



# CONSTITUTION

# PAKISTAN VOLLEYBALL FEDERATION

# **CONSTITUTION**

## **Pakistan Volleyball Federation**

### Article-I

#### **Title**

The organization shall be called the "Pakistan Volleyball Federation.

### Article-II

#### **Jurisdiction.**

The jurisdiction of the Pakistan Volleyball Federation shall extend throughout Pakistan, the acceding States and the control of Pakistan.

### Article-III

#### **Interpretation of Terms**

The terms and abbreviations used hereinafter shall mean:-

- |     |                           |   |
|-----|---------------------------|---|
| 1.  | IOC                       | International Olympic Committee   |
| 2.  | FIVB                      | Federation Internationale de. Volleyball /<br>International Volleyball Federation             |
| 3.  | POA                       | Pakistan Olympic Association  |
| 4.  | PSB                       | Pakistan Sports Board   |
| 5.  | Federation                | Pakistan Volleyball Federation  |
| 6.  | PVF                       | Pakistan Volleyball Federation  |
| 7.  | Member                    | Association / Organization affiliated with<br>Pakistan Volleyball Federation                  |
| 8.  | Association               | Provincial or Regional Volleyball<br>Association  |
| 9.  | Organization              | Service / Departmental Mult-Sports<br>Organization  |
| 10. | Constitution              | Constitution Pakistan Volleyball<br>Federation  |
| 11. | Council /<br>General Body | Council / General Body of Pakistan<br>Volleyball Federation                                   |
| 12. | Executive<br>Committee    | Executive Committee of Pakistan<br>Volleyball Federation                                      |
| 13. | Member                    | A person on the Council / General Body<br>or on the Executive Committee of the<br>Federation" |

## Article-IV

**Aims and Objects**

The Aims and Objects of the Pakistan Volleyball Federation shall be: -

1. To promote and develop the game of volleyball in Pakistan.
2. To maintain general control of volleyball, particularly with reference to the rules and regulations for the conduct of the game.
3. To promote the formation of affiliation organizations.
4. To coordinate activities in respect of volleyball in all ways including the holding of tournaments and organizing National Volleyball Championships under its own or under the auspices of any of the affiliated Members.
5. To collect funds for the purpose of the Federation and utilize the same in such a manner as may be considered desirable for the objects/aims of the Federation.
6. To select teams and officials to represent Pakistan and promote control and finance visits of such teams abroad.
7. To promote, control, and if necessary, to finance the visits to Pakistan of foreign teams.
8. Generally to do all such other acts and things as may deem to be necessary or conducive to carry out the aims and objects of the Federation.
9. To standardize and control officiating and coaching and to constitute the Controlling Boards of referees and Coaches.

## Article-V

**Membership**

The membership of the Federation shall be open to:-

1. Provincial Associations, having affiliated with district / zonal volleyball Association starting from the Club level and going through District to the Provincial level.
2. Pakistan Railways Sports Board.
3. Pakistan Army Sports Committee / Directorate.
4. Pakistan Air Force Sports Committee/ Directorate.
5. Pakistan Navy Sports Committee / Directorate.
6. Pakistan Police Sports Board.
7. Pakistan WAPDA Sports Board.
8. Any regional Volleyball Association existing in the jurisdiction not covered by the Provincial Volleyball Associations or any other volleyball Organization of an independent character on National level having countrywide representation within the organization, subject to fulfillment of conditions as in case of other affiliated Provincial Association and Services Organizations as laid down in the Constitution or as determined by the General Body/ Council of the Federation.

## Article-VI

**Eligibility of Membership.**1. **Provincial Association**

The Provincial Volleyball Associations shall be eligible for membership or retain it, if they fulfill the following condition:-

- a. They shall be constituted with properly represented District / Zonal Volleyball Associations under their jurisdictions. The Zonal Associations should have properly constituted District set-up affiliated with them. The District Associations shall be constituted by the active Clubs. The definition of the active club shall be elaborated by the Federation and the minimum number of active club in each District shall be 5 (Five) which participate in the district Championships / Zonal Championships under their constitutions.
- b. They hold regular annual Provincial Volleyball Championships and sponsor at least one tournament on all Pakistan basis in financial year.
- c. They hold elections as embodied in their respective constitutions.
- d. They pay their Registration fee and subsequent annual subscriptions to the Federation within the first three months of the financial year of the Federation.
- e. They participate, without fail in the National Championship every year.

