UNE Volleyball Constitution



Located at the University of New England, 2351

Last Updated 30/1/2026

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1. APPLICATION

1.1 This Constitution and any regulations made under it, is in all respects subject to the Constitution of UNE Life and to the provisions of the *University of New England Act, 1993*.

2. NAME

2.1 The Club shall be called University of New England Volleyball Club (the Club).

3. AIM AND OBJECTS

3.1 "The Club" is not-for-profit, meaning: the assets and income of the Club shall be applied solely in furtherance of the aims of the Club, and no portion shall be distributed directly or indirectly to the members of the Club except as bona fide compensation expenses incurred on behalf of the Club.

3.2 The aim of the Club is to encourage, develop, and promote volleyball at the University of New England (the University) by implementing the following objects:

- **3.2.1** improve the standard of volleyball within the University
- **3.2.2** arrange and control competition within the University
- **3.2.3** select teams to represent the University
- **3.2.4** arrange regular competition for the Club teams
- **3.2.5** arrange all such things ancillary to the attainment of its objects, including affiliation, where practicable, with the relevant regional and state organisations.

4. MEMBERSHIP

4.1 Eligibility: Membership of the Club shall be open to students currently enrolled at the University of New England and to non-student community members who subscribe to the aims of the Club.

4.2 Team-Based Membership:

- **4.2.1** A person shall be considered a Member of the Club upon being selected into, registered with, or actively participating in a Club team for the relevant season or competition.

- **4.2.2** Membership is linked to active team participation and is administered by the Committee.

4.3 Rights of Members:

- **4.3.1** All Members of the Club are entitled to attend General Meetings.
- **4.3.2** All Members shall hold one (1) vote at General Meetings and elections of the Club at which they are present.
- **4.3.3** All Members shall be eligible to nominate for and hold Executive or Committee positions, subject to compliance with UNE Life rules and affiliation requirements.

4.4 Duration of Membership:

- **4.4.1** Membership shall be valid for the duration of the season or competition for which the Member is registered or selected.
- **4.4.2** Membership shall lapse at the conclusion of that season unless renewed through selection or registration in a subsequent season.

4.5 Fees:

- **4.5.1** The Club may levy membership or team fees as determined by the Committee from time to time.
- **4.5.2** Membership shall not be considered active until any required fees have been paid, unless otherwise approved by the Committee.

4.6 Student Membership Requirement: Membership is open to the community however to constitute a UNE Sporting Club a minimum over 50% of club members must be UNE Students.

5. THE COMMITTEE

5.1 The functions of the Club will be managed by a Committee elected annually under this Constitution.

5.2 The Committee will control and manage the affairs of the Club in accordance with this Constitution.

5.3 The Committee has power to do all things necessary or desirable to further to aim and objects of The Club.

5.4 The Committee may make regulations, not inconsistent with this Constitution for the proper management of the Club.

5.5 The Committee will have a membership of four (4) executive members and up to a further four (4) non-executive members.

5.6 The Executive Members are: (a) President, (b) Vice President, (c) Secretary, (d) Treasurer.

5.7 DUTIES OF EXECUTIVE MEMBERS:

- **5.7.1 The President shall:** Plan the Club's activities in consultation with the Executive, Liaise with the Executive and any Committees formed by the Club, Ensure an adequate handover, including any documents and materials, to the following Executive, Have a working knowledge of all current policies of the Club.
- **5.7.2 The Vice-President(s) shall:** Deputise for the President.
- **5.7.3 The Treasurer shall:** Maintain the Club's finances in accordance with the UNE Club Rules & Regulations, Present to the Annual General Meeting of the Club, a report detailing the financial activity and status of the Club, Ensure an adequate handover, including any documents and materials, to the following Executive, Have a working knowledge of all current policies of the Club.
- **5.7.4 The Secretary shall:** Conduct the correspondence of the Club, Book meeting rooms for the Club, Keep minutes of the proceedings of all Club meetings, Maintain the records and documents of the Club, Maintain a list of current Members of the Club, Have a working knowledge of all current policies of the Club.

5.8 The Committee members shall have the powers and duties decided from time to time by the Committee.

5.9 Subject to this Constitution, each member of the Committee remains on the Committee until his or her position is declared vacant at the next AGM following appointment or election but is eligible for re-election.

5.10 In the event of a casual vacancy on the Committee, the Committee may co-opt a member to fill the vacancy until the next AGM.

5.11 Attendance of Executive Members at Ordinary and General Meetings is obligatory.

5.12 Any Executive Member who does not attend three consecutive meetings without leave can be dismissed from the Executive by a two-thirds majority vote of those Student Members in attendance at an Ordinary Meeting.

