

**TuksVolleyball
Sport Club Constitution
2017**

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Article I: Name and Purpose

- Section 1.01 The name of the sport club shall be “The University of Pretoria Volleyball Club”, hereinafter referred to as TuksVolleyball.
- Section 1.02 The headquarters of TuksVolleyball shall be at the Sport Campus of the University of Pretoria.
- Section 1.03 The objectives of TuksVolleyball shall be to:
1. Promote Volleyball as a sport at the University of Pretoria thereby enhancing the image of the University through sport performances.
 2. Manage the affairs and resources of TuksVolleyball professionally and ensure the best possible performance and create optimal opportunities for participation.
 3. Coordinate and contribute to the maintenance, upgrading and user-friendly management of facilities and equipment thereby ensuring the optimal utilization.
 4. Facilitate, present and host events and programs beneficial to TuksVolleyball, TuksSport and the University.
 5. Support the academic programs through providing opportunities for internships and practicum.
 6. Advance sport development programs in communities being served by the University.

Article II. Legal Status & Colours

- Section 2.01 TuksVolleyball has no legal standing and shall be subject to the rules and regulations of the University of Pretoria and TuksSport.
- Section 2.02 TuksVolleyball shall be affiliated to the Volleyball South Africa and Gauteng Volleyball union and shall become a Member Club of Tshwane Volleyball Union.
- Section 2.03 The colours of TuksVolleyball shall be the standard colours of the University of Pretoria.
- Section 2.04 The Sport Manager shall be the accountable person to the University with respect to the affairs of TuksVolleyball.
- Section 2.05 The day-to-day management and administration of participation programs, normal club activities and the general enhancement of the specific programs are the responsibility of the Executive Committees as described in this constitution,
- Section 2.06 Sport Managers, and where necessary their appointed staff members, will represent the University of Pretoria on the Executive Committee of TuksVolleyball

Article III. Club Membership

Section 3.01 The nature and character of TuksVolleyball as a student club shall always be retained.

Membership of Volleyball shall be open to any person completing a membership application form and paying the relevant registration fee as determined by the TuksVolleyball executive committee.

TuksVolleyball is an open club, non-bona fide students and members of the public may become members.

Any member of TuksVolleyball must not be a member of another volleyball club. Any prospective member must first relinquish any existing membership at any other volleyball club before being eligible to become a member of TuksVolleyball.

There shall be several classes of membership available. These are:

1. Full member.
2. Honorary member.

Section 3.02 All full members shall be subject to the full annual dues during the calendar year, if registered before 30th of June. All full members shall be subject to reduced annual dues during the calendar years if registered after 30th of June. The reduced fee will be determined by the Executive Committee. Fees must be paid in full within 30 days of the first training attended within the calendar year, unless special arrangement has been made with and been agreed to by the executive committee.

Section 3.03 Honorary membership shall be accorded to members who have served TuksVolleyball with distinction and are exempt from paying membership fees.

Section 3.04 Membership shall terminate on the following grounds:

1. Resignation.
2. Expulsion.
 - 2.1. Expulsion of a member shall be made at the discretion of the executive committee. A member is eligible to be expelled if the member is found contravening the TuksSport Code of Conduct.
3. Unpaid fees by the due date (one month from first training).

Article IV. Officers and Executive Committee

Section 4.01 There are eight positions within the Executive Committee. These positions are as follows: The Chairperson, Vice Chairperson, Secretary, Treasurer, Men's Team Manager, Women's Team Manager, Beach Coordinator and Marketing and Media Coordinator.

The officers of TuksVolleyball shall be all the members of the Executive Committee, the Sport Manager responsible for the Club (ex officio member) and Director of Sport (ex officio member).

Section 4.02 Each position within the Executive Committee except the Vice Chairperson shall be filled by a full or honorary member of TuksVolleyball. This member will be elected at an Annual General Meeting or Special Meeting by a majority vote of the eligible/registered member whose dues are paid.

