

COMHALTAS PEIL EITLEOIGE NA h-EIREANN  
**VOLLEYBALL ASSOCIATION OF IRELAND BYE-LAWS**

**SECTION 1 STANDING ORDERS FOR THE CONDUCT OF THE GENERAL MEETING**

**1. OPENING**

The President shall formally open the meeting, or in his/her absence the Vice President shall do so.

**2. CONDUCT**

- (a) The President, or in his/her absence the Vice-President shall act as Chairperson and conduct the business of the meeting. If neither is present within fifteen (15) minutes after the time appointed for holding the meeting the members present shall elect one of their number to chair the meeting. Such Chairperson, however, shall act only until the arrival of the President or the Vice President, who shall assume the Chair.
- (b) The Chairperson's ruling on matters of order or procedure shall be final.
- (c) Any person refusing to obey the ruling of the Chairperson shall be considered guilty of disorderly conduct, and may be required to leave the meeting.
- (d) Speakers shall address their remarks to the Chairperson and shall only put questions or make reply through him/her.

**3. VOTING**

- (a) Voting in relation to elections shall be by secret ballot. In the event of a tie further ballots shall be held until a result is reached.
- (b) Voting on other questions shall be by a show of hands unless a ballot is demanded by at least four (4) members entitled to vote. Should the result of such voting be equal, the presiding Chairperson shall have a casting vote.
- (c) At least two (2) tellers shall be appointed to count the votes.

**4. ORDER OF BUSINESS**

The order of business shall normally be as follows:

- (a) Opening of the Meeting.
- (b) Minutes of the previous meeting (may be 'taken as read' if already distributed)
- (c) Matters arising from the minutes
- (d) Adoption of the minutes
- (e) President's Address
- (f) Treasurer's Report
- (g) Variable items (motions received, etc.)
- (h) Any Other Business
- (i) Elections
- (j) Closing of the Meeting

**5. NOMINATIONS**

- (a) All persons nominated for election to the Board must be proposed and seconded in writing.
- (b) Nominations must be received by the Honorary Secretary in sufficient time for inclusion in the notice, as per Article 3.4. of the Constitution.
- (c) Should there be insufficient candidates for the number of positions available, nominations may be taken from the floor.

**6. MOTIONS AND AMENDMENTS**

- (a) Motions for the AGM (other than procedural motions) must be notified to the Honorary Secretary in sufficient time for inclusion in the Agenda, as per Article 3.2.7 of the Constitution. Such notice must state the names of the Proposer and Seconder.
- (b) Motions on the agenda shall be moved by the member in whose name they stand, or, in their absence, by another member with the permission of the Chairperson.
- (c) No proposal or amendment shall be discussed unless and until it has been seconded.

- (d) Amendments may be proposed without previous notice provided that such amendments do not contravene the intention of the original motion.
- (e) Amendments shall be dealt with one at a time, in the order in which they affect the words of the original motion, subject to the provision that each amendment may itself be amended.
- (f) Any motion to which an amendment has been proposed may not be withdrawn, until the amendment has been dealt with.

## **7. TIME LIMITS**

Where a meeting has a great deal of business to dispose of, within a limited time, the Chairman may apply the time limits provided hereunder:

- (a) Speakers seeking to report to the General Meeting, other than the person presenting the report, shall be allowed to speak only once, and for not more than three (3) minutes on any one report, except to raise points of order or information.
- (b) The proposer of a motion shall be allowed to speak for not more than five (5) minutes and each succeeding speaker not more than three (3) minutes.
- (c) No speaker shall be allowed to speak more than once on any one motion except to raise points of order or information, provided however, that the proposer of the motion may reply only once to the debate, and in so doing shall speak for not more than three (3) minutes, and shall not introduce new matter.

## **8. CLOSURE OF DISCUSSION**

The Chairperson shall normally decide when each item of business has been sufficiently discussed. However, discussion may also be cut short by the adoption of one of the procedural motions provided hereunder:

- (a) In the event of a motion 'That the meeting proceed to the next business' being proposed and seconded all further discussions on the matter before the chair shall cease until such motion is put to a vote. If the procedural motion is carried, the original motion and amendments (if any) shall be deemed to have been disposed of, and the next business shall be taken up. If defeated the discussion shall be resumed.
- (b) A motion 'That the question be now put' shall be decided immediately, without discussion, once it is proposed and seconded. If carried, the proposer of the original motion shall be allowed to reply to the debate, and the matter shall then be put to a vote without further discussion. If the procedural motion is defeated, the discussion on the original motion shall be resumed.
- (c) A procedural motion which has been defeated shall not be re-introduced until a period of twenty (20) minutes has elapsed.

