

***Constitution
Of the
Cayman Islands Volleyball Federation***

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**Constitution
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Chapter I Preamble

1.1 Definitions

For the purpose of the present Constitution and the related legal instruments, unless otherwise stipulated in the text:

“Board”

means Board of Administration of the CIVF composed of its seven (7) members.

“Member”

means an individual with voting rights, having paid his/her subscription for the current year and in good order with the CIVF, it's Constitution, rules and/or Regulations.

“Extraordinary Member”

means a member elected to the Board to assist with the administrative duties of the Federation as instructed by the Board from time to time.

“AGM”

means the “Annual General Meeting” of the CIVF. The gathering of all members in good order of the CIVF, duly and properly called together by the appropriate authorities.

“CIVF”

means “Cayman Islands Volleyball Federation”, a national non-governmental non-profit organization, composed of its registered members, which have freely and voluntarily joined to administer and govern Volleyball for male and female players in the Cayman Islands.

“Governing Institution”

means an institution of the CIVF with specific responsibilities and decisive competence in the conduct of the affairs of the CIVF.

“Presidency”

means the charge and functions exercised by the President of the CIVF.

“Regulations”

means rules and regulations established by the Board, adopted and ratified by the AGM, defining all requirements for the operations of the CIVF including but not limited to, the resources, authorizations, expenditures and control mechanisms.

“Association/Club”

means an Association or Club affiliated with the CIVF.

“Volleyball”

means a sport played between two or more players of two teams, throwing to each other, over the net, a ball, which should not touch the ground. The term “Volleyball” is meant to include all forms of the practice of the sport played locally, at all level of competition for male and female players, whether played indoor or outdoor, on a hard or soft surface.

“Sub-Committee”

means a permanent group of working members appointed by the Board with the responsibility of carrying certain duties as defined by the Constitution, Regulations.

1.2 Foundation

The Cayman Islands Volleyball Federation (CIVF), formerly the *Cayman Islands Amateur Volleyball Association*, the supreme authority in Volleyball in the Cayman Islands, was founded on _____ 19____, on Grand Cayman, Cayman Islands, British West Indies, as a non-profit organization. The founding members of the CIVF are CS Gill – President & Chairman; Anthony Eden & Ernest Foster – Vice Presidents; Oliver Hill – Secretary; Dale Dilbert & Heath Hill – Treasures and Clive Scotland – Coach.

1.3 Status

The Federation is legally constituted and recognized by the sports authorities of its country or territory as the sole entity competent to administer and govern Volleyball at the national level.

1.4 Declaration

By virtue of its legal powers, the federation declares that the FIVB Constitution, Regulations, rules and decisions are considered as part of its own Constitution and they are to be compulsory respected by the Federation, by all it’s members and by third parties involved in Volleyball matters except if otherwise authorized by the FIVB.

1.5 Objectives

The CIVF shall encourage the expansion of the playing of Volleyball in all its forms, in the Cayman Islands and promote the creation of unified teams and Clubs. It shall promote, coordinate, publicise, regulate, organize, supervise, control, direct and govern the sport of Volleyball throughout the Cayman Islands. In particular, and without restricting the extent of the general principles stated above, the CIVF shall:

- a) establish and modify the official Regulations of the Federation for Sports, Recreation, Administrative and Financial purposes, in accordance with it's constitution;
- b) arrange and provide for or join in arranging and providing for the holding of courses for the instruction and teaching of Volleyball to Teachers, Coaches, Instructors and other persons, and for the holding of meetings, lectures and classes calculated directly or indirectly to further the objects of the Federation;
- c) give prizes, medals and other awards. Obtain, collect or receive monies and or funds by way of contributions, donations, subscriptions, legacies, grants or any other lawful methods, and to accept and receive gifts of property of any description, for or towards the objects of the Federation;
- d) exchange and disseminate information among its members for the improvement of Volleyball in the Cayman Islands and to procure to be written or made and print, publish, issue, exhibit and circulate gratuitously or otherwise any reports, periodicals, books, pamphlets, leaflets, films, photographs, instructional matter or any other documents or things as may be thought expedient in connection with the objects of the Federation or any of the above;
- e) administer and govern Volleyball in all it's forms, professional and amateur, including the control of all Volleyball competitions in the Cayman Islands;
- f) control and govern the appointment of it's referees;
- g) regulate the transfer of its players and referees;
- h) promote the welfare of the affiliated Association(s) and Clubs as well as the mutual respect and cooperation among themselves and assist in the development of their technical expertise;
- i) take specific measures to maintain the authority, the autonomy and the exclusive competence of the affiliated Association(s) or Club to administer and govern Volleyball activities in their respective Association(s) or Club;
- j) liaise with Government before bidding for the hosting of any international event or embarking on any tour with regard to protocol and diplomatic intervention; and
- k) take all appropriate measures directly and indirectly related to the practice of Volleyball and in the best interest of the sport.

