

QCVC Bylaws

Bylaw I

The name of the organization is Queen City Volleyball Club, otherwise referred to as "QCVC".

Bylaw II

The purpose of the Queen City Volleyball Club (QCVC) policy and procedure manual is to provide a source of information that can be used by the club, parents, coaches, managers, and players. These policies, along with the Volleyball Canada Indoor Volleyball Rulebook and Sask Volleyball Club Guide direct the operations and conduct of QCVC.

General Philosophy

The purpose of the Queen City Volleyball Club is as follows:

- To provide athletes with the opportunity for High Performance development and competition, and Developmental coaching in the sport of volleyball.
- To organize, administer and coordinate appropriate opportunities in the sport of volleyball for selected age groups in the community from ages 5-18 years.
- To manage the necessary finances, personnel, communications, facilities and equipment to operate our volleyball programs

Bylaw III – Membership

- Each parent or legal guardian of an athlete who have paid fees to QCVC will be entitled to a vote at the Annual General meeting held at the end of the Fiscal Year (September)
- Other persons approved by 2/3 majority vote on a motion made by the QCVC Executive may become a Member at Large of QCVC.
- Executive Board Members are voting members
- The Executive may remove a member with 2/3 majority vote

Bylaw IV – Executive Membership

1. The role of the Executive is to ensure that QCVC fulfills all duties as outlined in Bylaw II, and includes:
 - a. Strategic planning
 - b. Support and evaluation of the Technical Director
 - c. Support the decisions made by QCVC at their monthly Executive meetings.
2. The Executive shall consist of 13 members including:
 - a. President
 - b. Vice-President

- c. Treasurer
- d. Registrar
- e. Communications Coordinator
- f. Clothing/Uniform Coordinator
- g. Facilities Coordinator
- h. Tournament Coordinator
- i. Equipment Coordinator
- j. 4 - Members at large

3. Terms of Office

- a. President (two year term)
- b. Vice President (one year Term)
- c. Treasurer (two year term)
- d. Past President (one Year term)
- e. Registrar – (one year term)
- f. Communications Coordinator (one year term)
- g. Clothing/Uniform Coordinator (one year term)
- h. Facilities Coordinator (two year term)
- i. Tournament Coordinator (two year term)
- j. Equipment Coordinator (one year term)
- k. Members at large (one year term)

4. Voting of Executive

- a. All Executive members will be voted for at the Annual General Meeting (AGM)
- b. Only Executive members shall be entitled to vote at the Executive Meetings. The President has a tie-breaking vote only and the past President is not entitled to vote.
- c. Any Executive member will disclose a conflict of interest and will not be eligible to vote on any resolution of the Executive that is related to the conflict of interest. For purposes of this provision, the Executive will determine if there is a conflict of interest of any member.
 - i. Any decision made involving an immediate family member, or team with which that member is associated will be deemed a conflict of interest.
 - ii. Any decisions made involving an Executive Member and another Volleyball Club with which that member is associated will be deemed a conflict of interest.
 - iii. Any decisions made involving an Executive Member and monetary remuneration by the Club shall be deemed a conflict of interest.
- d. Half (1/2) of the voting members plus one shall (+1) constitute quorum for an Executive meeting.
- e. Executive members receive an honorarium from QCVC as voted on at the first Executive meeting after the AGM.

- f. The Board of Directors have the authority to remove a member from the Board of Directors for any of the following reason by 2/3 majority vote of the entire Board of Directors:
 - i. For breach of the QCVC Privacy policy, Conflict of Interest and Conduct Guidelines.
 - ii. For failure to perform the duties of the position.
 - iii. For conduct unbecoming a member to the Executive
 - iv. Attendance less than 75% of Executive Meetings in one season

Bylaw V – Duties

1. The President
 - a. Shall oversee and ensure that all evaluations, coach selections and team selections are conducted in accordance with QCVC guidelines for all divisions.
 - b. Shall be an ex-officio member of all committees established by QCVC.
 - c. Shall report to each annual meeting of QCVC concerning its operations.
 - d. Shall represent QCVC at public or official functions.
 - e. Shall represent QCVC in all SaskVolleyball matters and is one/four voting members at the SaskVolleyball AGM.
 - f. Shall provide assistance and direction to the Technical Director
2. Vice – President
 - a. Shall have all the powers and perform all the duties of the President in the absence or disability of the President, together with such duties, as may be from time to time assigned to him/her by the Board of Directors.
 - b. Shall be a member of any committees related to QCVC business
 - c. Will be a member of the Executive committee
3. Treasurer
 - a. Shall manage, maintain, and allocate funds as necessary on behalf of the Club
 - b. Will create an annual budget and will provide financial statements to the Executive Committee on a monthly basis
 - c. Will work collaboratively with the President and all Executive members in developing budgets, financial statements.
 - d. Will present the financial report to the members AGM.
 - e. Will process accounts payable in a timely manner (28 days)
 - f. Will process accounts receivable in a timely manner (7-14 days)
4. Communication Coordinator
 - a. Take minutes at all Executive meetings
 - b. Distribute minutes in a timely manner to all executive members
 - c. Respond to all club inquiries in a timely manner.
 - d. Forward any subject specific inquiries to the appropriate coordinator
 - e. Update the Webpage with club updates to be posted publicly
 - f. Update the QCVC Facebook page with club updates