## **9. GENERAL**

- (a) The President may permit a person who is not a member, to attend, and address the meeting, if he is satisfied that it would be in the interests of the Association to do so.
- (b) Any of these Standing Orders may be suspended provided a motion to that effect is adopted by two thirds of the members present and voting.
- (c) The relevant paragraphs of these Standing Orders shall also apply to any Special General Meeting, Extraordinary General Meeting or adjourned General Meeting.

## **SECTION 2 DUTIES OF THE BOARD OF ADMINISTRATION**

### **1. COLLECTIVE RESPONSIBILITIES**

- (a) The Board of Administration shall be collectively responsible for the administration and proper functioning of the Association, and for the observance of the Constitution and these Bye-Laws.
- (b) Each Board Member shall generally ensure, by means of a simple and tidy work system, that should he be obliged to cease work without adequate warning, someone else can take over, and the work be carried on without undue disruption.
- (c) Each Board Member shall retain copies of all correspondence, records and other documents appropriate to his duties, in accordance with Section 4.
- (d) All incoming and outgoing ex-members shall meet within one (1) month of the date of the General Meeting to hand over and clarify the necessary transactions of their respective offices.

## **2. PRESIDENT**

The President shall:

- (a) Preside at all General, Board and Executive Committee Meetings at which he is present.
- (b) Ensure that meetings are conducted in accordance with the Constitution of the Volleyball Association of Ireland and with Section 1.
- (c) Ensure that meetings begin punctually, provided a quorum is present.
- (d) Maintain order at meetings, and demand the immediate withdrawal of offensive expressions, or expressions which may be regarded as likely to give offence.
- (e) Decide promptly all questions of order or procedure. When required to rule on questions or matters which may need research or consultation, he should ask for the time necessary to enable him to do so, and give his ruling as soon as possible thereafter.
- (f) Re-state each motion or amendment immediately prior to declaring it agreed, or prior to the taking of a vote on the matter.
- (g) Declare the result of any agreement reached without a vote on business before the meeting, or, where a vote takes place, the result of the voting.
- (h) Give a casting vote, where the result is a tie.
- (i) Appoint tellers, where required, for the purpose of counting votes.
- (j) Decide who shall speak first, should two (2) or more members offer to speak at the same time.
- (k) Rule out of order any motion or proposed amendments which do not deal directly with the business then before the meeting.
- (l) Close each meeting formally.

## **3. VICE-PRESIDENT**

The Vice President shall carry out the duties of President during any temporary or absence of the elected President.

## **4. HONORARY SECRETARY**

The Honorary General Secretary shall:

- (a) Prepare the agenda for meetings, after consultation with the President, and make necessary arrangements regarding the venue.
- (b) Provide timely notice of meetings, together with the agenda, to all members concerned and take accurate minutes of all Board and other relevant meetings, distributing such minutes to all Board Members for approval at the next meeting of the Board.
- (c) In association with the Office Manager bring up and deal with all relevant correspondence at the Board of Administration meetings either directly or by referring the matter to the person responsible.
- (d) Maintain an up-to-date list of names, addresses and telephone numbers frequently required by the Board of Administration.
- (e) Maintain a special folder for letters, etc. awaiting attention.
- (f) Maintain a tidy and methodical filing system, with adequate reference for all documents and correspondence.
- (g) Provide information to other members as required.
- (h) Take notes of the proceedings at all General and Board of Administration meetings.
- (i) Arrange for the typing, duplicating and distribution of the minutes as follows:(1) Minutes of Board of Administration meetings - to all Board Members within ten days of the meeting. (2) Minutes of General Meeting, Extraordinary or Special General meeting as directed by the Board of Administration.
- (j) Read the minutes of the previous meeting or similar nature, at each meeting, unless it is agreed they be 'taken as read'.
- (k) Maintain a copy of all minutes (signed by the President) in the Minute Book.
- (l) Ensure that the Minute Book is kept in good condition and in safe custody at all times.

