



PAPUA NEW GUINEA VOLLEYBALL FEDERATION
P O Box 2988 BOROKO, National Capital District
PAPUA NEW GUINEA

CONSTITUTION

The purpose of this document is to:

Assist recognized Associations & Regional Leagues in the establishment/revision of a Constitution, which outlines the organization's purpose, structure and policies.

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1. INTERPRETATION

In this Constitution unless a contrary intention appears from the context.

“**Federation**” or “**PNGVF**” means the Papua New Guinea Volleyball Federation.

“**International Federation or FIVB**” means the International Volleyball Federation.

“**Body**” means an Affiliated Association of PNGVF

“**Affiliated**” means a member of the Federation.

“**Committee**” or “**Executive Committee**” means the Committee of Management of the Federation.

“**Committee member**” means member of the Committee elected or appointed according to this Constitution.

“**Game**” means the game of Volleyball.

“**Rules**” means the current International Volleyball Rules as endorsed by International Federation Volleyball

“**General Meeting**” means a general meeting of the Federation whether Annual or special.

Words imparting the masculine gender shall include feminine gender.

2. NAME

The Association shall be called the Papua New Guinea Volleyball Federation or PNGVF

3. OBJECTIVES

3.1 The objectives of the Federation shall be:-

3.1.1 to encourage, promote, control and manage all versions of the game of volleyball in Papua New Guinea

3.1.2 to encourage, promote and conduct Regional, National and International Competitions in Papua New Guinea.

3.1.3 To ensure the proper representation of Papua New Guinea in International volleyball matches in Papua New Guinea and elsewhere.

- 3.2 To establish and maintain contact with volleyball Federation of other countries.
- 3.3 To act for its members in all matters pertaining to volleyball and the control thereof.
- 3.4 To affiliate each year with PNG Sports Federation, Oceanic Volleyball Confederation, Asia Volleyball Confederation and International Federation Volleyball and such other bodies as deemed desirable by PNGVF Executives.

4. POWERS

The Federation is the only officially recognised controlling body for volleyball in PNG and has the powers:-

- 4.1 to monitor activities of affiliated bodies in accordance with its Constitution.
- 4.2 to impose upon and collect from affiliated bodies levies of other charges as deemed essential to the interest of the game.
- 4.3 to accept or reject an application for affiliation from any Body.
- 4.4 to hear and adjudicate appeals and settle all questions or disputes on any matter relating to the game.
- 4.5 to suspend, disqualify or fine any affiliated body or member thereof deemed guilty of conduct contrary to the Constitution and By-Laws and Regulations of the Federation.
- 4.6 to make representation to Papua New Guinea or other relevant International Authorities on any aspect of the game.
- 4.7 to invest monies not immediately required for any of the objectives as approved by the Executive Committee.
- 4.8 to buy, rent, hire, or lease or borrow any equipment or property deemed necessary to achieve the objectives of the game.
- 4.9 to delegate its powers to sub committees or officers

5. MEMBERSHIP

- 5.1 Membership to the Federation shall be open to properly constituted Associations and Regional Leagues controlling the game of volleyball in Papua New Guinea.
- 5.2 Each Association whose affiliation with the Federation is accepted shall:-

- 5.2.1 be bound by the constitution and By-Laws and Regulations of the Federation.
- 5.2.2 Adopt the playing rules of the International volleyball Federation and the interpretation thereof as determined by the Papua New Guinea Volleyball Federation.
- 5.2.3 Become liable for such subscriptions, fees, levies and expenses as maybe decided by the Federation.
- 5.2.4 Lodge with the Secretary of the Federation a copy of its Constitution which must be acceptable to the Federation
- 5.2.5 Forward to the Secretary of the Federation a copy of each amendment, addition and alteration to its Constitution within one month of the adoption of such amendment, addition or alteration.
- 5.2.6 Register its colours and playing uniform and list of names of all its coaches and officials.
- 5.3 Each affiliated member must submit a written Annual Report to the Secretary of the Federation by no later than 31st May each year.
- 5.4 Any affiliated Association which desires to withdraw from the Federation shall remain liable for all subscriptions, fees and/or levies incurred up to the time of lodging the application to withdraw.

6. COUNCIL

- 6.1 the affairs of the Federation shall be in the hands of a Council which shall consist of the Office of the Federation and the President of each affiliated Association from time to time.
- 6.2 Council may determine all matters necessary to the proper conduct of the affairs of the Federation except when the regulations specify that such matters shall be ratified by affiliated Associations.
- 6.3 Council shall meet at least once every year preferably during the National Open Championship or at the date venue approved by the majority of the affiliated Association.

