CONSTITUTION

OF

TANZANIA VOLLEYBALL ASSOCIATION

1996

REGISTRAR OF SPORTS ASSOCIATION & CLUBS
14 NOV 2014
P.O.Box 9153
DAR-ES-SALAAM

CONSTITUTION

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TANZANIA VOLLEYBALL ASSOCIATION

2006

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CONSTITUTION

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TANZANIA VOLLEYBALL ASSOCIATION

Chapter I Preamble

1.1. Definitions

For the purpose of the present Constitution and of the related legal Instruments, unless otherwise stipulated.

"Board"

Means Board of Administration of the TAVA,

Composed of all Regional Chairmen whose Associations are affiliated to TAVA.

"Congress"

Means the gathering of all regional Branches:

Executive Committee members in good order of the TAVA, dully and Properly called together by the appropriate authorities. The Congress Constitutes the supreme institution of the TAVA

"Executive"

Means the powers entrusted by this Constitution to both the Executive Committee, when in session, and the chairman, outside the sessions of the Executive Committee.

"Executive " Committee"

Means the Executive Committee of the TAVA composed of its ten (10) Members.

"TAVA"

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Means the Tanzania Volleyball Association ; a non profit organisation ,

Composed of its affiliated Regional Branches administer and govern

Volleyball for male and female players in Tanzania.

"Governing institution"

Means an institution of the TAVA with specific responsibilities and decisive competence in the conduct of the affairs in the TAVA.

"Regional Branches"

Means Regional Bodies of TAVA administrating and governing all forms of volleyball in their respective Regions, structures and organised in the spirit and principles of TAVA according to the provisions of its constitution.

"Chairmanship"

Means the charge and functions exercised by the chairman of TAVA.

"Supporting institution"

Means an institution of the TAVA with an advising, counselling, controlling or guiding role in the affairs of the TAVA.

"Sport regulation"

Means the rules established to govern sports events and competition.

"Volleyball"

Means a sport [played between two or more players of two teams, throwing to each other, over a 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 in all parts of the world, at all level of competition for male and female players, whether play indoor or outdoor, on a hard door or soft surface.

1.2 Foundation

Tanzania Volleyball Association, the supreme authority in Volleyball in Tanzania was founded in 1972, as a non-profit organisation. The founding Regional Association are Tanga, Tabiora, Mbeya, Morogoro, Iringa, and Coast Region (now Dar es salaam)

1.3 Headquarters

The headquarters of the TAVA are established in Dar es salaam.

1.4 Objectives

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The TAVA shall encourage the expansion of the playing volleyball in its forms, in all parts of the Tanzania and promote the creation of Regional Branches. It shall promote, coordinate, publicise, regulate, organise, supervise, control, direct, and govern the sport of volleyball throughout Tanzania. In particular, and without restricting the extent of the general principles stated above the TAVA shall.

(a) Administer and govern volleyball in all its forms, including the control of of all volleyball competitions.
(b) Contol and govern the appointment of referees.
(c) Regulate the transfer of players and referees.
(d) Promote the welfare of the Regional Branches as well as the mutual respect and cooperation among themselves and assist Regional Branches in the development of their technical expertise.
(e) Take specific measures to maintain the authority, the autonomy and the exclusive competence of the Regional their respective Regions and
(f) Take all appropriate measures directly and indirectly related to the practice and in the best interest of the sport.

1.5 Fundamental Principles

1.5.1. TAVA is the sole entity competent to administer and govern in Tanzania Mainland Volleyball for male and female players. It is composed of the Regional Branches the sole entities competent to govern and administer the volleyball in their respective regions. TAVA has received recognition from the national sport council, National Olympic Committee, Africa Volleyball confederation, International volleyball confederation. Its components, the Regional Branches have received recognition from their Regional sports authority.

1.5.2 The TAVA shall make no discrimination between people and between Regional and shall avoid political, religious, philosophical, declarations or manifestations.