## **5. HONORARY TREASURER**

The Honorary Treasurer shall:

- (a) Liaise with the Office Manager and the Board of Administration in relation to all subscriptions, donations, fees, grants, and other monies submitted or collected on behalf of the Association, including sponsorship and fundraising receipts, whether organised by special committee or Commission all of which shall be accounted for in the accounts of the Association.

- (b) Keep accurate accounts of all monies received and all payments made.
- (c) Provide a monthly update to the Board of Administration of the financial position of the Association.
- (d) File all statements and claims for expenses, together with the relevant invoices, vouchers, payment records and mark all statements and claims with the appropriate cheque number or credit card reference.
- (e) Prepare the annual statement of account and submit same to the auditor, together with the cash book and all supporting vouchers, bank statements, paid cheques, etc. as soon as possible, but not later than one (1) month following the end of the financial year.
- (f) Ensure that the financial business of the Association is conducted in accordance with the Constitution and Section 5, and that bills are paid promptly.
- (g) Keep the Board of Administration regularly informed of the financial position of the Association.
- (h) Ensure in association with the Office Manager that all funds received are lodged at the earliest opportunity.
- (i) Prepare and submit all financial details required in connection with claims for Government and other sporting Grants, and account for expenditure of Grants already received.
- (j) Keep an account of all fixed assets of the Association, including location, depreciation and usage.
- (k) Notify the bank of any changes in the mandate for the signing of cheques.
- (l) Prepare the annual Board and Commissions budgets in association with the Board of Administration and the Commissions.
- (m) Liaise with the Commissions through the Commission(s) President(s) concerning all financial and budgetary matters.
- (n) Liaise with the Association accountants/auditors in relation to the annual accounts and any other taxation or related matters pertaining to the running of the Association.

## **6. OFFICE MANAGER**

The Office Manager shall:

- (a) Act as the central contact for the Board of Administration and all Commissions for matters relating to stationery and the arrangement of printing matter, specifically including but not limited to all application forms and documents relating to membership, and player registration.
- (b) Distribute copies of application forms and other information as required from time to time. Distribute membership application forms, to all known clubs, regional bodies, universities and interested parties at the appropriate time(s)
- (c) Ensure that copies of all completed application forms, whatever their nature, are distributed promptly to the appropriate party.
- (d) Maintain an up-to-date list of names, addresses and telephone numbers frequently required.
- (e) Maintain a special folder for letters, etc. awaiting attention.
- (f) Maintain a tidy and methodical filing system, with adequate reference for all documents and correspondence.
- (g) Provide necessary information as requested by the Board of Administration for the Grant Application.
- (h) Check that membership subscriptions and registration fees returned correspond with data submitted on application forms and take appropriate action to deal with any discrepancies.
- (i) Account for all monies received, in writing, to the Honorary Treasurer, together with details of its source, composition and purpose.
- (j) Arrange for the supply of registration cards/licences and their distribution to the appropriate individuals/groups.
- (k) Provide advice and information on membership to potential new members.
- (l) Administer any applications for transfer of players and notify all parties concerned of effective date of any transfers which are approved.
- (m) Maintain the archives of the Association in accordance with Section 4.
- (n) Maintain an up-to-date register/database of all players including school players, coaches, tutors, referees and such other categories of persons as may be requested by the Board of Administration, in association with the Commissions Presidents.

## **SECTION 3 THE COMMISSIONS**

## **1. COMPETITIONS COMMISSION**

### **(a) Composition**

The Competitions Commission will consist of a minimum of four and a maximum of eight persons comprising of:-

1. The Competitions Commission President
2. Competitions Commission Secretary
3. Other persons who volunteer or are selected by the Competitions Commission with the approval of the Board of Administration

### **(b) Quorum**

The quorum for a valid commission meeting will be at least 60% of the commission members with a minimum of 3 required to validate meetings.

### **(c) Notice of meetings**

All members of the Commission will be given at least one weeks notice, plus an agenda of any items to be discussed with such relevant information as is required to ensure a properly informed discussion can take place.

### **(d) Minutes**

All meetings of the Commission shall be minuted by the Commission Secretary, read and discussed at the next meeting and retained on file. A copy of all minutes shall be sent to the Office Manager and the Honorary Secretary within one week of the date of the meeting.

### **(e) Frequency of meetings**

Meetings of the Competitions Commission will be held at least every 8 weeks during the regular season.