6. EXECUTIVE TERM AND HANDOVER

6.1 Term of Office:

- 6.1.1 Executive Members shall be elected at the Annual General Meeting to serve for the following calendar year.
- 6.1.2 The term of office of an Executive Member shall commence on 1 January following their election and conclude on 31 December of that year.

6.2 Transitional Period:

- 6.2.1 Outgoing Executive Members shall remain responsible for their duties until the conclusion of their term on 31 December.
- 6.2.2 During the transitional period between the Annual General Meeting and 31 December, outgoing and incoming Executive Members shall cooperate to ensure continuity of Club operations.

6.3 Handover Obligations:

- **6.3.1** Outgoing Executive Members must provide an adequate handover to their successors, including but not limited to: (a) access to relevant accounts, portals, and Club email addresses, (b) written handover notes outlining key responsibilities, processes, and deadlines, and (c) reasonable availability to explain and demonstrate required procedures.
- **6.3.2** This handover shall include, where applicable, the UNE Life affiliation process, financial procedures, and any recurring annual requirements.

7. ORDINARY MEETINGS

7.1 Ordinary Meetings shall be called by the President, Secretary, or Vice-President, or by the Secretary forthwith upon receipt of the written application of at least twenty percent (20%) of the Student Members of the Club.

7.2 At least seven (7) clear day's notice of the time and place of an Ordinary Meeting shall be given by a mail-out to all current Members (a mail-out is understood to include communication by e-mail), as well as other reasonable attempts to communicate to the Membership.

7.3 The President shall chair Ordinary Meetings. In the absence of the President, another Executive Member shall chair the Meeting.

7.4 Quorum at Ordinary Meetings shall be ten (10) Student Members OR ten percent (10%) of the current Student Member total, whichever is less.

7.5 Quorum must include not less than two (2) Executive Members.

7.6 The agenda for an Ordinary Meeting shall include: Apologies and leaves of absence, Minutes of the previous meeting, Correspondence, Reports of Executive Members, Motions on notice, General Business.

7.7 An Ordinary Meeting of the Club has power to carry motions relating to the affairs of the Club by a simple majority vote of those members present and voting, including:

- **7.7.1** Giving direction to the Executive.
- **7.7.2** Determining the use of the finances and other assets of the Club.
- **7.7.3** Instituting Committees for any purpose of the Club and co-opting Club members onto any Committee.
- **7.7.4** Dismissing Executive Members under 5.12 of the Constitution.

8. CONDUCT OF MEETINGS

8.1 The President, or in his or her absence, the Vice-President, shall chair all meetings of the Club.

8.2 In the absence of both, a Chair shall be elected by the majority of those present.

8.3 The Chairman of all meetings has a casting vote at such meeting if necessary to break a deadlock.

8.4 All meetings shall be conducted in accordance with commonly accepted formal procedure under the control of a Chair.

8.5 Unless otherwise provided in this Constitution decisions shall be made on simple majorities.

9. ELECTION OF THE COMMITTEE

9.1 Committee members shall be elected at the AGM.

9.2 Nominations of candidates for election as Committee members must be: (A) made in writing, (B) delivered to the Secretary not less than five days before the date fixed for the AGM.

9.3 If no nominations are received to fill a position on the Committee, nominations may be received from the Members present at the AGM.

9.4 In order to stand for election, nominees must accept nomination.
9.5 If only one nomination is received for a particular position on the Committee, that nominee shall be deemed to be elected to that position.

9.6 If more than one nomination is received for a particular position on the Committee, the position shall be decided by a secret ballot of the Members present at the AGM.

9.7 In the event of a ballot for any position or positions being necessary then the method to be used will be the 'first past the post' system.

9.8 If no nominations are received for a position on the Committee following the above procedures, that position becomes a casual vacancy.

9.9 Before an election the Executive shall nominate a suitable person, not being a candidate for election, to act as Returning Officer.

9.10 The Returning Officer shall be charged with the conduct of the election, and may appoint suitable persons, not being candidates for election, as Deputy Returning Officers.

9.11 A Member from the UNE Life Student Experiences Team shall serve as Electoral Arbiter and shall receive any appeals against the decisions of the Returning Officer.

9.12 The General Body of the Club may, in a General Meeting, elect any Student Member of the Club to fill any casual vacancy that may occur in the Executive (A casual vacancy occurs when an Executive Member is dismissed from the Executive or resigns before the term of office has expired).