1.6 Fundamental Principals

- 1.6.1 The CIVF is the sole entity competent to administer and govern Volleyball in the Cayman Islands for male and female players. The CIVF has received recognition from the Cayman Islands Government, Cayman Islands Olympic Committee, NORCECA and the Federation de Internationale de Volleyball.
- 1.6.2 The CIVF shall make no discrimination between people, countries or nations and shall avoid political, religious, philosophical or racial involvement, declarations or manifestations.

Chapter II Composition of the CIVF

2.1 Composition

2.1.1 The CIVF is composed of voluntary personnel registered to CIVF as members of the Federation, with seven (7) elected members to the Board of Administration. The members are the basic component of the CIVF, and as such, are linked to the CIVF, directly and not through any other institutions.

2.2 Membership

2.2.1 Persons who wish to become a member must be proposed for membership by an existing member and seconded by another member and either the proposer or the seconder must be a member of the Board. Each proposal for membership shall be given to the Secretary, who shall submit it to the next meeting of the Board. The Board shall by resolution elect or refuse to elect any person so proposed.

2.2.2 Persons so elected shall become members on the payment of the subscription for the current year. A member shall cease to become a member if:

- a) having paid his subscription for the current year, he notifies the Secretary of his desire to resign;
- b) he fails to pay any subscription within on calendar month after the due date of payment;
- c) the member having committed some act contrary to the rules of the Federation or being found guilty of unacceptable behavior by the Disciplinary Committee, inconsistent with the membership of the Federation, the Board so resolves by a majority of two-thirds of its members.

2.2.3 The annual subscription to the Federation shall be set by the Board and shall be payable within the first month, of the due date, of the fiscal year. The AGM shall have the power to vary the Subscription by Ordinary resolution. A person who is elected to be a member before the 30th day of November in any calendar year shall pay the full subscription for that year.

Chapter III

Institutions of the CIVF

3.1 General Provisions

- 3.1.1 The CIVF is governed by governing institutions, which are assisted by supporting institutions.
- 3.1.2 The governing institutions are the Annual General Meeting, the Board of Administration and the Presidency.
- 3.1.3 The supporting institutions are the affiliated Association(s), Clubs and Sub-Committees.

3.2 Governing Institutions

3.2.1 Annual General Meeting

3.2.1.1 Composition and Quorum

- 3.2.1.1 The Annual General Meeting is the supreme authority of the CIVF and shall meet every year. The fiscal year of the Federation shall end on November 30th of each calendar year and the AGM to be held within three (3) months of the said date and every member shall receive not less than seven (7) days notice of such meeting. Notice of all meeting of the Federation shall state the time, date and place of the meeting and the business to be transacted, and shall be delivered or sent by prepared post to each member at his best known address.
 - 3.2.1.1.2 Only the members who are registered and up to date with their obligations and financial commitments are counted to determine if the quorum is reached and are entitled to the right vote. Any person under suspension, for any reason whatsoever, may attend the AGM as an observer. Members with the status of observers cannot be counted for the purpose of the quorum.
 - 3.2.1.1.3 Members may be present by proxy and any instrument of proxy shall be in writing and delivered to the Secretary before any meeting commences. At the AGM each member shall have one vote, except in attendance by proxy, the member may give written authorization to another member present.
 - 3.2.1.1.4 The quorum at an AGM shall be at least two-thirds (2/3) of total membership. If a quorum is not present half an hour after the time for which the meeting is convened, the meeting shall be adjourned for one week. Three (3) days notice shall be given of such adjourned meeting and the members present at such an adjourned meeting shall constitute a quorum.