## **COMPETITIONS COMMISSION RESPONSIBILITIES**

The Competitions Commission shall be responsible for:

- (a) The supply of members to the Competitions Protest Committee and the Competitions Technical Committee
- (b) Reviewing competition rules in light of changes in FIVB rules and propose amendments and implementation procedures where appropriate.
- (c) Clarifying any matters of competition rule interpretation.
- (d) Player discipline according to competition rules.
- (e) Advising the Board of Administration on technical and procedural matters relating to Competitions.
- (f) Preparing a draft Competition Calendar to be circulated to all Commissions, National Squads and the Board of Administration for consideration.
- (g) Staging and organising of the Association Cup, the Top 4 and Championship Finals events across all divisions.
- (h) Arranging, in association with the Office Manager, the distribution and return of annual All-Star award nominations.
- (i) Organising and preparing of the Annual Awards Dinner and Prize Giving event. If necessary an appropriate sub-committee should be established.
- (j) Arranging in association with the Office Manager, the printing and distribution of entry forms, and other relevant details, to all Clubs 6 weeks prior to the commencement of each competition.
- (k) Providing a minimum of twenty eight (28) days notice in writing of all fixtures to the teams and relevant parties involved.
- (l) Notifying the Referees Commission President and all teams concerned, promptly, of any alteration or amendments to fixtures, highlighting such alteration or amendment in any written correspondence.
- (m) Ensuring that all competitions are conducted in accordance with the rules of Volleyball.
- (n) Arranging for printing of tickets and programmes and collecting of door receipts, where applicable.
- (o) Providing suitable trophies as required and ensure that perpetual trophies are returned in good condition (and if not are duly repaired or replaced) and in ample time, being at least 4 weeks before the next succeeding presentation.
- (p) Drawing up plans and budgets for the following years competition activities and submitting them to the Honorary Treasurer for inclusion in the Grant Application.
- (q) Dealing with any other routine administrative matters in connection with competitions in conjunction with the Office Manager.
- (r) Such other responsibilities as may be delegated or advised to the Commission by the Board of Administration relating to competitions

### **COMPETITIONS COMMISSION PRESIDENT**

The Competitions Commission President shall:

- (a) Convene and chair meetings of the Competitions Commission.
- (b) Meet with (or delegate another Commission member to meet with) the Board of Administration on at least a bi-monthly basis.
- (c) Provide an Annual report to the General Meeting
- (d) Shall have the power to delegate and of the above duties, but shall retain ultimate responsibility and accountability to the Board of Administration

### **2. REFEREES COMMISSION**

(a) Composition

The Referees Commission will consist of a minimum of four and a maximum of eight persons comprising of:-

1. Referees Commission President
2. The Referees Secretary
3. Other Persons who volunteer or are selected by the Referees Commission with the approval of the Board of Administration

(b) Quorum

The quorum for a valid referees commission meeting will be at least 60% of the commission members with a minimum of 3 required to validate meetings.

(c) Notice of meetings

All members of the Referees Commission will be given at least one weeks notice, plus an agenda of any items to be discussed with such relevant information as is required to ensure a properly informed discussion can take place.

(d) Minutes

All meetings of the Referees Commission shall be minuted by the Referees Secretary, read and discussed at the next meeting and retained on file. A copy of all minutes shall be sent to the Office Manager and the Honorary Secretary within one week of the date of the meeting.

(e) Frequency of meetings

Meetings of the Referees Commission will be held at least every 8 weeks during the regular season.

### **REFEREES COMMISSION RESPONSIBILITIES**

- (a) The supply of members to the Referees Protest Committee and the Referees Technical Committee
- (b) Deciding on re-registration requirements of lapsed referees.
- (c) Deciding on the suitability of qualified referees to tutor/assist at referees courses.
- (d) Clarifying any matters of rule interpretation.
- (e) Referee discipline subject to competition rules.
- (f) Recommending equipment for use in VAI competitions.
- (g) Maintaining in association with the Office Manager an up-to-date register of qualified referees, showing date of qualification, current grade and record of seminar and upgrade-course attendance.
- (f) Arranging courses for potential referees and other match officials, in conjunction with regional boards, international appointed bodies and appoint tutors as required.
- (g) Setting suitable test papers for written examinations, and arrange for the supervision of such examinations and the marking of papers by appropriately qualified persons.
- (h) Appointing suitable examiners for practical tests as required.
- (i) Arranging beginner, upgrade and refresher courses, conferences and seminars for referees as required, but at a minimum of two courses and two seminars per season.
- (j) Operating a suitable grading system for referees, following international guidelines.
- (k) Appointing referees for all Cup and National League matches.
- (l) Appointing referees and other match officials for The Association Cup Finals, the Top-4 Competition and the Championship Finals
- (m) Providing information in writing and/or by practical demonstration to all referees and other interested parties regarding rule changes and directives on match procedure.