7. EXECUTIVE COMMITTEE

- 7.1 The management of the Federation shall be vested in an executive committee of eleven members.
- 7.2 The Executive Committee shall have the duty to carry out all objectives of the Federation and shall exercise all powers

except those expressly prohibited by any other clause of the Constitution. It shall have the power to introduce such By-Laws and Regulations as are necessary and beneficial to Volleyball.

7.3 The office bearers of the Federation will consist of the Executive Committee who shall be:-

7.3.1 President

7.3.2 Vice President (Male)

7.3.3 Vice President (Female)

7.3.4 Secretary General

7.3.5 Assistant Secretary General

7.3.6 Treasurer

7.3.7 Assistant Treasurer

7.3.8 Four Presidents of the Regional Leagues or Associations

7.3.9 At least two (2) members of nominated office bearers shall be females.

8. DUTIES OF OFFICE BEARERS

8.1 *President*

8.1.1 Shall preside General and Executives Committee Meetings in accordance with the Constitution.

8.1.2 Shall preside at all General and Executive Committee Meetings

8.1.3 Shall become ex-official member of any sub-committee formed within the Federation.

8.2 *Vice President*

8.2.1 Shall assist the President

8.2.2 Shall act for the President in his absence.

8.3 *Secretary General*

8.3.1 shall attend to all correspondence

8.3.2 shall keep proper records and maintain files

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8.3.1 shall attend to all correspondence

8.3.2 shall keep proper records and maintain files

8.3.3 shall write the annual report

8.3.4 shall call for meetings and make physical arrangements before those meetings

8.3.5 shall prepare and circulate minutes of the meetings

8.3.6 shall discharge any other duty as directed by the Executive Committee.

8.4 *Assistant Secretary General*

8.4.1 shall assist the Secretary General

8.4.2 shall act for the Secretary General in his absence

8.5 *Treasurer*

The treasurer shall be responsible for all financial matters. He shall keep an accurate record of receipts and expenses of the Federation and shall present it at every meeting, or whether he/she is called upon to do so. He shall:-

8.5.1 Record & issue receipts of all monies received promptly.

8.5.2 Deposit all monies received immediately

8.5.3 Obtain receipts for all payments

8.5.4 maintain an accurate financial record

8.5.5 Prepare and present an audited financial report.

8.6 *Assistant Treasurer*

8.6.1 Assist record & issue receipts of all monies received promptly.

8.6.2 Assist in depositing all monies received immediately

9. NOMINATION OF OFFICE BEARERS

9.1 Nominations of Office Bearers shall be made in writing to the Secretary General at least 21 days prior to the Annual General Meeting.

9.2 Nominations from the floor of the meeting shall be accepted only for positions for which written nominations have not been.

9.3 Written nominations must be supported by an affiliated Association or Regional Leagues.

10. ELECTION OF OFFICE BEARERS.

10.1 All nominated Office Bearers shall be elected by a simple majority of the delegates at the Annual General Meeting of the Federation.

10.2 All Office Bearers who are elected shall hold office for a period of four years and unless re-elected shall retire at the conclusion of the next Annual General Meeting.

11. VACANCIES

11.1 The Executive Committee shall have the power to fill any position in the Federation which becomes vacant.

11.2 Such appointments shall be ratified by postal/electronic votes of the Council and the persons so appointed or elected shall hold office until the next Annual General Meeting or such shorter period as Council may determine.

12. SUB COMMITTEE

12.1 The Executive Committee has the power to appoint sub committee as required from time to time.

13. EXECUTIVE COMMITTEE MEETING

13.1 The Committee shall meet quarterly each year at a mutually convenient time and place which shall be decided from time to time.

13.2 Quorum of Committee Meeting

13.2.1 There shall be no less than five members present to hold a committee meeting.

14. ANNUAL GENERAL MEETING (AGM)

14.1 The Annual General Meeting (AGM) of the Federation shall be held every year during the Open National Championship. In the event of a cancellation of the championship in any year, the Annual General Meeting maybe postponed to a date and venue approved by a majority of the affiliated Associations and Regional Leagues.

14.2 Notice of Meeting

- 14.2.1 Notice of the Annual General Meeting shall be sent to the Secretary of each Affiliated Association at least twenty-one days prior to the meeting date.
- 14.3 Representation
 - 14.3.1 Each Affiliated Association or Regional League shall be represented by two voting delegates.
- 14.4 Quorum
 - 14.4.1 The quorum of the Annual General Meeting of the Federation shall be 2/3 majority of all Affiliated Associations or Regional Leagues.
- 14.5 Business at Annual General Meeting
 - 14.5.1 At each Annual General Meeting the Executive Committee shall present an Annual Report on the business and activities of the Federation.
- 14.6 Order of Business at Annual General Meeting
 - 14.6.1 Roll call
 - 14.6.2 President's address
 - 14.6.3 Reading and Confirmation of minutes of previous Annual General Meeting
 - 14.6.4 Treasurer's Report
 - 14.6.5 Notice of motions
- 14.7 Special General Meeting
 - 14.7.1 A Special General Meeting shall be called by the Secretary General of the Federation within twenty one days of the receipt of a request signed by Secretaries of no less than 2/3 majority of the affiliated bodies, stating the nature of the business.
 - 14.7.2 Business at Special General Meeting
- 14.8 No business other than that specified in the request or in the notice of meeting shall be discussed.