Chapter II Composition of the TAVA

2.1 Regional Branches

2.1.1 The TAVA is composed of all other regional Branches affiliated to it. The Regional Branches are the basic component of TAVA and as such, are linked to the TAVA, directly and not through any other institution.

2.1.2 The Regional Branches must be legally constituted, accepted by their respective Region and recognised by the sports authorities of their Regions. As the case may be as the sole entity competent to govern volleyball at the Regional level.

2.1.3 Regional Branches affiliated to TAVA mutually recognised one other as the sole volleyball authorities in their respective regions.

2.1.4 The Regional Branches must respect and implement TAVA Constitution, Regulations, Rules and decisions. Their own constitution must reflect the provision of TAVA Constitution and

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regulations which are considered an integrated part of their constitution. TAVA Constitution and Regulations shall prevail.

2.1.5 All Regional Branches affiliated to TAVA shall have the same rights.

2.2 Affiliation.

2.2.1 The affiliation of a regional Branch to TAVA is granted at its own request and by decision of the congress. Subject of further ratification by the congress, the Executive Committee may accept an affiliation on a provisional basis.

2.2.2 The Executive Committee define the conditions and procedures to be fulfilled for such request of affiliation. Should any of the conditions for affiliation cease to be fulfilled, the Regional Branches concerned, even provisionally affiliated, shall lose all of its rights until such time as the Executive committee established that the conditions of affiliations are met.

2.2.3 Each Regional Branch must pay an annual fee whose amount and conditions are established by the Board and ratified by the Congress.

Chapter III. Institutions of the TAVA.

3.1 General Provisions.

3.1.1 The TAVA is governed by institutions which are assisted by supporting institutions.

3.1.2 The governed institutions are the congress, the Executive Committee the Board of Administration and the Chairman.

3.1.3 The supporting institutions are, the Committees and the Secretariat.

3.1.4 Governing Institutions.

3.2 Congress

3.2.1. The Congress is the supreme authority of the TAVA and shall meet at least once every three years. Its decisions are final but with possibility of appeal to the National Sports Council.

3.2.2. The Congress is composed of the affiliated Regional Branches and Executive Committee members in good order. For each session of the congress, the affiliated Regional Branches may be represented by a maximum of two delegates, dully accredited for that purpose, who must be members of the Regional Branches concerned.

3.2.3 An affiliated Regional Branch may be represented by another affiliated Regional Branch accredited delegates. Such accredited delegates cannot themselves represent more than one another affiliated Regional Branch.

3.2.4 Only the Regional Branches up to date in their obligations and financial commitments are counted to determine if the quorum is reached and are entitled to

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attend with the right to vote. Any Regional Branch suspended for any reason whatever, may attend the congress as an observer. Regional Branch with the status of observer cannot be counted for the purpose of the quorum.

3.2.5 The Congress session may open if at least one-third ($^1/_3$) of Regional Branches with the right to vote as established by Article 3.2.1.4, are present or represented. However, amendments to the Constitution may be adopted only if at least one-third ($^1/_3$) of such Regional Branches are present to be approved an amendment to the Constitution requires three-quarters ($^3/_4$) of the votes validity cast.

3.2 Competence

3.2.1 The congress has sole and exclusive competence to:-

(a) amending the Constitution.

(b) Adopting the TAVA budget and defining its execution and the financial control.

(c) Defining the procedures of affiliation and expulsion of a Regional Branch.

(d) Ratifying all cases of expulsion of a Regional Branch.

(e) Electing the chairman and the Executive Committee Members.

3.2.2 The Congress has the competence for overseeing the adoption of Regulations derived from this constitution the execution of its decision or the decisions of the other institutions of the TAVA and in a general manner all activities pertaining to the TAVA.

3.3 Accreditation

3.3.1 The Congress shall establish a credentials Committee composed of two (2) members, appointed by the Executive Committee.