- (n) Drawing up an annual schedule of refereeing courses and seminars planned for the following season and submitting a copy to the Honorary Treasurer for inclusion in the Government Grant application.
- (o) Dealing with any other routine administrative matters in connection with refereeing.
- (p) Working in association with the Office Manager to ensure that adequate supplies of rule books, score-pads, certificates and badges are in stock.
- (q) Drawing up plans and budgets for the following years refereeing activities and submitting them to the Honorary Treasurer for inclusion in the Grant Application.
- (r) Such other responsibilities as may be delegated or advised to the Commission by the Board of Administration relating to referees.

### **REFEREES COMMISSION PRESIDENT**

The Referees Commission President shall:

- (a) Convene and chair meetings of the Competitions Commission.
- (b) Meet with (or delegate another Commission member to meet with) the Board of Administration on at least on a bi-monthly basis.
- (c) Provide an Annual report to the General Meeting
- (d) Shall have the power to delegate and of the above duties, but shall retain ultimate responsibility and accountability to the Board of Administration.

### **3. COACHING COMMISSION**

#### **(b) Composition**

The Coaching Commission will consist of a minimum of four and a maximum of eight persons comprising of:-

1. Coaching Commission President
2. The Coaching Commission Secretary
3. Other persons who volunteer or are selected by the Coaching Commission with the approval of the Board of Administration

#### **(c) Quorum**

The quorum for a Coaching Commission meeting will be at least 60% of the commission members with a minimum of 3 required to validate meetings.

#### **(e) Notice of meetings**

All members of the Coaching Commission will be given at least one weeks notice, plus an agenda of any items to be discussed with such relevant information as is required to ensure a properly informed discussion can take place.

#### **(f) Minutes**

All meetings of the Coaching Commission shall be minuted and read and discussed at the next meeting and retained on file. A copy of all minutes shall be sent to the Office Manager and the Honorary Secretary within two weeks of the date of the meeting.

#### **(g) Frequency of meetings**

Meetings of the Coaching Commission will be held at least 8 times annually.

### **COACHING COMMISSION RESPONSIBILITIES**

The Coaching Commission shall be responsible for:

- (a) Advising the Board of Administration and National Squad Coaches on technical matters
- (b) Monitoring and updating examination syllabi and test papers for all Coaching Award Courses.
- (c) The grading of Assistant Tutors, Tutors,etc., for Coaching Award Courses.
- (d) Advising on the licensing requirements for all coaches.
- (e) Recommending coaching appointments for National Squads to the Board of Administration and to assist in monitoring them through their term of contract.
- (f) Maintaining in association with the Office Manager an up-to-date register of qualified coaches, showing date of qualification, current grade and record of seminar and upgrade-course attendance.
- (g) Arranging courses for potential and existing coaches, player improvement and award courses in conjunction with the National Coaching and Training Centre (NCTC), and international bodies. Appoint suitably qualified tutors as required for same.

- (h) Providing suitable test papers for written examinations and arrange for the supervision of such examinations and the marking of papers by appropriately qualified persons.
- (i) Appointing examiners for practical tests as required.
- (j) Operating a suitable grading system for coaches taking account of NCTC guidelines.
- (k) Ensuring that adequate supplies of suitable coaching text, certificates and badges are available for coaches and students on courses.
- (l) Ensuring that sufficient equipment, films and other facilities are made available for the proper conduct of courses.
- (m) Circulating any technical information on coaching matters which become available, to all registered coaches.
- (n) Drawing up plans and budgets for the following years coaching activities and submit it to the Honorary Treasurer for inclusion in the Grant Application.
- (o) Dealing with any other routine administrative matters in connection with coaching in conjunction with the Office Manager.
- (p) Liaising with the NCTC on all matters relating to coaching and course implementation as well as liaise with the National Squads Administrator regarding opportunities for the National Squads with the NCTC and their training facilities and player assistance personnel.
- (q) Such other responsibilities as may be delegated or advised to the Commission by the Board of Administration relating to Coaching.

