

TABLE OF CONTENTS

1.	Name	Page 2
2.	Mission	Page 2
3.	Definitions	Page 2
4.	Membership	Page 3
5.	Annual General and Special Meetings	Page 3
6.	The Board	Page 4
7.	Financial Management	Page 5
8.	Disputes	Page 5
9.	Amendments	Page 6
10.	Approval	Page 6
11.	Bylaw #1: Code of Conduct	Page 7
12.	Bylaw #2: Staff Positions	Page 9

1. Name

The name of the club shall be “Ancaster Lions Volleyball Club,” or, for short, “Ancaster Lions VC,” “Ancaster Lions,” or “ALVC.” In this document, “the Club” refers to Ancaster Lions Volleyball Club.

2. Mission

Through the pursuit of excellence in volleyball, the Ancaster Lions Volleyball Club seeks to promote a healthy lifestyle, leadership skills, sportsmanship, and personal and athletic development in young athletes from the Greater Hamilton Area. The Club seeks to provide a safe, fun, affordable, and encouraging environment for all involved.

3. Definitions

a. The Club’s “premises” means all indoor and outdoor areas, where Club players, staff, executive and/or parents are gathering or acting for any purpose related to the Club. This includes meetings, practices, games, hosting of tournaments and/or fundraising events.

b. “Administrator” means the Club Administrator, as set out in Article 6.

c. “AGM” means the Club’s Annual General Meeting, as set out in Article 5.

d. “Board” means the Board of Directors, as set out in Article 6.

e. “Member” means an individual as defined in Article 4(b).

f. “OVA” means the Ontario Volleyball Association.

g. “President” means the President of the Board, as set out in Article 6.

h. “Secretary” means the Secretary of the Board, as set out in Article 6.

i. “Treasurer” means the Treasurer of the Board, as set out in Article 6.

j. “Vice-President” means the Vice-President of the Board, as set out in Article 6.

4. Membership

- a. The “membership year” shall be from September 1 of one year to August 31 of the following year.
- b. The following persons are members of the Club:
 - i) registered players, during the membership year for which they are registered;
 - ii) head coaches and assistant coaches, during the membership year in which they coach;
 - iii) members of the Club’s Board of Directors, during their term of office and until the AGM at which they are replaced at the end of their term of office.
- c. A member is considered in good standing if he or she is current in all fees and payments required by the Club, has signed any documents required by the Club, has provided any documents reasonably required by the Club, and is not subject to a suspension or revocation of membership.
- d. The membership of any member may be suspended or revoked by a vote of a majority of the Board for a violation of the OVA’s Code of Conduct, the Club’s Code of Conduct, or the Club’s Constitution or Bylaws. A member whose membership is subject to suspension or revocation shall be given reasonable notice of this and shall be given a fair and reasonable opportunity to respond to any allegations. A decision to suspend or revoke membership is for the Board to make and is not subject to appeal.

5. Annual General Meeting and Special Meetings

- a. The AGM shall be held once per calendar year, normally in late September or early October. The meeting may be held in conjunction with other meetings, such as parent or team information meetings or practices.
- b. Notice of the meeting shall be provided at least four weeks in advance. Notice may be provided via the Club’s website, via an email to all members, or via another method which ensures that each member is given notice.
- c. The AGM shall be chaired by the President, or someone delegated by the President.
- d. The AGM’s agenda shall include the following items, in addition to any agenda items approved by the Board:
 - 1. Call to order
 - 2. Approval of agenda
 - 3. Approval of Minutes of previous meeting(s)
 - 4. Reports
 - 5. Elections to Board
 - 6. New business
 - 7. Adjournment
- e. Agenda items for the AGM may also be submitted by members who are in good standing. Such a submission must be in writing—either email or letter—and received by the Board at least two weeks prior to the AGM.
- f. A Special Meeting may be requested by any member, and may be called only with the approval of a majority of the Board. Each member shall be provided with at least one week’s notice of such a meeting. Notice may be provided via the Club’s website, via an

email to all members, or via another method which ensures that each member is given notice.

g. In order to allow members to attend, the AGM and Special Meetings shall be held within the greater Hamilton area.

h. Members in good standing are each entitled to one vote at the AGM and at Special Meetings. Where a member is under the age of 18 at the time of the vote, that member's vote is to be cast by a parent or legal guardian of the member.

i. There shall be no proxy votes at the AGM or at Special Meetings.

