

**NORCECA VOLLEYBALL CONFEDERATION**



# **Constitution of the North American, Central American & Caribbean Volleyball Confederation**

**FIVB-NORCECA CONSTITUTION**

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# FIVB-NORCECA CONSTITUTION

## Chapter I - Preamble

### 1.1 DEFINITIONS

For the purpose of the present *NORCECA Constitution* and of the related legal instruments, unless otherwise stipulated in the text, the following terms shall have the meanings set forth below:

#### **“Board of Administration”**

means the Board of Administration of NORCECA, the governing institution responsible for the administration and management of NORCECA. It is composed of thirteen (13) members, including the representatives of the zonal associations, whose presidents are ex-officio members, with all the attendant rights.

#### **“Commission”**

means a permanent working group of specialists, proposed by the President of NORCECA and approved by the Board of Administration, with the responsibility of fulfilling certain duties as defined by the regulations.

#### **“Confederation”**

means a group of national federations and/or regional members assembled on the basis of their geographical proximity, affiliated to the FIVB in conformity with the *FIVB Constitution*.

#### **“Congress”**

means the assembly of delegates of all affiliated national federations and regional members in good standing with the FIVB and NORCECA, duly and statutorily convened by the competent authority as established by this Constitution. The Congress is the supreme governing institution of NORCECA.

#### **“Council”**

means a board of managers proposed by the President of NORCECA and approved by the Board of Administration, to administer specific aspects of volleyball.

**“Executive”**

means the powers entrusted by this constitution to the Executive Committee, when in session, and the Presidency outside the sessions of the Executive Committee.

**“Executive Committee”**

means the Executive Committee of NORCECA: the governing institution responsible for the execution of the decisions of NORCECA’s Board of Administration and Congress. It is composed of at least nine (9) members.

**“Extraordinary Congress”**

means a congress called for a specific purpose by at least 75% of all affiliated NFs and/or regional members with no less than three (3) from each zonal association (NCAVA, AFECAVOL, CAZOVA and ECVA) or by the Board of Administration. The quorum for such a congress must be two-thirds (2/3) of the eligible affiliated NFs and/or regional members.

**“FIVB”**

means the Federation Internationale de Volleyball, an international non-governmental, non-profit organization, composed of its affiliated national federations and regional members which have freely and voluntarily joined FIVB in order to administer and govern worldwide, the sport of volleyball and all its disciplines (including notably beach volleyball and park volley) for male and female players.

**“NORCECA”**

means the North American, Central American and the Caribbean Volleyball Confederation, a continental, non-governmental, non-profit organization, composed of its affiliated national federations and regional members which have freely and voluntarily joined FIVB and NORCECA in order to administer and govern in the continent (North America, Central America and the Caribbean), the sport of volleyball and all its disciplines (including notably beach volleyball and park volley) for male and female players.

**“Governing institution”**

means an institution of NORCECA with specific responsibilities and decision-making authority to conduct the affairs of NORCECA.

**“IVT”**

means the FIVB International Volleyball Tribunal composed of two chambers: Arbitration and Appeal.

**“NFs”**

means the national federations: the national bodies legally recognized in their country or territory to administer and govern all forms of volleyball, structured and organized according to the spirit and provisions of the *FIVB Constitution*.

**“Presidency”**

means the charge and functions exercised by the President of NORCECA.

**“Regional member”**

means an association governing volleyball in a territory within the NORCECA region that falls within the authority, associated and/or dependent of another FIVB affiliated NF. Such member will have full membership and voting rights in the NORCECA Congress.

**“Supporting institution”**

means an institution of NORCECA with an advising, counseling, controlling or guiding role in the affairs of NORCECA.

**“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 sport (notably beach volleyball and park volley), played in all parts of the world at all levels of competition by male and female players, whether played indoors or outdoors, on a hard, soft or sandy surface.

**“Zonal Association”**

means the regional regrouping of NFs and regional members within specific areas of the continent as recognized by the FIVB and NORCECA.

**“North Central” or North Central Americas Volleyball Association (NCAVA)**

Means the zonal association with the following founding nations: Canada, Cuba, Dominican Republic, Mexico, Puerto Rico, USA.

## **1.2 FOUNDATION**

The North American, Central American and the Caribbean Volleyball Confederation, (NORCECA), was founded on August 1966 in San Juan, Puerto Rico, as a non-profit organization. The founding National Federations of NORCECA are Netherlands Antilles, Bahamas, Cuba, El Salvador, Guyana, Haiti, US Virgin Islands, Jamaica, Mexico, Panama, Puerto Rico and Dominican Republic

Since 1968, when Canada and the USA joined the Confederation, NORCECA has officially and legally been recognized as a Confederation by FIVB, electing its first President, Dr. Ruben Acosta Hernandez (MEXICO).