10. COMMITTEE MEETINGS

10.1 At least 24 hour's notice of Committee meetings must be given to members of the Committee.

10.2 A committee meeting does not have the power to carry any motions in relating to the offers of the club but rather a space for discussion.

10.3 Ordinary Meetings shall be called by the President, Secretary, or Vice-President.

10.4 The President shall chair Ordinary Meetings. In the absence of the President, another Executive Member shall chair the Meeting.

10.5 A quorum for meetings of the Executive is three (3) Executive members.

10.6 A quorum for meetings of the Committee is four (4) Committee members.
10.7 The Secretary must ensure that minutes of proceedings of all meetings of the Committee and the Club are appropriately maintained.

10.8 A General Meeting of the Club has the same powers as an Ordinary Meeting, and may also carry the following motions on notice relating to the affairs of the Club by a two-thirds majority vote of those members present and voting:

- **10.8.1** Filling vacancies on the Executive.
- **10.8.2** Repealing motions and the effect of motions carried at an Ordinary Meeting.
- **10.8.3** Amending the Constitution.
- **10.8.4** Dismissing Executive Members for reasons other than that in 5.12 of the Constitution, provided that the Executive Member is given reasonable right of reply.
- **10.8.5** Dissolving the Club.

10.9 No item of business is to be transacted at a General Meeting unless a quorum of members entitled under this constitution to vote, is present during the time the meeting is considering that item.

11. GENERAL MEETINGS

11.1 A General Meeting may be held at any time by the Committee or upon receipt by the Committee of a request in writing signed by at least five (5) Members setting out clearly the business to be discussed.

11.2 At least Seven (7) day's notice of a General Meeting must be given to Members specifying the business to be discussed at the General Meeting.

11.3 The agenda for a General Meeting shall include: Opening and welcome, Apologies and leaves of absence, Minutes of the previous general meeting, Business arising from the minutes, Correspondence, Reports of Executive Members, Other reports, Motions on notice, General business, Date of the next meeting.

11.4 A General Meeting of the Club has the same powers as an Ordinary Meeting, and may also carry the following motions on notice relating to the affairs of the Club by a two-thirds majority vote of those members present and voting:

- **11.4.1** Filling vacancies on the Executive.
- **11.4.2** Repealing motions and the effect of motions carried at an Ordinary Meeting.
- **11.4.3** Amending the Constitution.
- **11.4.4** Dismissing Executive Members for reasons other than that in 5.12 of the Constitution, provided that the Executive Member is given reasonable right of reply.
- **11.4.5** Dissolving the Club.

12. ANNUAL GENERAL MEETINGS

12.1 The Club shall hold an Annual General Meeting annually in the month of August OR September OR October.

12.2 The Annual General Meeting shall be convened for the following purposes:

- **12.2.1** To receive a report and statement of accounts for the preceding financial period.
- **12.2.2** To elect an Executive for the ensuing term.
- **12.2.3** To transact any other business, notice of which shall be duly submitted to the Secretary.

12.3 The Secretary shall give at least fourteen (14) clear days notice of the time and place of the Annual General Meeting through a mail-out to all Members (a mail-out is understood to include communication by e-mail), as well as other reasonable attempts to communicate to the Membership.

12.4 The Annual General Meeting shall be chaired by the President or an Executive Member not standing for election to any position.

12.5 The agenda for the Annual General Meeting shall include: Opening and welcome, Apologies and leaves of absence, Minutes of the previous meeting, Business arising from the minutes, Correspondence, Annual Reports (President, Treasurer, Secretary, Other Executive Members) Motions on notice, Election of the Executive, General business.

12.6 No item of business is to be transacted at an Annual General Meeting unless a quorum of members entitled under this constitution to vote, is present during the time the meeting is considering that item.

13. QUORUM AND ADJOURNMENT OF GENERAL MEETINGS

13.1 Quorum will be fifteen to twenty (15–20) Student / Staff Members (being members entitled under this constitution to vote at a General Meeting) OR twenty percent (20%) of the current Student / Staff Member total, whichever is less.
13.2 Quorum must include not less than three (3) Executive Members.

13.3 Members participating via live video or audio link are considered to be in attendance for the purpose of a quorum.

13.4 If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting is to be adjourned for a future time, and members must receive written communication of details of the future General Meeting.

13.5 If at the adjourned General Meeting a quorum is not present within half an hour after the time appointed for the commencement of the adjourned General Meeting, the members present (being at least 3) are to constitute a quorum.

13.6 The Chair of a General Meeting at which a quorum is present may, with the consent of the majority of Members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

13.7 If a General Meeting is adjourned for fourteen (14) days or more, the Secretary must give written or oral notice of the adjourned meeting to each member of the Club stating the place, date, and time of the meeting and the nature of the business to be transacted at the meeting.