#### **COACHING COMMISSION PRESIDENT**

The Coaching Commission President shall:

- (a) Convene and chair meetings of the Coaching Commission.
- (b) Meet with (or delegate another Commission member to meet with) the Board of Administration on at least a bi-monthly basis.
- (c) Provide an Annual report to the General Meeting
- (d) Shall have the power to delegate and of the above duties, but shall retain ultimate responsibility and accountability to the Board of Administration.

#### **4. SCHOOLS COMMISSION**

##### **(a) Composition**

The Schools Commission will consist of a minimum of four and a maximum of eight persons comprising of:-

1. Schools Commission President
2. The Schools Commission Secretary
3. Other Persons who volunteer or are selected by the Schools Commission with the approval of the Board of Administration

##### **(b) Quorum**

The quorum for a Schools Commission meeting will be at least 60% of the commission members with a minimum of 3 required to validate meetings.

##### **(c) Notice of meetings**

All members of the Schools Commission will be given at least one weeks notice, plus an agenda of any items to be discussed with such relevant information as is required to ensure a properly informed discussion can take place.

##### **(d) Minutes**

All meetings of the Schools Commission shall be minuted by the Schools Administrator, read and discussed at the next meeting and retained on file. A copy of all minutes shall be sent to the Office Manager and the Honorary Secretary within two weeks of the date of the meeting.

##### **(e) Frequency of meetings**

Meetings of the Schools Commission will be held at least 8 times annually.

#### **SCHOOLS COMMISSION RESPONSIBILITIES**

The Schools Commission shall be responsible for:

- (a) Maintaining, in association with the Office Manager, a register/database of all schools, in which Volleyball is known to be played together with contact names of teachers and coaches in and connected to these schools.

- (b) Organising schools volleyball competitions at junior, cadette and senior level for pupils.
- (c) Organising schools J4 competitions for pupils in the recommended age groups for J4 Volleyball.
- (d) Making the necessary arrangements for venues and officials for such schools finals competitions as are directly under the Schools Officers control and liaise with the Referees Commission in the appointment of officials for such schools finals competitions.
- (e) Providing suitable trophies as required in conjunction with the Competitions Commission.
- (f) Endeavouring to encourage wider participation in the game by non-volleyball and minor volleyball schools by means of Blitz Tournaments, and similar competitions.
- (g) Providing information and advice to schools regarding facilities and equipment for volleyball.
- (h) Assisting in the publicising of volleyball courses for teachers and school children.
- (i) Informing the Honorary Secretary in advance of details regarding schools competitions for insurance purposes.
- (j) Such other responsibilities as may be delegated or advised to the Commission by the Board of Administration relating to Schools.

#### **SCHOOLS COMMISSION PRESIDENT**

The Schools Commission President shall:

- (a) Convene and chair meetings of the Schools Commission.
- (b) Meet with (or delegate another Commission member to meet with) the Board of Administration on at least a bi-monthly basis.
- (c) Provide an Annual report to the General Meeting
- (d) Shall have the power to delegate and of the above duties, but shall retain ultimate responsibility and accountability to the Board of Administration.

#### **5. NATIONAL SQUADS COMMISSION**

(a) Composition

The National Squads Commission will consist of a minimum of four and a maximum of eight persons comprising of:-

1. National Squads Commission President
2. The National Squads Commission Secretary
3. Other Persons who volunteer or are selected by the National Squads Commission with the approval of the Board of Administration

(b) Quorum

The quorum for a National Squads Commission meeting will be at least 60% of the commission members with a minimum of 3 required to validate meetings.

(f) Notice of meetings

All members of the National Squads Commission will be given at least one weeks notice, plus an agenda of any items to be discussed with such relevant information as is required to ensure a properly informed discussion can take place.

(g) Minutes

All meetings of the National Squads Commission shall be minuted by the Schools Administrator, read and discussed at the next meeting and retained on file. A copy of all minutes shall be sent to the Office Manager and the Honorary Secretary within two weeks of the date of the meeting.

(h) Frequency of meetings

Meetings of the National Squads Commission will be held at least twice annually and should be with the National Squads Head Coaches, the National Squad Managers and if appropriate member(s) of the Board of Administration.