## **1.3 HEADQUARTERS**

The headquarters of NORCECA is established in the city of Santo Domingo, Dominican Republic, or the country of residence of the President, or any other place as decided by the Congress.

## **1.4. OBJECTIVES**

NORCECA shall encourage the expansion of the playing of volleyball in all its forms, in all parts of the continent and promote the creation of NFs and regional members. It shall promote, coordinate, publicize, regulate, organize, supervise, control, direct and govern the sport of volleyball throughout the continent. In particular, and without restricting the extent of the general principles stated above. NORCECA shall

- a) Enforce the official FIVB volleyball rules, the official standards and specifications for volleyball equipment and facilities, and all internal executive regulations which must be applied, without exception, and on all occasions, particularly at regional, zonal, continental and international competitions, including championships and tournaments for which FIVB and NORCECA must establish the corresponding competition and/or qualification system;
- b) Administer and govern volleyball in all its forms, professional and amateur, including the control of all its competitions and disciplines;
- c) Control and govern the appointment of continental and international referees of NORCECA, according to FIVB Regulations;
- d) Control the transfer of players among the affiliated NFs and regional members of NORCECA and to assist the NFs and regional members with regulating and controlling the eligibility and transfer of their players;

- e) Promote the welfare of the NFs and regional members as well as the mutual respect and cooperation among them and assist the NFs and regional members in the development of their technical expertise;
- f) Take specific measures to maintain the authority, autonomy and exclusive competence of the NFs and regional members to administer and govern volleyball activities within their respective countries and territories;
- g) Take all appropriate measures directly and indirectly related to the practice and promotion of volleyball and protect the best interest of the sport, the FIVB and NORCECA.

## **1.5 FUNDAMENTAL PRINCIPLES**

### **1.5.1 NORCECA Mission**

NORCECA's mission is to govern and manage at a continental level, all forms of volleyball (including beach volleyball and park volley). Through professional planning, organization, marketing and promotional activities, NORCECA aims to develop volleyball as a major media and entertainment sport on the continent as a tool for the continuous development of the sport.

**1.5.2** NORCECA, at a continental level, is the sole organization competent to administer in North America, Central America and the Caribbean, the sport of volleyball for male and female players. It is composed of NFs and regional members legally recognized in their country or territory as the sole entities competent to administer and govern volleyball in their respective countries or territories.

**1.5.3** The NFs and regional members are the basic components of NORCECA and, as such, are affiliated to the FIVB and NORCECA directly and not through any other institutions.

**1.5.4** NORCECA shall make no discrimination between individuals or between nations and shall refrain from any involvements in political, religious, philosophical, or racial matters.

**1.5.5** All violations of the provisions of FIVB-NORCECA's legal instruments are subject to sanctions provided by this Constitution, the *NORCECA Code of conduct* and the related regulations. The individual or organization being sanctioned is entitled to all due process guaranteed by the *FIVB Constitution*.

**1.5.6** In case of conflict or dispute in the interpretation of the constitutions, codes of conduct, regulations, official rules, decisions and legal instruments of FIVB and NORCECA, the English version shall prevail.

**1.5.7** In all circumstances, NORCECA members must refrain from appealing to any civil, judicial, arbitration or sports authorities foreign to their national federations and regional members against decisions of whatever nature concerning them, and in particular against decisions resulting from their participation, possible participation or responsibilities in

FIVB and/or NORCECA official or recognized competitions, or volleyball activities hosted by their national federations or regional members, NORCECA or by the FIVB itself.

## **1.6 OFFICIAL AND WORKING LANGUAGES**

**1.6.1** The official languages of NORCECA are English and Spanish.

**1.6.2** Members of NORCECA's Board of Administration, Executive Committee, Commissions and Councils must speak at least one of the working languages.

## **Chapter II - Institutions and Members of NORCECA**

### **2.1. GENERAL PROVISIONS**

**2.1.1** NORCECA is managed by governing institutions which are assisted by supporting institutions.

**2.1.2** NORCECA's members are:

- a) The affiliated national federations and regional members;
- b) NORCECA's governing institutions (Congress, Board of Administration, Executive Committee, and Presidency);
- c) NORCECA's supporting institutions ( zonal associations, national federations, regional members, councils, commissions, and secretariat);
- d) Persons elected or appointed to a position in any NORCECA governing institution other than the Congress;
- e) Persons elected or appointed to a position in any NORCECA supporting institution;
- f) Organizing committees of NORCECA competitions;
- g) NORCECA officials and referees;
- h) National leagues, clubs, teams and their leaders, officials, managers, players, coaches and referees affiliated to the NFs and regional members of their country or territory.