13.8 No item of business is to be transacted at a General Meeting unless a quorum of members entitled under this constitution to vote, is present during the time the meeting is considering that item.

14. FUNDS, ACCOUNTS AND REPORTS

14.1 The Club may levy fees on Members. The amount of such fees shall not be excessive.

14.2 The Club is not authorised to raise funds by loans or to seek overdrafts.

14.3 UNE Life may, upon the request of the Club, and in exceptional circumstances, approach the Council of the University for such purposes.

14.4 The Club is not authorised to open a banking account.

14.5 The Club will be entitled to have a separate subaccount identified as # Club sub-account within the UNE Life bank account.
14.6 All money received by the Club must be deposited within 72 hours of receipt if exceeding fifty dollars and without deduction to the credit of the Club's sub-account within the UNE Life bank account.

14.7 The funds of the Club must be used in pursuance of the aim and objects of the Club in such manner as the Committee determines from time to time and will be sourced from membership fees, interest, sponsorships, donations, and otherwise as determined by the Committee from time to time.

14.8 All cheques and other negotiable instruments to be drawn on the Club's sub-account must be requisitioned by at least two members of the Committee authorised to do so.

14.9 All property acquired by the Club shall be charged to an inventory and shall be accounted for annually.

14.10 Property so acquired and held shall be held in trust for UNE Life.

14.11 Proper books of account shall be kept in relation to funds and property in respect of the financial year of the Club which shall end on 31 December of each year.

14.12 A statement of the previous year's petty cash account together with the relevant supporting documents and a budget of expenses for the following year shall be submitted to UNE Life annually on or before 30th October of each year.

14.13 A report of the Club's activities during the previous year shall be submitted to UNE Life annually on or before 30th October of each year.

14.14 The individual Members of the Club are not entitled to share in the profits of the Club by way of distribution in money or property or otherwise, and dividends shall not be paid out of funds or property.

15. ALTERATION

15.1 A request by the Club to amend this Constitution must be forwarded to UNE Life for approval if the motion proposing the alteration is agreed to by at least two-thirds of the Members present at a General Meeting.

16. DISSOLUTION

16.1 The Club may be dissolved by special resolution at a General Meeting.

16.2 Should there be insufficient members of The Club to form a quorum at a General Meeting, a resolution to dissolve may be forwarded to the UNE Life for confirmation.
16.3 In the event of dissolution all property, real and personal held by the Club shall revert to UNE Life.

17. ADMINISTRATION

17.1 Policy and Plans: It shall be the personal responsibility of the President to ensure that proposals are brought before the Committee annually to provide for the continuity of administration despite the possible changes in Committee members and for the formulation of a detailed program of events covering the following academic year.

17.2 Correspondence:

- **17.2.1** The Secretary shall be responsible for the maintenance of the Club's files.
- **17.2.2** The Secretary shall ensure that all incoming correspondence is filed and acknowledged or answered in detail within 72 hours or receipt.

- **17.2.3** The Secretary shall file a copy of all outgoing correspondence.

17.3 Regulations:

- **17.3.1** A copy of all regulations made pursuant to Rule 5 of the Constitution shall be deposited with the UNE Life.
- **17.3.2** No regulation shall be effective until acknowledgement of its receipt by the UNE Life has been received by the Club.

18. INTERPRETATION

18.1 The Committee of the Club shall be responsible for interpreting and applying this Constitution.

18.2 An appeal against any interpretative decision may be made to UNE Life if the majority of members in General Meeting so decide.

19. ENACTMENT

19.1 This Constitution is effective from *//2013 by virtue of Resolution No.*___ of the board of directors of UNE Life.

20. RECOGNITION & AFFILIATION

20.1 The Clubs is permitted to use the name 'UNE' or 'University of New England' as well as branding of the University as long as it remains affiliated with UNE Life.
20.2 The Club shall comply with all requirements of UNE Club Rules & Regulations and The University of New England policy for recognition as a registered Club of the University of New England.

20.3 The club must, by the 31st December in any given year, complete the UNE Life Club Affiliation process for the following year.

20.4 The Club's affiliation with UNE Life may be cancelled if the Club is in breach of UNE Club Rules & Regulations, University of New England policy, or if they are unable to maintain the minimum requirements for a UNE Club.

21. CONFIRMATION

This Constitution was adopted on the 30th day of February **20**26

President's Signature: *Abby O'Dwyer*

Secretary's Signature: *Kayleb Wyldman*

UNE Life Student Experience Representative Signature: _____