15. VOTE OF NO CONFIDENCE

There shall be no vote of confidence on an Executive or any Member of the Executive either within twelve (12) months immediately after election or twelve (12) months prior to the expiration of the term of office.

16. VOTING

16.1 Voting shall be by secret ballot

16.2 Each Affiliated Association or Regional League shall be entitled to two votes in respect of all business to be determined by Council. At meetings of the Council the votes shall be exercised by the two delegates from each Association and the Executive Committee members. The President of the Federation shall have a **deliberative** and casting vote.

16.3 No proxy vote shall be taken.

16.4 In the interval between Annual General Meeting any action that may require to be done can be authorized through voting by mail, telegraph, and facsimile or electronically by the Affiliated Associations.

17. COMMISSIONS

17.1 There shall be Commissions empowered with special Terms of Reference (TOR) approved by Council and whose general aim is to assist the development and management of the game in Papua New Guinea in liaison with the Federation.

17.2 These Commissions shall be:-

17.2.1 Coaches' Commission

17.2.2 Referees' Commission

17.2.3 Rules of the Game Commission

17.3 These Commissions shall have the power to develop and institute programmes for the benefit of volleyball in Papua New Guinea and present its report to the Executive Council.

18. TOURNAMENTS, ETC.,

18.1 All Tournament sanctioned by the Papua New Guinea Volleyball Federation shall, if possible be held every year. It shall be conducted in accordance with the Rules and Regulations of the Papua New Guinea Volleyball Championships as in the By-Laws.

18.2 The Council shall have the power:-

18.2.1 to delegate to its affiliated Association or Regional League the responsibility to organise and host tournaments or tours.

18.2.2 the Executive Committee of the..... shall oversee....
Of particularif and when it's required.

(a) to arrange tours for the Papua New Guinea team or teams

(b) to arrange tours in Papua New Guinea for a team(s) representing any other country, and

(c) to approve or reject any proposal by an Affiliated Association to arrange any tour in Papua New Guinea or elsewhere for the purpose of playing Volleyball against any teams of or from any other country.

(d) Any proposal to arrange any event at any time other than the Papua New Guinea Volleyball Championships for Papua New Guinea team shall be rectified by the Executive Committee in accordance with the By-Laws and Regulations.

19. REPRESENTATION

19.1 National Selectors shall be appointed by the Executive Committee. They shall comprise of two members from the Coaches Commission, (1) member from the Referees' Commission and two (2) members from the Executive Committee.

19.1.1 These five (5) National Selectors shall select a men's and women's team.

19.1.2 National Selectors are not eligible to participate as a representative competitor during their term of appointment.

19.2 National Coaches

19.2.1 They shall be nominated and elected by the Papua New Guinea Volleyball Coaches' Commission and endorsed by the Executive Committee.

19.3 National Referees

19.3.1 They shall be nominated and elected by the Papua New Guinea Volleyball Referees' Commission and endorsed by the Executive Committee.

19.4 Manager and Manageress

19.4.1 They shall be selected and appointed by the Executive Committee on the merits of applications.

19.5 In the absence of the Coaches, Referees' Commission, all positions must be advertised and application for selection shall be forwarded to the Secretary of the Federation twenty-one (21) days after the advertisement. The full Executive Committee of the Federation shall screen the application and shall select the suitable candidates for the respective positions.

19.6 International Representation

19.6.1 Any International Match that Papua New Guinea takes part in must be endorsed and sanctioned by the Council.

20. HONOURS AND AWARDS

20.1 The Federation may:-

20.1.1 Grant Papua New Guinea Players' Awards to players selected for any Papua New Guinea Team.

20.2 Recommend to Honours and Awards Committee for Award to any nominated person who has rendered outstanding service to the game and such nomination must be approved by the Federation.

21. LIFE MEMBERSHIP

21.1 The Council from time to time grant life memberships of the Federation to persons who have rendered outstanding services to the game.

22. APPEALS

22.1 Except in the case of a matter which is before or has been dealt with by the Executive Committee, the Judiciary Committee shall hear and adjudicate upon appeals from decisions and/or actions of the Federation.

23. JUDICIARY

23.1 There shall be a Judiciary Committee of the Federation which shall consist of only three members appointed by the Council.

23.2 A member of the Judiciary Committee shall not be an active player or official of the Federation or an Association.

23.3 The Judiciary Committee shall have the power to inquire into any compliant or any other matter it thinks fit and may dismiss, suspend, fine or otherwise deal with any Association club, team or member found guilty of conduct detrimental to volleyball.