**2.1.3** An independent judiciary institution, the International Volleyball Tribunal (IVT) of FIVB is recognized in accordance with the provisions of this constitution.

**2.1.4** An age limit of 75 years is established for all officials of NORCECA or any of its officials elected or appointed to any position of responsibility for zonal, regional,



continental and international FIVB and NORCECA competitions. Such age limit shall become effective on December 31 of the calendar year during which the official reaches the age limit or, at the latest, at the end of his or her term of office during the following NORCECA Congress.

- 2.1.5** NORCECA must elect or appoint at least two members of the gender in minority to both the Board of Administration and Executive Committee.

Only members of NFs and regional members that have participated in senior, junior or youth zonal, regional and/or continental tournaments and championships at any stage have the right to be elected members of the Board of Administration for the next term.

## **2.2. THE NATIONAL FEDERATIONS (NFs)**

- 2.2.1** NORCECA is composed of the founding national Federations and of all other NFs and regional members affiliated to it thereafter.

- 2.2.2** The NFs and regional members must be legally constituted and recognized by the sports authorities of their countries or territories, as the case may be, as the sole entity competent to administer and govern the sport of volleyball at a national level.

- 2.2.3** The NFs and regional members affiliated to NORCECA mutually recognize one another as the sole volleyball authorities in their respective country or territory.

- 2.2.4** The NFs and regional members must respect and implement FIVB and NORCECA's constitutions, codes of conduct, regulations, official rules and decisions. Their own constitution must reflect the provisions of FIVB and NORCECA's constitutions and regulations as an integral part of their constitutions. In case of conflict and contradiction, the FIVB and NORCECA constitutions, codes of conduct and regulations shall prevail.

- 2.2.5** The NFs and regional members shall impose on their members (including but not limited to directors, executive members, managers, administrators, officials, players, referees and coaches), respect for FIVB and NORCECA's legal instruments, including the codes of conduct.

- 2.2.6** The constitutions, codes of conduct and regulations of NFs and regional members may not be in conflict nor contradict with those of the FIVB and NORCECA

- 2.2.7** All NFs and regional members affiliated to NORCECA shall have the same rights, obligations and responsibilities.

### **2.2.8 Affiliation**

- 2.2.8.1** The affiliation of an NF or regional member to NORCECA is granted according to FIVB's constitution, regulations and decisions.

- 2.2.8.2** FIVB’s Congress defines the conditions and procedures to be fulfilled in requesting affiliation. Should any of the conditions for affiliation cease to be fulfilled, the NF concerned, though it may only be provisionally affiliated, shall lose all of its rights until such time those conditions of affiliation are met.
- 2.2.8.3** Each NF and regional member must pay an annual fee to FIVB and to NORCECA The amount and conditions of the annual fee are established by the Boards of Administration and ratified by the Congresses of FIVB and NORCECA

## **2.3 THE CONGRESS**

### **2.3.1 Composition and quorum**

- 2.3.1.1** The Congress is the supreme authority of NORCECA. It shall meet at least every two (2) years, in the year before the Olympic Games and in the year before the FIVB World Championships.
- 2.3.1.2** The Congress is composed of delegates of all the affiliated NFs and regional members who are current in their obligations and financial commitments. Each affiliated NF and regional member may be represented by a maximum of two delegates, duly accredited for that purpose who must be members of their NF or regional member and have the nationality of the country or territory they represent with the exception of the provisions of Article 2.3.1.3.
- 2.3.1.3** An affiliated NF or regional member may be represented by another affiliated NF's or regional member’s accredited delegate. Such accredited delegates cannot represent more than one other affiliated NF or regional member.
- 2.3.1.4** Only the NFs and regional members in good standing are counted to determine if the quorum is reached and are entitled to attend with the right to vote. The delegates of a NF or regional member under suspension, for any reason whatsoever, may attend the Congress as observers, but this NF or regional member cannot be counted for the purpose of establishing quorum.
- 2.3.1.5** The Congress may open if at least two-thirds (2/3) of NFs or regional members with the right to vote, as established by Article 2.3.1.4, are present or represented. If a quorum is not met, a second call shall be made one hour after the initial call. In this second call, the Congress shall be opened with 50% plus one of the affiliated NFs and regional members in good standing present.