2. **Service Organizations.**

The services Organizations shall be eligible for membership or retain it if they fulfill the following conditions: -

- a. They pay Registration fee and annual subscriptions to Federation within the first three months of the financial year of the Federation.
- b. They organize Inter- Unit / Inter-Divisional / Inter-Departmental Championships every year in which all their component Units with their bonafide employees on country-wide basis take part.

- c.. They preferably hold at least one Tournament on All Pakistan basis in the sponsorship every year.
- d. They hold elections or constitute their bodies properly, as the case may be in accordance with their Constitutions or the Rules.
- e. They participate, without fail, in the National Championship every year with their bonafide Employee players.

### Notes

1. The Members shall have to submit to the Federation their annual reports of activities, with special reference to the above stated conditions at least 15 days before the commencement of Annual General Meeting which shall be reviewed by the Council.
2. The Rules and Constitutions of Members shall not conflict with the Rules and Constitutions of Pakistan Volleyball Federation.
3. Organization applying for membership shall submit with its application the registration Fee, a copy of its Constitution, the names of the office bearer and members of the Executive committee with a list of sub-organizations and Clubs affiliated to it.
4. Clubs / Teams from any member unit shall not participate in any open tournament which is not recognized by the Federation's Member within whose jurisdiction the tournament takes place and that no tournament / Activity on the national level would take place unless permitted by the Federation.
5. In Tournaments run on all Pakistan basis, the players belonging to Services Organizations may also participate on behalf of the Provincial / Zonal / District/ Teams / Clubs provided that the respective organization accords formal permission to do so. But such a permission shall be not be admissible for participation in the National Championship.
6. In Case the above conditions are not fulfilled the Federation shall have authority to suspend or remove membership, as the case may be.

## Article-VII.

**Subscription**

Each member shall pay to the Federation the Registration Fee of Rs. 5000/- and annual subscription Fee Rs. 2005/-. The payment of annual subscription shall be made before 30<sup>th</sup> September each year.

No member shall have the right to vote at any meeting of the federation or of a committee or sub committee there of unless subscription for the year or other dues if any, have been paid. The financial year of the Federation shall begin from 1<sup>st</sup> of July and end on 30<sup>th</sup> June. Any member which defaults for a period of more than two years shall have to seek re-affiliation and have to pay the registration fee together with the arrears in full.

## Article-VIII

**Council / General Body.**

The supreme Authority of the Federation shall vest in the Council / General Body consisting of authorized representatives of the affiliated member and duly elected office bearers of the Federation as well as the Lady members approved by the Council / General Body on the suggestion of the Chairman of the Federation. The number of the Lady members shall be as per directive of the IOC which is 10% of the total strength of the Council by the Year 2000 and 20% by the year 2005.

The representation of the Members on the Council shall be as under: -

1.	Punjab Volleyball Association.	Four
2.	NWFP Volleyball Association	Four
3.	Sindh Volleyball Association	Four
4.	Baluchistan Volleyball Association	Four
5.	Pakistan Railways Sports Board	Two
6.	Pakistan Army Sports Committee / Directorate	Two
7.	Pakistan Air Force Sports Committee / Directorate	Two
8.	Pakistan Nave Sports Committee / Directorate	Two
9.	Pakistan Police Sports Board	Two
10.	Pakistan WAPDA Sports Board	Two
11.	Any other affiliated Association or a Organization of independent character at National level when affiliated with.	Two

HEC, POF,  
FATA, FANA  
AJK,

## Article-IX

**Functions of the Council / General Body.**

1. To admit the membership to the Federation as per conditions laid down in Article-VI.
2. To elect office bearers and members of Executive Committee in the Ordinary General Meetings.
3. To consider and approve the appointment of auditors who shall invariable be chartered Accounts of Government Auditors, (if admissible under Government Rules).
4. To consider and adopt the annual report of activities.
5. To pass the audited statement of accounts to be submitted by the Treasurer.
6. To hold control and administer the property and funds of the Federation.
7. To make and amend rules of the Federation as and when considered necessary.
8. To consider and decide matters no covered by the rules.
9. To take such other steps as may be necessary and expedient to carry into effect the objects of the Federation.