3.3.2 The Credentials Committee determines the condition and requirements of validity of both the credentials and powers of representation and once those conditions have been established the acceptability of such documents

3.4 Agenda for a Session of the Congress.

3.4.1 the board, upon proposal of the executive , decides on the agenda for a session of the congress, as defined in the congress regulations. 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 secretary General and Chair man of the committee report.

(c) Presentation and approval of the financial report;

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(d) Option of the budget;

(e) Appointment of auditors;

(f) Election of the Executive Committee as required;

(g) Election of the chairman as required.

3.4.2 At a session of the Congress, only business in the agenda may be discussed. In case of emergency and, on the recommendation of the board or the Executive, business not on the agenda may be debated, provided the congress agrees by two-third ($^2/_3$) majority of the votes validity cast.

3.4.3 Except if otherwise provided for in this constitution or in specific decisions of the Congress which may fix an earlier or later date for enforcement of its decisions, such decisions shall enter into force three(3) months after the closing of the session of the congress.

3.5 Elections to the Chairman and the Executive Committee.

3.5.1 The Chairman and the members of the executive Committee are elected by the congress.

3.5.2 Candidatures for the chairman and Executive shall be submitted to the National sports council for scrutiny no later than four (4) weeks prior to the date of the opening of the session of the congress.

3.5.3 The National Sports Council shall supervise the election.

3.5.4 Elections to the chairman and the Executive Committee are held by the Secret ballot.

3.5.4 All members of the Congress are Eligible voters. The outgoing Executive Committee Members are not eligible voters during Election except for Members who are representing their respective Regional Branches.

3.6 Special Provision

3.6.1 An extraordinary session of the congress is held pursuant to a decision Of the Board or at the request of two-third (2/3) of the affiliated Regional Branches.

3.6.2 The Congress shall determine the dates and the place of its next meeting.

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The dates and the place must be reconfirmed to the affiliated Regional Branches at least three (3) months in advance.

3.6.3 On the recommendations of the Board, the congress may grant honorary Tittles, corresponding to positions previously held, to persons who have Rendered remarkable services to the TAVA.

3.6.4 The congress Regulation shall be established by the Board and ratified by the Congress.

3.7 **Board of Administration**

3.7.1

Composition and Quorum

3.7.1.2 The chairmen of the Regional Branches once legally elected by their Respective Associations and, the Executive committee members once Elected by the congress become members of the Board.

3.7.1.3 The outgoing members of the Executive Committee who are also members Of the Board are re-eligible to the Board without presentation by their Regional Branches. The same applies for the other Board members, if there is no opposition presented in writing by the Regional Branches concerned, by the deadline established in Article 3.2.6

3.7.1.4 During their four year (4) term , Board members may only be removed from office by decision of the Board , for cause.

3.7.1.5 The Board shall meet at least once per year summoned on the Chairman's Initiative or at the request of at least ten (10) of its members. Two –third 2/3 of the total Board members shall constitute the quorum.

Competence

3.7.2.1 The Board shall be responsible for the management of the TAVA shall Handle exceptional situation in the spirit of this Constitution and in general interest of the TAVA.

3.7.2.2 The Board has the competence to adopt all regulations derived from this

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Constitution.

3.7.2.3 The Board is empowered to apply sanctions provided for in the administrative and financial regulations and the sports regulations.

3.7.2.4 The decisions of the Board, derived from the competence entrusted to it by the Constitution , are binding on all institutions covered by such decisions, including the Regional Branches, clubs , teams and their individual members.

3.8 Executive Committee.

3.8.1 Composition

3.8.5.1.2.1 The executive Committee is composed of thirteen (13) members being the Chairman and twelve (12) other members as follows:

1. First vice chairman; Development and planning
2. Second vice chairman; Finance and Administration
3. Technical and organising Committee chairman
4. School development programme committee chairman
5. Regional Branches development committee chairman
6. Referees committee chairman
7. Coaches committee chairman
8. Beach volleyball committee chairman
9. Secretary General
10. Vice secretary general
11. Women development committee chairman
12. Children development committee chairman

3.8.5.1.2.2 In the event of a vacancy on the Executive committee , the chairman may appoint another member , subject to ratification by the Board at its next meeting.