6. **The Board**

a. The Board shall consist of the President, Vice-President, Treasurer, and Secretary, as well as the Club Administrator.

b. Board members, except for the Club Administrator, shall be elected by secret ballot at an AGM; after elections, the Board members shall decide which Board members will fill each position on the Board. The Club Administrator shall be appointed by the Board.

c. Any member in good standing may self-nominate, or be nominated by another member in good standing, to serve on the Board, if he or she is at least eighteen years of age and has no criminal record.

d. Nominations shall be submitted to the Secretary of the Board in writing (by email or letter) and must include the agreement of the person nominated as well as the support of another member in good standing. Nominations must be received at least two weeks prior to the AGM at which the election is to take place.

e. Once elected, a Board member shall serve a term of three years. In order to ensure continuity, the terms will be staggered, and in some circumstances this may require a term of less than three years.

f. The position of a Board member shall be vacated if the Board member resigns in writing, becomes unable to carry out his or her duties, or is asked to vacate the position by a majority vote of the Board. Where a position becomes vacant, the Board may choose to fill it by appointing a member in good standing to serve in the position until it can be filled by election at the next AGM.

g. The Board is responsible for the overall operation of the Club, including its organization, promotion, communication, and finances.

h. The duties of Board members include, but are not limited to, the following:

1. The President is responsible for the overall operation of the Club. The President calls Board meetings and AGMs, and chairs them or delegates another Board member to chair.

2. The Vice-President shall assist the President as required. The Vice-President shall also be responsible for promoting the club through marketing, recruiting, and arranging and maintaining sponsorships.

3. The Treasurer shall be responsible for the maintenance of financial records and the collection and disbursement of funds. These duties will normally be delegated to and performed by the Club Administrator.

4. The Secretary shall maintain records and correspondence of the Club, shall prepare meeting agendas in consultation with the President, and shall take

minutes of Board meetings, AGMs, and Special Meetings. The Secretary is also responsible for the Club website as well as any necessary communication with members.

5. The Club Administrator shall perform administrative duties as determined by the Board and as set out in the By-laws.

i. The Board shall normally meet three times each calendar year: once in January or February, once in May or June, and once in September or October. The Board may meet more often if required. Board meetings will normally be held in the greater Hamilton area.

j. Unless otherwise specified in the Club's Constitution and Bylaws, a decision of the Board must be made by a majority of members of the Board.

k. Board members shall not be compensated for their work on the Board, but the Board may decide to reimburse reasonable and documented expenses.

7. **Financial Management**

a. All Club expenses and purchases shall be paid by cheque bearing the signature of the Club Administrator or the Treasurer, or by e-transfer. *Amended at the September 2017 Annual General Meeting.*

b. Expenses shall be properly documented before they are paid.

c. A financial update shall be presented at each Board meeting. At the Board meeting held in September/October, the Board shall review and approve the financial statements for the previous membership year and the budget for the current membership year.

d. After considering recommendations from the Club Administrator and coaches, the Board shall set the player fees for competitive teams.

e. After considering recommendations from the Club Administrator and the Director of Youth Programs, the Board shall set the participant fees for youth development programs.

f. The Board shall set the amount of honorariums and expense reimbursements to be paid, if any, to coaches, assistant coaches, Director of Youth Programs, and Club Administrator.

g. No practice, tournament, clinic, or other program shall be held unless adequate insurance is in place.

h. Any funds raised by fundraising or sponsorships shall flow through the Club's accounts and financial records unless otherwise approved by the Board.

i. In the event that the Club ceases to exist, the net assets from liquidation shall go to a charity or non-profit organization in the greater Hamilton area, as decided by the Board, for the purpose of promoting youth volleyball development.

8. **Disputes**

a. Where a dispute arises between members, including between members and coaching staff or between members and Board members, those involved shall first make every reasonable effort to resolve the dispute directly.