23.4 No action shall be taken against any club, team or member of an affiliated Association unless such Association has failed on request to remedy the matter in a satisfactory manner and any person, team or club concern has had a reasonable opportunity to refuse any charge of allegation.

24. TRAINING

24.1 The Federation shall take an active role in ensuring that Coaching, Refereeing and Administration courses are conducted to enhance the development of volleyball. This shall be done in close liaison with the relevant National Sporting Authorities and International.

25. FINANCE

25.1 The Executive Committee shall authorise suitable fund raising ventures either for specific or general purposes.

25.2 The Executive Committee shall keep true accounts of all monies received and spend by the Federation.

25.3 The accounts shall be audited by an appointed Auditor who shall give a report to his /her findings of the account to the Federation.

25.4 The Treasurer of the Federation shall be responsible for safe keeping of cheque books, passbooks and any other assets of the Federation.

25.5 All withdrawal shall be signed by any two of the following:-

25.5.1 President

25.5.2 Vice President (Male/Female)

25.5.3 Secretary General

25.5.4 Treasurer

26. AUDITOR

26.1 The Auditor shall be appointed by resolution of the Annual General Meeting to audit the accounts of the Federation. He shall not be a member of the Committee. He may attend the Annual General Meeting and take part in the discussion.

27. FEES

- 27.1 Each Association or Regional League will pay an amount of K3, 000.00 for affiliation fee each year.

28. CONSTITUTION

- 28.1 No alteration, repeal or addition to this Constitution shall be made except at the Annual General Meeting and notice in writing of all motions to alter, repeal or add to the Constitution shall be given to the Secretary not less than six weeks prior to the meeting.
- 28.2 The Secretary shall give copies of motion to all the affiliated Associations in writing four (4) weeks prior to the Annual General meeting.
- 28.3 Such motions or any part thereof shall be of no effect unless passed by a two-third majority of delegates present and entitled to vote.

29. BY-LAWS AND REGULATIONS

- 29.1 The Council shall have power to make, alter or repeal at Meetings of Council all such By-Laws and Regulations as it may deem necessary or convenient or expedient in relation to the proper conduct and management of the business and affairs of the Federation and the attainment of its objectives.

- 29.2 Any By-Laws and Regulations so made, altered or repealed shall be rectified by the affiliated Association but Council may act upon any By-Laws and Regulations made, altered or repealed as necessary for the control of an immediate matter until it is rejected by the affiliated Associations or Regional Leagues.

30. DISSOLUTIONS.

- 30.1 The Federation shall not be dissolve unless with the consent of all Affiliated Association or Regional Leagues. In the event of an affiliated Association or Regional League having been given due notice of intention to disband and having failed, within a reasonable time fixed for the purpose in the notice, to give its views there-on, it shall be deemed to have consented to the dissolution.
- 30.2 Notice of motion for dissolution of the Federation in writing signed by the proposer and the seconder who shall forward a copy to all affiliated Associations or Regional Leagues giving at least three (3) months notice of the meeting at which such notice of motion is to be considered.

30.3 In the event of dissolution that Council shall submit to affiliated Association or Regional Leagues proposals for the disposal of assets and the properties of the Federation. The decision of the affiliated Association or Regional Leagues shall be carried out by the Treasurer.

31. TAXATION PROVISIONS, DISTRIBUTION OF ASSETS.

31.1 An Office-Bearer of the Federation or any member of the Council or if any other Association or Regional League of the Federation shall not receive any payment, whether direct or indirect, for services rendered to the Federation other than actual Association shall be carried out by the Treasurer.

31.2 In the event of the dissolution of the Federation under *Clause 30*, hereof, all the assets of the Federation shall after payment of all debts, be divided up amongst any other Associations or Regional Leagues having substantially similar objects to the Federation and which prohibits the distribution of its or their income and property amongst its or their member to an extent at least as great as imposed on the Federation by this Constitution. No person, Association, Regional League or team shall receive any payment or benefit upon the dissolution of the Federation, other than professional and other similar fees and expenses.

31.3 Where the Council, on the dissolution of the Federation, is of the opinion that there is no other Association or Regional League having substantially similar objectives in accordance with *Sub-Clause 30.3* of the clause, all assets of the Federation shall be vested in the Caretaker administration.

32. INDEMNITY

32.1 No affiliated Association, Regional League, official, delegate or officer or member of any affiliated shall have any claim, legal or otherwise against the Federation or its officers for any act done in the executive of their duties, subject to the laws of this country.

32.2 This Constitution shall repeal all previous regulations.

33. SEAL HOLDERS

33.1 The President and the Secretary shall look after the Seal of the Federation.

33.1.1 The President

33.1.2 The Secretary