3.8.5.1.2.3 During their four year (4) term , Executive Committee members may only be removed from office , by decision of the Board , for cause.

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3.8.5.2 Competence

3.8.5.2.1 Jointly with the chairman , the Executive Committee shall be responsible for executing the decisions of the congress and the Board.

The members of the Executive Committee shall assume individually their responsibility, according to their specific duties.

3.8.5.2.2 Between meetings of the Board , the Executive may take all urgent measures. Notice of such must be given to the Board within one (1) month and ratified by it at its next meeting.

3.8.5.2.3 Specific competence of the members of the Executive Committee.

3.8.5.2.4 The Executive Committee is empowered to apply the sanctions provided for In the Administrative and financial Regulations and the Sports Regulations. These sanctions may be subject to revision by the Board, upon request.

3.8.5.2.5 In the performance of his executive duties, the chairman shall assign Specific responsibilities to each individual member of the Executive Committee , as defined in the Administrative and Financial Regulations.

3.4 CHAIRMAN

3.9.1 Fulfilment of the charge

3.9.1.1 The functions and responsibilities of the chairman shall be carried out by the chairman, elected by the Congress in accordance with the provisions of sub-sections 3.2.1.5 of this Constitution.

3.9.1.2 Should the chairman be provisionally unable to carry out his functions, he Shall be replaced by the First Vice- chairman or, should he be able to accept the charge , by the second Vice – chairman. Should the chairman be definitively unable to hold office, he shall be replaced for the remaining portion of his term, by First Vice – Chairman , subject to ratification , if need be by the congress at its next meeting.

3.9.2 Competence

3.9.2.1 Jointly with the Executive Committee , the chairman shall be responsible for Executing the decisions of the Congress and the Board.

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3.9.2.2 Between meetings of the Board and the Executive Committee, the chairman may take all urgent measures. Notice of such must be given to the Executive Committee one (1) month and ratified by its next meeting.

3.9.2.3 The chairman shall represent the TAVA in meetings with all legal powers. He Chairs the sessions of the congress , the meetings of the Executive Committee and the Board and has the prerogative of chairing all other meetings.

3.9.2.4 In his capacity as chairman of a meeting , the chairman has the casting vote.

3.9.2.5 The Chairman shall be responsible for the administration and management of the TAVA. He shall be the only person authorised to sign all contracts and committing documents. The chairman may delegate power of attorney on behalf of the TAVA.

3.9.2.6 Subject to prior approval of the Executive Committee and, within the Parameters established , nationally and internationally , for non – profit Organisations, the chairman may perform procedures leading to act of Ownership for the TAVA.

3.10 Supporting Institution.

3.10.1 Committees

The Committees shall be composed of no more than three (3) members and one (1) chairman. Candidatures to the Committee shall be presented by the Committee chairman for ratification by the Executive Committee.

3.10.1.1 The Secretariat shall, under the direction of the chairman ,take all necessary Measures to ensure that this Constitution is respected. It shall provide Support and assistance to the institutions of the TAVA in order to maintain the technical standard and moral implication of Volleyball at the highest level

3.10.1.2 The functions of the Secretariat which is headed by secretary General shall be to:

(a) Arrange for and service meetings of the Congress , Executive Committee ,

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Board and Committees.

(b) Perform the functions entrusted to it under the provisions this Constitution

(c) Study the reports of various meetings and request from the supporting Institutions such further information as it deems necessary to ensure the Implementation of this Constitution.

(d) Publish periodically and distribute to the Regional Branches and the public Editions of all TAVA publications together with all any information which will facilitate the development and growth of Volleyball.