The Vice Chairperson position shall subsequently be filled by a member already sitting in the Executive Committee. The Vice Chairperson may not also be the Chairperson, The Vice Chairperson will be elected by the Executive Committee.

Each committee members shall serve for a period of one year or until his or her successor is elected. The normal tenure for each committee member shall be from one Annual General Meeting till the next year's Annual General Meeting.

Should an officer be unable to fulfil his/her responsibility, the officer will step down from the position. The Executive Committee will subsequently elect a member within TuksVolleyball to refill that position.

The nomination of officers shall be called for seven (7) days prior to the meeting and at the Annual General Meeting. Nominations will be accepted at the Annual General Meeting.

Officers may be re-elected in their current portfolios. If no nominations are received for a specific portfolio and the present officer holding the portfolio is available for re-election, that person shall be deemed to have been elected.

One member may fill two or more positions on the Executive Committee, provided that no other members are willing or available to fill the positions. This subsection does not apply to the position of Vice-Chairperson. There need to be at least two (2) members on the Executive Committee at all times.

Voting shall at the Annual General Meeting shall be by secret ballot.

Section 4.03 The Executive Committee shall:

1. Meet at least four (4) times per year on a date to be determined by the officers for the transaction of ordinary business of the club.
2. Provide guidance to the Sport Manager on needs within the club.
3. Coordinate and organize the activities and programs of TuksVolleyball.
4. Develop and maintain a Strategic Plan for TuksVolleyball, focused on the sustainable operation and growth of the club.
5. Determine the policy of the club subject to the general policy of TuksSport and the University.

6. Conduct its own disciplinary proceedings in accordance with the Disciplinary and Grievance Policy of TuksSport.
 - 6.1. Report all disciplinary matters shall be reported to the Director of Sport who shall have the power, in any disciplinary matter submitted to him, to take the matter up with the club via the Executive Committee which will act as the disciplinary committee.
 - 6.2. Any matter may be referred to the Director of Sport for settlement.
7. Hear, deal with, consider and decide upon protests or reports submitted by member.
8. Fill vacancies in the Executive Committee either by calling an election or by co-opting new officers into the vacancies.
9. Appoint sub-committees as the need arises.

Article V. Duties of Officers

Section 5.01 The Executive Committee shall have general oversight responsibility of TuksVolleyball.

Section 5.02 The Chairperson shall preside over all meetings of TuksVolleyball and Executive Committee, and shall perform all such duties that pertain to his or her office.

The Chairperson of the club shall attend all the meetings of Chairpersons of all TuksSport clubs that are held three (3) times a year to discuss common sports matters and advise TuksSport Management.

Section 5.03 The Vice Chairperson shall perform the duties of the Chairperson when the Chairperson is absent or at the Chairperson's request.

Section 5.04 The Secretary shall:

1. Maintain a list, as applicable, of the name, address, and contact information of each member of the organization.
2. Conduct all official correspondence.
3. Prepare all reports required by TuksVolleyball, and
4. Notify the Executive Committee and membership as required of special, annual or regular meetings, and keep, present a make available minutes of all meetings.

Section 5.05 The Treasurer, in cooperation with the Chairperson and the TuksSport Manager shall:

1. Manage the finances of the club.
2. Present the Finance report at the AGM

Section 5.06 Women's/ Men's Team Managers shall:

1. Coordinate all overall women's/men's teams' activities that are not specific to a team or team captain's responsibilities
2. Track and report on women's/ men's membership and any monies owed to TuksVolleyball – to the treasurer

3. Feedback information to secretary of women/ men members for the TuksVolleyball database
4. Feedback to the Exec regarding the women/men team/s achievements, concerns or suggestions.
5. Manager should coordinate team specific administration, communication and activities for student indoor tournament. Tournament travel and logistics will fall part of Exec duties.
6. Gather and feedback any information required by Exec from the women/men teams
7. Control and feedback equipment register for the women's/men's teams to the Treasurer
8. Report activities and achievements of the women's/men's team/s at the AGM

Section 5.07 Beach coordinator shall:

1. To manage and control all beach activities within TuksVolleyball
2. Communicate available beach volleyball activities to TuksVolleyball members and encourage participation
3. Coordinate activities and admin for Student Beach Volleyball tournaments
4. Report Beach volleyball activities and achievements at the AGM

Section 5.08 Media and Marketing shall:

1. To market and promote TuksVolleyball and its activities, to TuksVolleyball members, students at the University of Pretoria, TuksSport and the public in general.
2. Ensure all TuksSport Media criteria and guidelines are followed
3. Maintain a relationship with TuksSport media to ensure TuksVolleyball get the required support and exposure
4. Coordinate sponsorship activities and proposals with TuksSport
5. Report Media and Marketing activities at the AGM

Section 5.06 Officers may assume the duties of other officers in their absence, or temporarily in their vacancy, as directed by the Executive Committee.

Article VI. Finances

Section 6.01 All funds belonging to the club shall be placed on deposit with TuksSport and handles in accordance with the rules and procedures of the University of Pretoria.

Article VII. General Meetings of the Club

Section 7.01 The Annual General Meeting shall be held no later than the end of March each year:

1. Twenty-one (21) clear days written notice shall be given to Members of the Annual General Meeting.
2. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than seven (7) days before the meeting.

Section 7.02 A special meeting may be held at any time by the request of the Chairperson, the Executive Committee or at least 12 members stating clearly the specific business of the meeting.

A request for a special meeting shall be addressed to the Secretary of the club who shall convene the meeting within fourteen (14) days of receipt of the request.

The Secretary of the club shall give at least seven (7) days' notice to all members of the date fixed for meeting which date shall be approved by the Executive Committee.

Section 7.03 Notice of the time and place of meetings, as well as a proposed agenda, shall be given fourteen (14) days prior to the meeting.

Section 7.04 A quorum shall consist of at least one-fifth (20%) of the total membership of the club that is eligible to vote provided that if such a quorum is not present within thirty minutes of the time appointed for the meeting, the meeting shall be adjourned for at least two (2) weeks. A new date will be set and if a quorum is not present within thirty minutes of the time appointed for the meeting, the meeting shall stand adjourned for thirty minutes from the appointed hour. As such adjourned meeting, members present shall constitute a quorum.

Section 7.05 Proper minutes shall be kept of all meetings with copies of the minutes sent to the Sport Manager within one (1) week of the meeting being held.

Article VIII. Committees

Section 8.01 Such committees, standing or special, shall be created by the Executive Committee as the club shall from time to time deem necessary to carry on the work of the club.

A designated member of the Executive Committee shall be an ex officio member of all committees.

Article IX. Amendments to the Constitution

Section 9.01 This constitution may be amended by a two-thirds vote of eligible members at an Annual General or Special meeting, convened with the required notice of the proposed alterations to the club constitution of the club.

The text of the amendments shall have been distributed in writing to all members at fourteen (14) days prior to the meeting.

Article X. Bylaws

Section 10.01 The constitution may be supplemented by a set of bylaws. These shall define the rights, privileges and obligations of club members.

Article XI. Dissolution

Section 11.01 Clubs shall not own any assets.

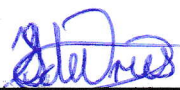
TuksSport procedures and processes shall be followed to settle all relevant matters on dissolution of the club.

Article XII. Ratification

Section 12.01 This constitution shall be in effect when ratified by two thirds (2/3) of the members present at the meeting when presented for ratification, there being a quorum present.

The constitution shall not be considered retroactive in any way.

Signed and confirmed on this 19th October of 2017.



Shannon De Vries (Secretary)



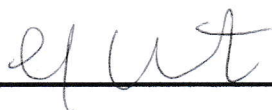
Vanessa Sardinha-da Silva (Treasurer)

N/A

Vacant (Men's Facilitator)



Madalina Kovacs (Women's Facilitator)



Dominique Gachet (Beach Volleyball Coordinator)

N/A

Vacant (Media and Marketing)



Tawnay Gierke (Chairperson)

Date of adoption of the constitution: 19th October 2017