## Article-X

**Office Bearers and Executive Committee Member**

a. The following office bearers and members of Executive Committee of the Federation shall be elected by the Council at its Ordinary General Meeting every Four years or as directed by the Chairman with the approval of the Council:-

- |   |       |
|---|-------|
| 1. Chairman   | One   |
| 2. President  | One   |
| 3. Vice President, Out of which one will be Lady Vice President.                      | Nine  |
| 4. Honorary Secretary General   | One   |
| 5. Honorary Treasurer   | One   |
| 6. Honorary Joint Secretary   | One   |
| 7. Honorary Associate Secretaries, out of which one will be Lady Associate Secretary. | Three |
| 8. Members Executive Committee, out of which two will be Lady members.                | Eight |

b. All office bearers shall hold office for Four Year or till the new Elections unless any office bearer or member of the Executive Committee resigns or dies.

c. Chairman, President, Honorary Secretary General, and Honorary Treasurer of PVF shall not hold any of these offices in any other National Sports Federations affiliated with POA.

d. An Honorary Press & Public Relations Secretary to be nominated by the Honorary Secretary General and approved by the Executive Committee.

e. One paid Office Secretary with supporting staff may be appointed on the recommendations of the Honorary Secretary General if funds permit and remuneration shall be decided by Executive Committee.

**Note 1.**

Chairman may not be necessarily be the representative of the Member Units, but other office bearers shall have to be the authorized representatives of member Units.

Article XI.

**Powers and Duties of the Office Bearers.**

**Chairman.**

He shall exercise all powers of the Chief Executive of the Federation. He shall arrange financial support to cater for the needs of the Federation. He shall preside over all meetings of the Council and of any Committee of which he is a member.

In case of equality of votes he shall have casting Vote. In any emergency the Chairman shall have the power to take decision but the same shall be reported for rectification at the next meeting of the Council / General Body or the Executive Committee, which in the Ordinary course would have dealt with the matter. The Chairman shall himself represent the Federation or nominate any other person for representing the Federation in all National / International meetings / seminars.

**President.**

In the absence of the Chairman, the President shall perform all routine functions of the Chairman.

**Vice President.**

In the absence of the Chairman and the President or no their directions one of the Vice Presidents shall exercise the powers for presiding over the meetings of the Council / General body or the Executive Committee. The Vice Presidents shall be given



responsibilities to head Committees of the Federations for specialized functions such as Tournament Committee, Disciplinary Committee, Referee board, Coaches Boards, etc,

### **Honorary Secretary General.**

1. To act as Secretary of the Federation and that of Executive Committee or any other sub Committee.
2. To superintend and control work of the office.
3. To sign on behalf of the Federation and to conduct its correspondence.
4. To issue Notices and Agenda for all meetings.
5. To include in the Agenda of the General Meeting s and Executive Committee meetings any matter duly proposed and seconded by the Representatives of the Members and delivered to the Honorary Secretary General.
6. To record proceedings of all meetings and to supply copies to members.
7. To prepare in consultation with the Treasurer the annual budget of the Federation.
8. He shall jointly operate the bank account alongwith the Treasurer or Vice President nominated by the Chairman.

### **Honorary Treasurer**

1. To maintain accurate and uptodate accounts of the Federation.
2. To receive and deposit immediately in the Bank all money received on behalf of the Federation and make payments according to Federation's decision communicated to him through the Honorary Secretary General.
3. To prepare statements of accounts every year and get them audited by the Chartered Accountant as per decision of the Federation and lay the Audit Report before the Annual General Meeting or Executive committee Meeting of the Federation.
4. To maintain a stock register.