### **2.3.2 Competence**

**2.3.2.1** The Congress has the sole and exclusive competence for the following:

- a) Amending the constitution;
- b) Adopting NORCECA's budget and defining its execution and financial controls;
- c) Requesting to FIVB, if necessary, the expulsion of an NF or regional member , if such NF or regional member violates the FIVB or NORCECA constitutions, codes of conduct, regulations or decisions;
- d) Electing the President of NORCECA and Board of Administration members;
- e) Confirming the Presidents of the zonal associations as members of the Board of Administration.

**2.3.2.2** The Congress has the competence to supervise the adoption of the regulations derived from this constitution, the execution of its decisions on the other institutions of NORCECA and, in general, all activities and competitions pertaining to NORCECA.

**2.3.2.3** The decisions of the NORCECA Congress are mandatory for all NORCECA institutions, including national leagues, clubs, teams, officials, directors, referees, players and individual members unless such decisions were not made within the terms of this constitution, in which case they may be appealed to the FIVB and/or the FIVB IVT.

### **2.3.3 Accreditation**

**2.3.3.1** The Presidency shall establish a Credential Verification Commission composed of five (5) members: the Commission President appointed by the NORCECA President and the four (4) zonal association presidents.

**2.3.3.2** The Credentials Verification Commission determines the validity of the conditions and requirements for both the credentials and powers of representation and, once those conditions have been established, the acceptability of such documents.

#### **2.3.4 Agenda**

**2.3.4.1** The Presidency prepares the agenda for the Congress, as defined in the Congress regulations. In all cases, this agenda shall include the following items:

- a) Amendments to the constitution as required;
- b) Presentation and approval of the NORCECA President's report;
- c) Presentation and approval of the financial report;
- d) Presentation and approval of the annual accounts for the past two years;
- e) Discharge of the President, Executive Committee and Board Members on the approved annual accounts, presented for the past two years;
- f) Approval of the budget;
- g) Appointment of the auditors;
- h) Election of the NORCECA President as required;
- i) Election of the Board of Administration members as required.

**2.3.4.2** At the Congress, only the items on the agenda may be discussed. In case of emergency and on the recommendation of the Board of Administration or the President, items not on the agenda may be debated, provided that the Congress agrees by a two-thirds (2/3) majority vote.

#### **2.3.5 Decisions**

**2.3.5.1** Except where otherwise provided for in this constitution, the code of conduct or the regulations, the decisions of the Congress are passed by a simple majority of the voting NFs and regional members present or represented.

However, to pass an amendment to the constitution, a two-thirds (2/3) majority of the votes of all eligible NFs and regional members is required.

**2.3.5.2** Except where 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 Congress.

#### **2.3.6 Elections to the Presidency and the Board of Administration**

**2.3.6.1** The President and the members of the Board of Administration are elected by the Congress at its assembly held every four (4) years. The four (4) zonal association Presidents, will be ex-officio members of the Board of Administration.

Vacancies on the Board of Administration can be filled provisionally upon the proposal of the President, approval by the Board of Administration and confirmation by the Congress.

**2.3.6.2** A candidature for the Board of Administration shall be submitted to the NORCECA Secretariat by the candidate's NF or regional members of origin, no later than six (6) months prior to the opening of the Congress. Candidates should not have initiated judiciary proceedings against FIVB, NORCECA or any of its institutions.

**2.3.6.3** Candidates must not have been convicted by any judiciary court of any indictable offence or its judicial equivalent nor expelled from any sports institution.

**2.3.6.4** Only elected members of the Board of Administration are eligible to the Presidency. The outgoing President is re-eligible for the Presidency. Candidatures for the Presidency shall be submitted to the NORCECA Secretariat by the respective NF or regional member no later than six (6) months prior to the opening of the Congress.

**2.3.6.5** Elections to the Presidency and the Board of Administration are held by secret ballot, unless there are no other candidacies. If the number of candidates is the same as the number of positions to be elected, the elections are deemed to be decided by acclamation.

## **2.3.7 Special Provisions**

**2.3.7.1** The Congress or the Board of Administration, when delegated by the Congress, shall determine the dates and the place of its next assembly. The dates and the place must be reconfirmed to the affiliated NFs and regional members at least eight (8) months in advance.

**2.3.7.2** An extraordinary Congress is held pursuant to a decision of the Board of Administration or at the request of at least 4 NFs or regional members from each zone.

**2.3.7.3** On the recommendation of the Board of Administration, the Congress may grant honorary titles, corresponding to positions previously held, to persons who have rendered remarkable services to NORCECA.

**2.3.7.4** FIVB Congress regulations shall be implemented by the Board of Administration.

## **2.4 THE BOARD OF ADMINISTRATION**

### **2.4.1 Composition and Quorum**

**2.4.1.1** The Board of Administration is composed of thirteen (13) members: nine (9) members elected by the Congress and the four (4) presidents of the zonal associations as ex-officio members.