3.2.1.1.5 The President of the Federation shall be Chairman of the meetings of the Board, and/or of the Federation. If he is not present at the time for which the meeting is convened, it shall be the Vice President, if the member is not present, it shall be appointed by the members, one member of the Board or Federation to be Chairman of the meeting.

3.2.1.2 Competence

3.2.1.2.1 The AGM has the sole and exclusive competence for:

- a) amending the Constitution;
- b) adopting the CIVF budget and defining its execution and the financial controls;
- c) defining the procedures of affiliation and expulsion of an Association or Club;
- d) ratifying all cases of expulsion by an Association; and
- e) electing the President and the Board Members.

3.2.1.3 Agenda for a meeting of the AGM

3.2.1.4.1 The Board decides on the agenda for a meeting of the AGM. In all cases, this agenda shall include, among others, the following items:

- a) amendments to the Constitution as required;
- b) presentation and approval of the Board report;
- c) presentation and approval of the financial report;
- d) adoption of the budget;
- e) election of the Board as required;
- f) election of the President as required.

3.2.1.4.2 At a meeting of the AGM, only business on the agenda may be discussed. In case of emergency and, on the recommendation of the Board, business not on the agenda may be debated, provided the AGM agrees by a two-thirds (2/3) majority vote.

3.2.1.4.3 Except if otherwise provided for in this Constitution or Regulations the decisions of the AGM are taken by a simple majority of the voting members.

3.2.1.5 Elections to the Presidency and the Board of Administration

3.2.1.5.1 The president and the members of the Board are elected by the AGM at its meeting.

3.2.1.5.2 Candidates for the Board shall be submitted by the registered members, to the Secretary no later than seven (7) days prior to the date of the meeting of the AGM.

3.2.1.5.3 Only members of the Board are eligible to the Presidency. The outgoing President is re-eligible to the Presidency. Candidatures for the Presidency must be submitted to the Secretary no later than seven (7) days prior to the meeting of the AGM.

3.2.1.5.4 Elections to the Presidency and the Board are held by majority vote.

3.2.1.6 Special Provisions

3.2.1.6.1 An extraordinary meeting of the AGM is held pursuant to a decision of the Board or at the request of two-thirds (2/3) of the registered members. The meeting shall contain a copy of the resolution as defined in the constitution or Regulations.

3.2.1.6.2 On the recommendations of the Board, the AGM may grant honorary titles, corresponding to positions previously held, to persons who have rendered remarkable services to the CIVF.

3.2.1.6.3 The AGM Regulations shall be established by the Board and ratified by the AGM.

3.2.2 Board of Administration

3.2.2.1 Composition and Quorum

3.2.2.1.1 The members of the Board shall have the titles of:

- i) President
- ii) Vice-President
- iii) Secretary
- iv) Treasurer
- v) Public Relations Officer
- vi) Technical Director
- vii) Extraordinary Member

3.2.2.1.2 From among the Candidatures submitted by the registered members of the Federation, at its meeting held, the AGM shall elect seven (7) members to the Board, for a two (2) year term.

- 3.2.2.1.3 The outgoing members of the Board are re-eligible to the Board without presentation, if there is no opposition presented in writing by the member concerned, by the deadline established in article (3.2.1.5.2).
- 3.2.2.1.4 During their two-year (2) term, Board members may only be removed from office, by decision of the Board, for cause.
- 3.2.2.1.5 A member of the Board shall cease to be a board member, if he/she misses three (3) or more consecutive board meetings, without reasonable explanation, at which the third such absence should be presented in writing, unless otherwise ratified by the Board.
- 3.2.2.1.6 In the event of a vacancy on the Board, the Board, subject to ratification at the next AGM, may appoint another member.
- 3.2.2.1.7 The Board shall meet at least once every month, except in the month of December, summoned on the President's initiative or at the request of at least four (4) of its members. At least four (4) members of the total Board shall constitute the quorum.
- 3.2.2.1.8 Each member including the Chairman shall have one vote and in the case of an equality of votes, the Chairman shall have a second or casting vote.
- 3.2.2.2 Competence**
- 3.2.2.2.1 The Board shall be responsible for the administration and management of the CIVF. It shall handle urgent and exceptional situations in the spirit of this Constitution and in the general interest of the CIVF.
- 3.2.2.2.2 The Board has the competence to adopt all Regulations derived from this Constitution.
- 3.2.2.2.3 The Board has the competence to create the Sub-Committees, to appoint officials to or discharge them from such institutions. The Board shall establish the limits of powers, responsibilities and functions of each Sub-Committee through Regulations.
- 3.2.2.2.4 The Board is empowered to apply sanctions provided for in this Constitution or Regulations.
- 3.2.2.2.5 The decisions of the Board, derived from the competence to it by the Constitution, are binding on all institutions covered by such decisions, including the affiliated association(s) clubs, teams and their individual members.