#### **NATIONAL SQUADS COMMISSION RESPONSIBILITIES**

The National Squads Commission shall be responsible for:

- (a) Advertising for the position of coach and manager for each National Squad.
- (b) Obtaining from all National coaching applicants a programme for their term of appointment.
- (c) Maintaining a record of all capped players.
- (d) Ensuring that National Squad trials, at all levels in operation, are held annually.

- (e) Ensuring that all financial transactions connected to squads are processed through the V.A.I.
- (f) Processing all correspondence relating to the activities of the National Squads.
- (e) Such other responsibilities as may be delegated or advised to the Commission by the Board of Administration relating to National Squads.

#### **NATIONAL SQUADS COMMISSION PRESIDENT**

The National Squads Commission President shall:

- (a) Convene and chair meetings of the National Squads Commission.
- (b) Meet with (or delegate another Commission member to meet with) the Board of Administration on at least a quarterly basis.
- (c) Shall act primarily as a liaison between the National Squad Head Coaches, the National Squad Managers, the Board of Administration and the Coaching Commission.
- (d) Provide an Annual report to the General Meeting
- (e) Shall have the power to delegate and of the above duties, but shall retain ultimate responsibility and accountability to the Board of Administration.

#### **6. DEVELOPMENT COMMISSION**

##### **(b) Composition**

The Development Commission will consist of a minimum of four and a maximum of eight persons comprising of:-

1. Development Commission President
2. The Development Commission Secretary
3. Other Persons who volunteer or are selected by the Development Commission with the approval of the Board of Administration

##### **(b) Quorum**

The quorum for a Development Commission meeting will be at least 60% of the commission members with a minimum of 3 required to validate meetings.

##### **(c) Notice of meetings**

All members of the Development Commission will be given at least one weeks notice, plus an agenda of any items to be discussed with such relevant information as is required to ensure a properly informed discussion can take place.

##### **(d) Minutes**

All meetings of the Development Commission shall be minuted by the Schools Administrator, read and discussed at the next meeting and retained on file. A copy of all minutes shall be sent to the Office Manager and the Honorary Secretary within two weeks of the date of the meeting.

##### **(e) Frequency of meetings**

Meetings of the Development Commission will be held at least 4 times annually.

#### **DEVELOPMENT COMMISSION RESPONSIBILITIES**

The Development Commission shall be responsible for:

- (a) Such other responsibilities as may be delegated or advised to the Commission by the Board of Administration relating to development

#### **DEVELOPMENT COMMISSION PRESIDENT**

The Development Commission President shall:

- (a) Be the Director of Development (where such person is employed by the VAI) and shall be given such responsibilities as the Board of Administration consider are warranted in accordance with the strategic development plans of the Association at any given time
- (b) Convene and chair meetings of the Development Commission.
- (c) Meet with (or delegate another Commission member to meet with) the Board of Administration on at least a bi-monthly basis.
- (d) Provide an Annual report to the General Meeting
- (e) Shall have the power to delegate and of the above duties, but shall retain ultimate responsibility and accountability to the Board of Administration.

## **7. OUTDOOR/BEACH COMMISSION**

### **(a) Composition**

The Outdoor/Beach Commission will consist of a minimum of four and a maximum of eight persons comprising of:-

1. Outdoor/Beach Commission President
2. The Outdoor/Beach Commission Secretary
3. Other Persons who volunteer or are selected by the Outdoor/Beach Commission with the approval of the Board of Administration

### **(b) Quorum**

The quorum for a Outdoor/Beach Commission meeting will be at least 60% of the commission members with a minimum of 3 required to validate meetings.

### **(b) Notice of meetings**

All members of the Outdoor/Beach Commission will be given at least one weeks notice, plus an agenda of any items to be discussed with such relevant information as is required to ensure a properly informed discussion can take place.

### **(c) Minutes**

All meetings of the Outdoor/Beach Commission shall be minuted by the Outdoor/Beach Administrator, read and discussed at the next meeting and retained on file. A copy of all minutes shall be sent to the Office Manager and the Honorary Secretary within two weeks of the date of the meeting.

### **(d) Frequency of meetings**

Meetings of the Outdoor/Beach will be held at least 4 times annually.

## **OUTDOOR/BEACH COMMISSION RESPONSIBILITIES – to be updated**

### **OUTDOOR/BEACH COMMISSION PRESIDENT**

The Outdoor/Beach Commission President shall:

- (a) Convene and chair meetings of the Outdoor/Beach Commission.
- (b) Provide an Annual report to the General Meeting
- (c) Shall have the power to delegate and of the above duties, but shall retain ultimate responsibility and accountability to the Board of Administration.