(e) prepare report for the work of the committees for their meetings and for implementation of the projects improved by the Executive and such Other reports as may be required ; and

(f) Perform any other functions as may be entrusted to it by the Congress , the Executive Committee , the Board.

Chapter IV Financial Provision

4.1 Financial year

4.1.1 TAVA financial year shall be calendar year

4.2 Financial Resources

4.1.2 TAVA financial resources shall consist of:

(a) Annual fees of the affiliated Regional Branches.

(b) Revenue from marketing.

(c) Recognition fees for sports competitions;

(d) Fines imposed by it.

(e) any other sources of funding approved by the Board

4.3 Budget

4.3.1 The Congress shall adopt the budget.

4.4 Annual Accounts and Balance Sheets

4.4.1 The Board shall approve the statement of accounts and balance sheets Of the last three years period to the Congress for approval.

4.4.3 Auditors

4.4.3.1 One (1) Accounting Auditor and a substitute auditor are elected by the Board for three (3) years.

4.4.3.2 They report to the Board and the Congress on the auditing of the :

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(a) Statements of accounts and balance sheets

(b) Expense and income vouchers;

(c) Budget

4.5.1 They have access to all accounting documents for the purpose of their auditing.

4.5 Regulations

4.5 The Administration and Financial Regulations, adopted by the Board , shall define All the financial requirements for the operations of the TAVA including but, no limited to , the resources , authorizations, expenditures and control mechanisms.

Chapter V General Provision

5.1 Sports Events

5.1.2 Sports Regulations.

5.1.3 The sports Regulations shall be approved by the Executive Committee .

5.1.3 Amendments to the Sports Regulations shall come into effect three (3) months after notice of such amendments has been sent to the Regional Branches unless otherwise provided for.

5.1.5 National, Regional and Inter- club competitions re played within the provision and terms of this constitution and of the Sports Regulations of TAVA.

5.1.6 Competitions , friendly tournaments or matches in which participating teams or Players of non – TAVA organizations or one or more players not qualified under TAVA Regulations , must receive, in order to be Violation of this provision lead to disqualification from competitions and suspension.

5.2 Official Competitions

5.2.1 The TAVA organises all its official competition according to criteria determined by the "Terms and Conditions for the Organisation of Competitions.

5.2.2 Disciplinary Measures

5.2.2.1 The following sanctions may be imposed on affiliated Regional Branches clubs, teams , players , and officials :

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(a) Simple admonition
(b) Solemn admonition
(c) Fine
(d) Disqualification from competition
(e) Discharge from officials position;
(f) Suspension; and
(g) expulsion

These sanctions shall be enforced throughout the TAVA :Regional Branches.

5.2.2.2 With the exception of the expulsions of a Regional Branches from TAVA, which is of the exclusive competence of the congress , the sanctions may be imposed by the Executive Committee, organizing Committee with the provisions of the Sports Regulations , the Administrative and Financial Regulations and other Regulations established by the Executive Committee.

Chapter VI Special Provisions

6.1.1 The official languages of the TAVA are English and Kiswahili

6.1.2 The working languages of the TAVA are English and Kiswahili

6.1.3 In case of conflict or dispute in the interpretation of the Constitution, Regulations decisions, and official documents of the TAVA , the English version shall prevail

6.2 Dissolution

Chapter VII Entering into force and Amendments.

7.1 This Constitution has entered into force on the date of 23rd August , 2006.

7.2 This Constitution shall supersede the previous Constitution, which is here by abrogated, and all amendments there to adopted before the said date.

7.3 This Constitution shall be modified only by the Congress . Proposal for amendments must be presented by the Board or by ten (10) Regional Branches and submitted to the Secretariat at least three (3) months prior to the opening of the Congress for distribution to the Regional Branches .To be adopted , an amendment must receive two – third 2/3 of the votes validly cast.

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