5. To present before the General Council the Budget and the Balance sheet in the Annual General Meeting.
6. He shall jointly operate the bank account alongwith the Honorary Secretary General.

**Honorary Joint Secretary.**

He shall perform all such duties as may be assigned to him by the Executive Committee, Chairman or the Honorary Secretary General. However, he can be deputed to perform the duties of the Honorary Secretary General during his absence.

**Honorary Associate Secretary.**

The Honorary Associate Secretary will perform such duties as may be assigned to him by the Executive Committee, Chairman or the Honorary Secretary General. However, he can be deputed to perform all duties of the Honorary Secretary General Or Honorary Joint Secretary in their absence.

**Honorary Press & Public Relations Secretary.**

- a. He shall be authorized to attend all the meetings of the Federation, i.e. Council Executive Committee or any other Committees / Sub Committees, But shall not have the right to vote.
- b. He shall be a person having organizational experience and capable of maintaining liaison with information media for projecting the activities of Volleyball game in the country. He should necessarily be resident of the Headquarter of the Honorary Secretary General. He shall be appointed by the Executive Committee upon nomination by Honorary Secretary General and shall perform all such duties as may be assigned to him by Honorary Secretary General or the Executive Committee, in addition to his normal duties of projecting activities of Volleyball Game.

Article-XII

**Executive Committee.**

1. There shall be an Executive Committee consisting of the following to carry out day to day business of the Federation: -
  - a. Chairman
  - b. President
  - c. Vice Presidents

- d. Honorary Secretary General
- e. Honorary Joint Secretary
- f. Honorary Treasurer
- g. Associate Secretaries
- h. Members of the Executive Committee

2. Meetings of the Executive Committee shall be held once in six months time or as frequently as necessary and at any time when summoned by the Chairman or at the written request of at least eight of office bearers and members of the executive committee. Quorum of the meeting shall be half of the total strength of the Executive committee. No proxy shall be allowed at the Executive Committee meeting. Ten days previous notice shall be necessary for the meeting.

3. All vacancies in the Executive Committee shall be filled in by the Executive Committee / General Body Meeting.

4. The Executive Committee may delegate all or any of its powers to: -

- a. Chairman
- b. President
- c. Any of the Vice Presidents
- d. Honorary Secretary General
- e. A sub committee appointed from amongst its office bearers or members.

5. The Executive Committee shall exercise all the powers of the Federation except those vested in the General Council and in particular shall have the following functions: -

- a. To observe in all the transactions, the provisions of the Constitutions, regulations and bye laws of the Federation.
- b. To sanction and control entire expenditure of the Federation.
- c. To raise funds of the Federation.
- d. To promote coaching schemes, Course of Referees and Coaches and encourage holding of tournaments and contests of volleyball game with a view to popularize and improve standard of amateur volleyball game.
- e. To take decisions about holding of National Championships.
- f. To summon General Meetings when deemed necessary.

- g. To engage coaches for training purpose form within and out of Country and establish Coaching Centers.
- h. To appoint Selection Committee consisting of not more then seven members including Chairman and the Coach appointed by the Executive Committee of the Federation. The Chairman and one member may not necessarily be from amongst the retired international players but shall have to be out of those persons who are actively associated with the volleyball Game and is competitions at National level.

The Coach, However, must be a qualified National Coach. The remaining four members shall have to be from amongst the retired international players.

- i. To appoint officials of the Pakistan Contingents, such as Manager, Assistant Manager, Coach's and Secretary or other officials deemed necessary to be included.
- j. To frame bye-Laws for conducting business of the Federation.
- k. To do all such other things as may be incidental or conduct to the attainment of aims and objects of the Federation.
- l. To take suitable action against sportsmen organizers or any other person connected with the game of misconduct.
- m. To appoint Referees Board and Board of Coaches functions of which shall be controlled and defined by the Executive committee.

#### Article - XIII

##### **Right and Duties of Members.**

Members shall promote and organize volleyball under rules authorized by the International Volleyball Federation and enforce from time to time through Pakistan Volleyball Federation.