## **8. JUDICIAL COMMISSION**

### **(a) Composition**

The Judicial Commission will consist of a minimum of four and a maximum of eight persons. Members will be appointed by the Board of Administration but will not be members of the Board of Administration. At least two persons appointed to the Commission will be familiar with the game of volleyball.

### **(b) Quorum**

The quorum for a Judicial Commission meeting will be at least 60% of the commission members with a minimum of 3 required to validate meetings.

### **(c) Notice of meetings**

All members of the Judicial Commission will be given at least one weeks notice, plus an agenda of any items to be discussed with such relevant information as is required to ensure a properly informed discussion can take place

### **(e) Minutes**

All meetings of the Judicial Commission shall be minuted by the Judicial Commission Administrator. A copy of all minutes shall be sent to the Office Manager and the Honorary Secretary within two weeks of the date of the meeting.

### **(f) Frequency of meetings**

The Judicial Commission shall meet as required.

## **JUDICIAL COMMISSION RESPONSIBILITIES**

The Judicial Commission shall act in judgement on issues appealed from due process.

## **SECTION 4 RECORDS AND DOCUMENTS**

### 1. RETENTION

Records, documents and correspondence relating to the business of the Association, shall be retained by the relevant custodians according to the following table:-

CLASSIFICATION	DESCRIPTION	PERIOD OF RETENTION
'A'	Minutes of all General and National Executive Meetings. Cash Book.	Permanently
'B'	Paid Cheques.	Seven years
'C'	Invoices/Statements, claims for expenses, Lodgement/Credit transfers, forms, receipts, bank statements, general correspondence of a formal nature, registration forms, course records etc.	Seven years
'D'	Casual memos, etc.	As required
'E'	VAI Company information	Seven years

Periods of retention shall be reckoned from the end of the financial year/playing season to which the documents refer.

### 2. SECURITY

All records, contracts and documents, shall be kept in a secure place, and all reasonable precautions taken to prevent loss or damage by fire, theft, flooding or other causes.

### 3. ARCHIVES

Sufficient records to provide an adequate history of the Association and its activities, since its foundation, shall be preserved as archives. These archives shall include the following:

- (a) All old minute books.
- (b) All old cash books.
- (c) List of members of Board of Administration, for each year.
- (d) List of Winners and runners-up in all official competitions, for each year.
- (e) One copy of the audited financial statement for each year.
- (f) Summary of courses held during each year.
- (g) One copy of the current Constitution and of the current Bye-Laws and Competition Rules
- (h) One copy of each published number of the association's Newsletter/Magazine and
- (i) such other documents / photographs etc., as the Board of Administration may decide.

## SECTION 5 FINANCE

### 1. FINANCE DEPOSIT ACCOUNT

- (a) Any funds not required to maintain a current account may be lodged in a deposit account.
- (b) No cash withdrawals shall be made from any such deposit a/c.
- (c) Any cheques drawn on current accounts of the Association must have the signatures of two of the three appointed signatures in accordance with the account(s) mandate.
- (d) All subscriptions and fees shall be fixed at the General Meeting on the proposal of the Board of Administration only and all relevant parties shall be advised in good time prior to the commencement of the new season.

### 2. MEMBERSHIP SUBSCRIPTIONS

Subscriptions shall become due annually on 1st September.

### 3. EXPENSES/CHARGES - GENERAL

- (a) Claims for expenses shall be submitted in writing to the Honorary Treasurer and shall be signed by the person making the claim and where appropriate the Commission President responsible.

- (b) Expenses shall not be payable in advance unless the particular claim has been sanctioned by the Board of Administration
- (c) The Board of Administration shall fix charges from time to time for items/services such as identity cards, rule books, score pads, insurance cover, etc., such charges being related to costs.

4. MEMBERSHIP SUBSCRIPTIONS, REGISTRATION FEES, COMPETITION ENTRY FEES, COURSE FEES, COACHING FEES AND REFEREEING FEES, EXPENSES, FEES AND ALLOWANCES

Above mentioned fees will be reviewed annually by the Executive Committee and any changes shall be notified to members and will be implemented at the beginning of each season, commencing 1 September.