3.2.2.2.6 Upon proposal by its members, the Board may grant annual awards/

3.2.3.2 Competence

3.2.3.2.1 Jointly with the Presidency, the Board shall be responsible for executing decisions of the Board and the AGM. The members of the Board shall assume individually this responsibility, according to their specific duties.

3.2.3.3 Specific competence of the members of the Board

3.2.3.3.1 The Board is empowered to apply the sanctions provided for in the Constitution and Regulations. These sanctions may be subject to revision by the AGM, upon request.

3.2.3.3.2 In the performance of his/her duties, the President shall assign specific responsibilities to each individual member of the Board, as defined in the Constitution or Regulations.

3.2.4 Presidency

3.2.4.1 Fulfillment of the charge

3.2.4.1.1 The functions and responsibilities of the Presidency shall be carried out by the President, elected by the AGM in accordance with the provisions of Sub-Section 3.2.1.5 of this Constitution.

3.2.4.1.2 Should the President be provisionally unable to carry out his/her functions, he/she shall be replaced by the Vice-President or, should he/she be unable to accept the charge, by another member appointed by the Board. Should the President be definitely unable to hold office, he/she shall be replaced, for the remaining portion of his/her term, by the Vice-President, subject to ratification, if need be, by the AGM at its next meeting.

3.2.4.2 Competence

3.2.4.2.1 Between meetings of the Board, the President may take all urgent measures. Notice of such must be given at the next Board meeting.

3.2.4.2.2 The President shall represent the CIVF with all legal powers. He/she chairs the meetings of the AGM, and the meetings of the Board, and has the prerogative of chairing all other meetings of the CIVF institutions.

- 3.2.4.2.3 In his capacity as Chairman of a meeting, the President has the casting vote.
- 3.2.4.2.4 The President shall be responsible for the administration and management of the CIVF. He/she shall be the only person authorized to sign all contracts and committing documents. The President may delegate power of attorney on behalf of the CIVF.
- 3.2.4.2.5 Subject to prior approval of the Board and, within the parameters established, nationally, internationally, for non-profit organizations, the President may perform procedures leading to act of ownership for the CIVF.
- 3.2.4.2.6 The President shall propose to the Board the list of candidates to the Sub-Commissions chosen from among, but not limited to, the candidatures present by the members.

3.3 Supporting Institutions

3.3.1 Sub-Committees

- 3.3.1.1 The Board, subject to further ratification by the AGM may establish Sub-Committees for better implementation of the objectives of the CIVF.
- 3.3.1.2 The Sub-Committee shall be composed of no more than four (4) members and one Chairman. Candidatures to the Sub-Committees shall be presented to the Presidency for further submission to the Board.
- 3.3.1.3 The Board shall establish the extent and limits of the powers and functions of each Sub-Committee through regulations.

3.3.2 Association(s) and Clubs

3.3.2.1 Affiliation

- 3.3.2.1.1 An association or club desiring to be affiliated shall submit a written application, signed by its President and Secretary and forwarded in triplicate to the CIVF General Secretary. The application for affiliation must clearly state:
 - a) the complete name in full and abbreviated, and the postal address of the applicant, association or club, together with the telephone and fax numbers when available;

- b) the commitment to comply with the CIVF Constitution, Regulations, rules and decisions;
- c) the commitment to observe the Volleyball rules adopted by CIVF;
- d) the commitment to pay annual fees and to comply with sanctions, according to the CIVF Constitution, Regulations, rules and decisions;
- e) the number of members and or players affiliated to its institution.

3.3.2.2 Undertaking

3.3.2.2.1 Every affiliated and applicant, Association or Club shall include in it's own Constitution, the following article;

“the Association is legally constituted and recognized by CIVF, as an institution competent to administer and govern Volleyball in the Cayman Islands, according to the CIVF Constitution and Regulations”, and

“by virtue of the powers so constituted, the Association/Club declares that the CIVF Constitution, Regulations, rules and decisions are considered as part of its own Constitution and they are to be compulsory respected by the Association or Club, by all its members and by third parties involved in Volleyball matters except if otherwise authorized by the CIVF.