- b. It is the responsibility of the coaching staff of a competitive team to assign player positions, to allocate playing time, and to develop and implement team strategy. Such decisions are final and may not be appealed.
- c. Other disputes may be appealed to the Board. Any such matter shall be communicated to the Board in writing, setting out the basis for the dispute and the decision requested. The Board shall give those involved a fair opportunity to present or respond to a complaint or dispute before making a final decision.

9. **Amendments**

- a. This constitution may be amended if the Board unanimously recommends such amendment, and if that amendment is passed by a majority of members voting by secret ballot at an AGM or Special Meeting. At least two weeks' notice must be given to members of such a vote.
- b. The Club's Bylaws may be amended by a majority vote of the Board.
- c. A member in good standing may propose amendments to the Constitution or to the Bylaws by making such proposal in writing to the Board.

10. **Approval**

- a. This Constitution is approved and implemented by the unanimous vote of the first Board on July 6, 2015.

Ms. Teresa Bouwers

Mr. Brad Douwes

Mr. Brad Heidbuurt

Ms. Leanne Kuizenga

Ms. Chantel Hessels

Bylaw #1

Ancaster Lions Volleyball Club Code of Conduct

All members of the Club, as well as parents of youth (under 18) members, shall abide by codes of conduct and expectations set out by the Ontario Volleyball Association and Volleyball Canada. The Club's own code of conduct sets out the following expectations:

Coaches shall...

- treat each participant in manner that promotes fairness, dignity, and mutual respect.
- not make comments or gestures that are disrespectful, abusive, racist, sexist, or otherwise inappropriate.
- promote and enforce safety regulations to protect the health and well-being of all participants.
- verify, to the best of their ability, that participants are healthy and fit to participate prior to allowing them to do so.
- teach participants to play fair, to respect the rules, their opponents, the official, the spectators, and the game itself.
- obtain necessary certification, as well as seek to continually develop and improve their coaching skills and knowledge.
- Seek to ensure that each player gets appropriate instruction, guidance, and support.
- Be reasonable in scheduling extra practices and games, keeping in mind that players have other interests and obligations as well.
- Remember that each player needs court time in order to develop and improve skills as well as to grow in confidence.

Players shall...

- Play by the rules of volleyball and respect the spirit of the game.
- Represent the Club in a positive manner.
- Respect coaches and officials, even when disagreeing with their decisions.
- Respect and support teammates.
- Organize their schedule in order to be able to attend each practice, game, and tournament.
- Give the coaching staff as much notice as possible when circumstances prevent attendance at practices, games, or tournaments.
- Take responsibility for their own development as players, and work hard no matter what the situation.
- Remember that winning isn't everything, and that participating in volleyball is also fun, healthy, and a way to form lasting friendships.
- Have fun!

Parents shall...

- Allow participants to enjoy the game, and not spoil their child's or any other child's fun.
- Encourage and assist their child in working hard, keeping a positive attitude, and attending all practices, games, and tournaments.
- Respect all players, coaches, Board members, officials, and spectators.
- Refrain from embarrassing their child by yelling at coaches, players, officials, or spectators.
- Recognize and applaud good play by their own child as well as by other players, even on opposing teams.
- Volunteer to assist in the operation of the Club.
- Raise any concerns in a constructive manner.

Bylaw #2

Staff Positions

Administrator

The Administrator shall be responsible, under the supervision of the Board and in cooperation with other staff and coaches, for the following:

- Registering players, participants, and coaches with the OVA;
- Arranging facility rentals for practices, tournaments, programs, and events;
- Arranging and ordering uniforms;
- Maintaining financial records, collecting fees, and issuing cheques for reimbursements, approved purchases, and honorariums; and
- Other duties as determined by the Board.

Director of Youth Programs

The Director of Youth Programs shall be responsible, under the supervision of the Board and in cooperation with the Administrator, for:

- Planning, promoting, and implementing youth development programs such as SPIKES, house leagues, and other clinics or programs;
- Arranging coaches and equipment for youth programs;
- Preparing budgets and curriculum for youth programs; and
- Ensuring that youth programs are of the highest quality and consistent with the mission and code of conduct of the Club.

Technical Director

The Technical Director shall be an individual with considerable training and experience in volleyball, who will be available to provide advice and assistance to the coaching staff.