2.7.1. The President and Executive Director shall be ex officio members of all permanent Commissions and sub committees.

2.7.2. The President, Vice President and Executive Director shall be authorised to sign cheques drawn on the Association's accounts.

2.7.3. The signatures of any two of the authorised officers shall be required to validate any cheques drawn for the Association.

# WESTERN AUSTRALIAN VOLLEYBALL ASSOCIATION INC.

## BY-LAWS

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### 3. Rules of Affiliation

3.1. Bodies seeking affiliation with the Association must pay an annual affiliation fee.

3.2. Individual members of affiliated bodies must register with the Association, and pay an annual registration fee to be determined by the Board of Management.

3.3. The Board of Management may require a Body seeking affiliation to submit proof of financial status and a written Constitution before affiliation is granted.

3.4. Bodies seeking affiliation must undertake to abide by the Constitution and By-Laws of the Association.

### 4. The Annual General Meeting

4.1. The Annual General Meeting of the Association shall be held by the 30<sup>th</sup> April each year, at a time and place to be determined by the Board of Management.

**WESTERN AUSTRALIAN VOLLEYBALL ASSOCIATION INC.**  
**BY-LAWS**

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4.2. The Executive Director of the Association shall give thirty (30) days written notice of the Annual General Meeting to all affiliated bodies.

4.3. Each affiliated body shall be entitled to two (2) votes.

4.4. Delegates must be fully authorised, in writing, by an executive member of the body they represent, and shall be required to sign a roll.

4.5. Only the delegates present at the meeting shall be eligible to vote. Absentee votes shall not be permitted except in the case of country delegates by prior arrangement with the Board of Management.

4.6. A quorum shall consist of at least six (6) eligible voters. If a quorum is not reached, discussion may take place, but no major decisions may be taken.

4.7. In accordance with the rules of debate, a motion must be made and seconded by individual delegates. An amendment, if relevant may then be moved. After discussion the President may call for a vote on the motion or amendment, or both. Once a vote is taken, all discussion ceases.

# WESTERN AUSTRALIAN VOLLEYBALL ASSOCIATION INC.

## BY-LAWS

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### 5. Special General Meetings

5.1.A Special General Meeting must be called within one (1) month of a request in accordance with clause 16 of the Constitution.

5.2. Only specified business shall be transacted at a Special General Meeting.

5.3. Voting rights and procedural rules, insofar as is consistent with clause 5.2, shall be the same as for Annual General Meetings.

### 6. Amendments of By-Laws

6.1. The Board of Management may at any time amend, delete or add to the By-Laws of the Association.

6.2. Such changes must be approved by a two third majority of the Board of Management.

6.3. Immediate notice must be given to all affiliated bodies of all changes to the By-Laws.

# **WESTERN AUSTRALIAN VOLLEYBALL ASSOCIATION INC.**

## **BY-LAWS**

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6.4. Any such changes shall have effect only until the next general meeting of the Association, when the Executive Director shall put on notice a motion that they be approved. If approved by a simple majority of eligible delegates, the changes will become part of the By-Laws of the Association.

### 7. Rules of Competition

7.1. Rules of competition will be compiled for all competitions conducted under the auspices of the Association.

7.2. The Board of Management may at any time amend, delete or add to the rules of the competitions.

### 8. The Disputes Tribunal

8.1. In the case of disputes between affiliated bodies or members, one or both of the parties to the dispute may require the Association to set up a Disputes Tribunal to three (3) members, who shall have no connection to the parties to the dispute.

**WESTERN AUSTRALIAN VOLLEYBALL ASSOCIATION INC.**  
**BY-LAWS**

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8.2. The powers of the Board of Management under clauses 6, 7, 8 & 9 of the Constitution shall be exercised only by a Disputes Tribunal properly constituted as provided in these By-Laws.

8.3. The Disputes Tribunal shall convene within two weeks of the notice of the dispute.

8.4. The decision of the Disputes Tribunal shall be final and binding on all parties.

8.5. Protests or disputes or reports of misconduct must be lodged in writing with the Executive Director within 48 hours of the event.

8.6. Any query as to the meaning of any rule or rules shall be referred to the Board of Management, the decision of which shall be final and binding.

9. The Board of Management may invite a prominent citizen of Western Australia to accept the position of Patron of the Association.

10. Awards

10.1. The Board of Management shall advertise to all affiliates each year for nominations for Life Members and Order of Merit recipients.

10.2. Any financial member of the Association may nominate a person to these awards.

**WESTERN AUSTRALIAN VOLLEYBALL ASSOCIATION INC.**  
**BY-LAWS**

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10.3. The Board of Management shall determine the recipients for the Order of Merit, Life Membership and Hall of Champions awards.

10.4. A permanent sub committee of current Life Members shall be established to consider nominations for the status of Life Member and any recommendations are to be endorsed by the Board of Management.