- g. Send public announcements to families who have opted in to receive QCVC communication

5. Tournament Coordinator

- a. Attend monthly Executive Meeting and Annual General Meeting
- b. Sanction tournament dates with SVA
- c. Liaise with Facilities Coordinator to secure gym times
- d. Ask treasurer to place tournament dates on website and under our registration tab for teams to register
- e. Send out, receive and track tournament registration forms for other teams and our QCVC teams
- f. Recruit teams to host and make sure they have all the information they need to successfully run the tournament
- g. Meet with hosts one week out to give the supplies they need for the tournament hosts box.
- h. Prepare and send draw and communications out minimum one week before to all coaches and team managers registered
- i. After tournament get the host box back and organize for next host and make sure nothing is missing
- j. Communicate with Saskatchewan Volleyball Association to secure referees and provide tournament results

6. Facilities Coordinator

- a. Attend monthly Executive Meetings and the Annual General Meeting.
- b. Liaise with the City of Regina, the Public and Catholic School Boards and various Private Schools to secure facilities for team practices and tournaments.
- c. Communicate with coaches throughout the season on the cancellation of practice times, securing of additional practice times, etc.
- d. Maintain the Goalline System as it relates to Facility tracking.
- e. Coordinate the assignment of gym costs to teams and the payment of gym rentals with the Treasurer.

7. Uniforms/Clothing Coordinator:

- a. Make sure all athletes are sized
- b. Coordinate and sort all athlete registration to order the correct uniforms for the correct player
- c. Liaise with supplier regularly to make sure delivery times and uniforms and clothing will be ordered and delivered on time.
- d. Ensure all uniforms are received before the first SaskCup
- e. Ensure distribution of uniforms to all coaches/managers
- f. Liaise with team managers
- g. Set up clothing viewing night with supplier and communicate to team managers
- h. Troubleshoot any issues with clothing (ie: sizing, etc)
- i. Make sure there is sufficient amount of tshirts for the Mini and Atomic Programs at all times
- j. Make sure Summer Camp and Beach Volleyball shirts are ordered appropriately before their start dates.
- k. Order clothing / kits for coaches

8. Registrar
 - a. Attend monthly Executive Meetings and the Annual General Meeting.
 - b. Oversee the Online Registration System.
 - c. Provide athlete lists for evaluations. Provide Club Coaches and Team Managers with contact information for their athletes as necessary.
 - d. Coordinate the registration and filling of rosters for the Developmental Programs, Camps and Beach Volleyball.

9. Equipment Coordinator
 - a. Shall maintain and store all QCVC Equipment including balls, ball pumps, carts, bags, nets, poles, and training equipment (boxes, ladders, cones)
 - b. Will ensure there is sufficient inventory for each age group who requires specialized equipment
 - i. MVA 200 / 300 (16-18U Age Division)
 - ii. Tachikara White / Mikasa Volley-Lites (14 / 15U Age Division, Atomic)
 - iii. Primary volleyballs (Mini Developmental Program)
 - iv. Tachikara SIX for Nationals as per regulations outlined by Volleyball Canada
 - c. Shall maintain QCVC inventory of all items listed in 9(a)
 - d. Shall maintain and upkeep all First Aid Kits, ensuring that all supplies are replenished and replaced annually

Bylaw VI– Annual General Meeting

1. The QCVC annual general meeting (AGM) of QCVC shall be held on a date to be determined by the Executive between August 1 and September 30.
2. Notice of the AGM shall be given to the members by means of a public notice no less than 30 days before the meeting.
3. 7 members shall constitute a quorum at any general meeting.

Bylaw VII – Discipline of Members

- QCVC Executive shall have the right to discipline any members as provided herein and as further provided in the Regulations and Code of Discipline

Bylaw VIII – Technical Director

1. The Board may compensate a Technical (Coaching) Director by way of Honorarium whose main duties will include:
 - responsible for the on-going training and development of coaches
 - Shall oversee and ensure that all evaluations, coach selections and team selections are conducted in accordance with QCVC guidelines for all divisions
 - Shall be responsible for the supervision and evaluation of coaches

- Shall ensure that all coaches meet the appropriate qualifications to participate in Sask Volleyball and Volleyball Canada tournaments.
- Shall report on such activities at the AGM