- 2. A member shall not affiliate an Association club, Team which is located within the jurisdiction of another Member.
- 3. A member shall not permit an Association Club body team or player form within jurisdiction of other members to take part in any tournament under rules through its / his parent association and has obtained the written consent of the member within whose jurisdiction it / he is located.
- 4. Members shall report to the Federation all cases of penalties, disqualifications or bans imposed on Associations, Clubs Bodies teams, players and tournaments within their own jurisdiction. Such reports shall be circulated by the Honorary Secretary General to all other members for enforcement by them in their jurisdiction for the

period stipulated by the member imposing them. Final appellate body shall be the Federation. The first appeal shall however lie with the member concerned.

5. Members shall obtain prior permission from Federation when they hold/sponsor all Pakistan tournaments or promote, control finance or select a team to tour or participate in a tournament in any foreign country. Individual players/teams from within the jurisdiction of Members of Federation shall obtain prior permission from Federation through the Members concerned before proceeding for participation in foreign tours or tournaments.

Article - XIV

### **Resolution of Disputes.**

1. Disputes amongst the members / Organizations shall be referred to an Arbitrator's to be appointed by the next higher organization. The award of the Arbitrator's shall be deemed as final subject to right of appeal.

2. No one shall resort to press statement or other means of publicity to express his point of view during or after the settlement of the dispute. Controversial statements to the press by anyone connected with volleyball shall be deemed as misconduct, rendering him / them to disciplinary action.

3. In any case no individual or affiliated member or any competitor has the right to go to a court of Law, no matter what the dispute may be. In all cases the General Council of the Pakistan Volleyball Federation shall be the final court of appeal.

Article - XV.

### **Meetings**

The Ordinary General meeting of PVF shall be convened once in four year at any time within four months of the conclusion of Asian Games or later if decided by the chairman with the approval of the council. The date, Time and place of the meeting shall be determined by the Honorary Secretary General in consultation with the Chairman unless previously decided by the council or the Executive Committee. Only business as laid down in Article IX of the Constitution shall be transacted in the Ordinary General Meeting. Other General Meetings of the council may be convened at least once year of such date, time and place as may be determined by Honorary Secretary General with the consultation of the Chairman. A special General Meeting of the

council may also be held to transact the specified business as and when summoned by the: -

1. Chairman
2. Executive Committee
3. At the written request of not less than 1/3<sup>rd</sup> strength of the Council and such request must be accompanied with the statement of business proposed to be conducted in the requisitioned meeting

The Honorary Secretary General shall then give 30 days notice to all the members Units in case of the Ordinary General Meeting and Annual General Meeting. Fourteen days notice shall be Given by the Honorary Secretary General in case of Special a General Meetings. He shall circulate with the notice a copy of the agenda and the audited statement of accounts if due.

Decisions in the meetings of the Council and those of the Executive Committee shall be taken by the majority of votes except in case amendments to the Constitution (Article XV). In the event of equality of votes, the Chairman of the meeting shall have the casting vote.

At meetings of the council other than the Ordinary General Meeting representatives of three members plus at least half of the office bearers shall form the quorum. If a meeting is adjourned for want of quorum it shall be held after an interval of 14 days. Notice of fresh dates will be issued to all members, but requirement of quorum shall not apply for adjourned meetings.

Notices of resolutions to be brought up at the Ordinary General Meeting shall be given in writing to the Honorary Secretary General by the 5<sup>th</sup> September or at least 15 days before the Meeting. Such resolutions shall be incorporated in the agenda or the supplementary agenda, as the case may be. Agenda must be issued not less than 10 days before the commencement of Ordinary General Meetings.

Article - XVI

### **Amendments**

Amendments in or additions to Constitution and Rules of Pakistan Volleyball Federation shall be made at the ordinary General Meeting of the Council or at the General Meetings, Proposed amendments must be delivered to the Honorary Secretary General not later than 5<sup>th</sup> September or 15 days earlier in the case of Ordinary General Meeting and 20 days before the date fixed for the other

General Meeting. Such proposals shall be circulated with the Agenda. An amendment shall be adopted only if 2/3<sup>rd</sup> of the Members present vote in its favors and such positive votes are a majority of the total strength of the Council.