3.3.2.2.2 The non-inclusion of the requirements of Article 3.3.2.2.1 of this Constitution, in the Constitution of an affiliated Association or Club does not preclude its binding nature.

3.3.2.2.3 Any controversy arising from the non-inclusion of Article 3.3.2.2.1 of this Constitution may lead to sanctions being imposed on the concerned affiliated Association or Club.

3.3.2.2.4 The application for affiliation shall be accompanied by:

- a) the text of the applicant Association's or Club's own Constitution;
- b) the list of the managing committee members, the name and address of the person entrusted with official correspondence with the CIVF and others;

- c) the actual payment or corresponding bank instructions for payment of the first annual fee.

3.3.2.3 Special Provisions

- 3.3.2.3.1 The CIVF Board may revise all or part of a decision taken by the Association or Club if, in its judgment, such decision is contrary to the Constitution, Regulations and general interest of the CIVF.
- 3.3.2.3.2 The Association(s) or Clubs are empowered to impose, within its institution or territory, sanctions provided for in the CIVF Constitution and or Regulations, including, but not limited to, the suspension of Clubs, teams, players or officials.

Chapter IV Financial Provisions

4.1 Fiscal Year

4.1.1 The CIVF financial year shall be the calendar year and shall end on November 30th of each calendar year.

4.2 Finance

4.2.1 All subscriptions and sums of money collected shall be handed to the treasurer, who shall pay the same into a bank account in the name of the Federation, or an established financial institution in the Cayman Islands.

4.2.2 The Treasurer and the President shall have the signatory authority for all accounts, balance sheets and all other financial documents.

4.2.3 The Treasurer shall have the “A” signature, the President “B” and in his/her absence, the Secretary shall have the authority to sign on his/her behalf.

4.2.4 All financial documents and accounts shall carry the signature of the treasurer.

Chapter V General Provisions

5.1 Disciplinary Measures

5.1.1 The following sanctions may be imposed on affiliated Association(s) Clubs, teams, players and officials:

- a) simple admonition;
- b) solemn admonition;
- c) warning;
- d) fine;
- e) disqualification from competitions;
- f) discharge from official position;
- g) suspension; and
- h) expulsion.

These sanctions shall be enforced throughout the CIVF Association(s), Clubs or teams.

5.1.2 With the exception of the expulsion of an Association from the CIVF, which is of the exclusive competence of the AGM, the Board, a Control Committee or an Association in accordance with the provisions of the Constitution, Regulations and other Regulations established by the Board from time to time may impose the sanctions.

5.1.3 Sanctions specifically provided for in this Constitution or Regulations for specific violations or infractions are binding and final when imposed by the person or institution.

Chapter VI Special Provisions

6.1 Dissolution

- 6.1.1 The CIVF may only be dissolved at an Extraordinary Meeting of the AGM, at which eighty percent (80%) of the members are present. The meeting shall contain a copy of the resolution, approved by a three-quarters (3/4) majority vote.
- 6.1.2 The dissolution shall take effect on the day when the resolution is passed, and the Board shall be responsible for the winding up of the Federation.
- 6.1.3 In particular the Board shall realize the assets of the Federation, discharge its debts and other obligations and distribute the surplus, if any, equally amongst the members of the Federation at the date of the dissolution. Notwithstanding the dissolution of the Federation the members shall, until the winding up is completed, remain responsible for the debts and other obligations of the Federation, and shall contribute equally to any deficit, if the debts and other obligations of the Federation exceeds its assets.

Chapter VII Entering into force and Amendments

- 7.1 This Constitution shall enter into force on the date of its approval by the AGM>
- 7.2 This Constitution shall supersede the previous Constitution, which is hereby abrogated, and all amendments thereto adopted before the said date.
- 7.3 This Constitution shall be modified only by the AGM. Proposals for amendments must be presented by the Board or by eight (8) members and submitted to the General Secretary at least one (1) month prior to the opening of the AGM for distribution to the members. To be adopted, an amendment must receive two-thirds (2/3) of the votes validly cast.