Article - XVII

### **Selection Committee**

The selection Committee appointed by the Executive Committee under Article - IX "Executive Committee" sub clause (H) shall be responsible to select by means of trials, watching performance or otherwise the players for Pakistan Team including Captain, for each series whether within or outside the country. Selection made by the Selection Committee shall be final and no appeal shall be accepted by the Executive committee.

Article - XVIII

### **Duties of the Officials of the Contingent**

- a. The Manger of the team shall be responsible for receiving money from the Federation and other sources and to spend it in accordance with the instructions received from the Federation. He shall submit a detailed account of expenditure to the Executive Committee through the Honorary Secretary General. Each bill paid shall be supported by a voucher. He shall receive all Gifts and presents on behalf of the Federation. He shall maintain discipline among the members of the team and shall be competent in consultation with the Captain and Coach to suspend on grounds of misconduct any of the Players or any official of the contingent. He shall also be competent to suspend the Captain in consultation with the Coach. He shall report such action to the Federation during or after the tour immediately.
- b. The Coach of the team shall as provided in the international rules be solely incharge of the team on the field to whom captain and players shall be solely responsible and accountable.
- c. The officials and members of the contingents shall give an undertaking in writing that they agree to abide by the rules of the game and shall observe strict discipline and shall follow the instructions given by the Federation failing

which they shall render themselves liable to any penalties to be imposed by the Federation.

#### Article - XIX

##### **Registration - Players.**

1. Every player of the Club shall be registered with one of the affiliated Provincial / Regional Volleyball Associations within whose jurisdiction he actually resides, in accordance with the Rules of Registration laid down by the Association Concerned. No player shall be registered with or eligible to play simultaneously for two Associations or Organizations.
2. No player registered under clause (1) above shall be eligible to play in any tournament within the jurisdiction of another Member unless he is playing for the club with which he is registered and unless he gets prior permission from the Pakistan Volleyball Federation.
3. A player registered with one of the affiliated Associations of the PVF can get its registration transferred to another Association if his place of residence is shifted to the jurisdiction of an other Association of his transfer application is approved by the Association concerned.
4. A player shall be considered resident of the place where he works. A player whose place of work changes shall after the expiry of two months automatically cases to be registered with the member whose jurisdiction he leaves. A normal transfer period shall be effected in months of July and August every year. The executive Committee of the Pakistan Volleyball Federation shall be the final authority to decide any disputed case of registration.
5. A player registered with an Association is eligible to join any of the Services. Departmental Organizations by seeking employment and shall become a registered player of the Organizations after completion of three months service therein. The player of Services Organizations must be their bonafide employees and can, however join other services / Departmental Organization under the Rules of the Organization to which he previously belonged.

#### Article -XX

##### **Finance Committee**

The finance committee consist of the following five office bearers of the Pakistan Volleyball Federation: -



1. President
2. A Vice President nominated by the Chairman / President
3. Executive Member nominated by the Chairman / President
4. Honorary Secretary General
5. Honorary Treasurer

The duties of the Finance Committee will be: -

1. To examine accounts and scrutinize proposal for expenditure.
2. To consider and comment on the annual accounts and the financial estimates prepared by the Treasurer before they are submitted to the Executive Committee.
3. To Fix limit for the total yearly expenditure (recurring as well as non recurring) on the basis of the income and resources of the Federation.
4. To consider and decide proposal for expenditure not provided for in the budget.

Article - XXI

**Miscellaneous**

All funds of the Pakistan Volleyball Federation shall be deposited in a Bank in the name of "Pakistan Volleyball Federation".

2. The interpretation of these articles of the Constitution by Pakistan Volleyball Federation executive Committee or the General Meeting as the Case May be shall be final.

Major (R) Muhammad Afzal  
Secretary General  
Pakistan Volleyball Federation