**2.4.1.2** The Presidents of the four (4) zonal associations, once legally elected by their respective zonal association assembly, shall become vice-presidents of NORCECA with the full rights of a member of the Board of Administration.

However, if the national federation or regional member of the country of a zonal association's president is already represented on the Board of Administration as an elected member, the zonal association president shall attend the Board of Administration meetings in a non-voting capacity. If the NF or regional member's elected member is of a different gender, the zonal association president becomes a Board of Administration member with full voting rights.

**2.4.1.3** From among the candidatures submitted by the NFs or regional members, the Congress at its assembly, shall elect nine (9) members to the Board of Administration (including NORCECA President and two members of the gender in minority) for a four-year (4) term. With the election of the nine (9) members, combined with the four (4) ex-officio members, the Board of Administration shall be composed of thirteen (13) members representing NORCECA regions as follow:

North Central Zone (NCAVA)	6 members
Central American Zone (AFECAVOL)	3 members
Caribbean Zone (CAZOVA)	2 members
Eastern Caribbean Zone (ECVA)	2 members
<b>TOTAL</b>	<b>13 members</b>

Two (2) members of the gender in minority shall be included in this representation, regardless of their country or zonal quota, to make a final total of thirteen (13) members that shall compose the Board of Administration.

The composition of the Board of Administration will be as follows:

- President
- 1st Executive Vice President
- 2nd Executive Vice President
- Secretary General
- Treasurer
- Vice President for Central Zone
- Vice President for Central America
- Vice President for the Caribbean
- Vice President for the Eastern Caribbean
- 4 Members at large

- 2.4.1.4 The outgoing members of the Board of Administration are eligible to be re-elected to the Board of Administration without presentation by their NF or regional member, provided that their NF or Regional Member does not submit written objection to such re-election at least six (6) months prior to the opening of the Congress.
- 2.4.1.5 During their four-year (4) term, the Board of Administration members may only be removed from office by decision of the Board of Administration, for justifiable reasons.
- 2.4.1.6 The Board of Administration shall meet at least once a year, by request of the President or at the request of a least seven (7) of the members of the Board of Administration.
- 2.4.1.7 The quorum for meetings of the Board of Administration shall be two-thirds ( $\frac{2}{3}$  = 10 members) of the total members of the Board of Administration. Members of the Board of Administration must attend in person and cannot be represented by proxy.

## 2.4.2. Competence

- 2.4.2.1 The Board of Administration shall be responsible for the general administration and management of NORCECA. It shall handle urgent and exceptional situations in the spirit of this constitution and in the general interest of FIVB-NORCECA.
- 2.4.2.2 The Board of Administration has the competence to adopt all regulations derived from this constitution.
- 2.4.2.3 Upon proposal of the NORCECA President, the Board of Administration has the competence to create the commissions and councils, to appoint officials or to discharge them from such institutions. The Board of Administration shall establish the limits of powers, responsibilities and functions of each commission and council through regulations.
- 2.4.2.4 The decisions of the Board of Administration, derived from the competence entrusted to it by the constitution, are binding on all NORCECA members covered by such decisions.
- 2.4.2.5 The Board of Administration may appoint a lawyer to defend the interests of NORCECA.
- 2.4.2.6 On the proposal of the President, the Board of Administration may grant annual awards.
- 2.4.2.7 The Board of Administration is empowered to apply the following sanctions:

- a) Simple admonition;
- b) Severe admonition;
- c) Warning;
- d) Fine;
- e) Disqualification from competition;
- f) Loss of match or reversal of results;
- g) Adjustment of competition results;
- h) Discharge from official position;
- i) Suspension;
- j) Expulsion.

## **2.5 THE EXECUTIVE COMMITTEE**

### **2.5.1 Composition and Selection**

**2.5.1.1** Immediately following the election of the members of the Board of Administration, the President shall proceed to propose the candidates from the elected members to fill the following positions on the Executive Committee: 1<sup>st</sup> Executive Vice President, 2<sup>nd</sup> Executive Vice President, Secretary General and Treasurer.

**2.5.1.2** The Executive Committee is composed of nine (9) members:

- President
- 1st Executive Vice President
- 2nd Executive Vice President
- Secretary General
- Treasurer
- Vice President for North Central Zone (NCAVA)
- Vice President for Central America
- Vice President for CAZOVA
- Vice President for ECVA

**2.5.1.3** The President may propose to the Board the Administration that one or several members of the Executive Committee be assigned special coordinating duties in relation to the forthcoming Continental Championships, as well as, to be in charge of commissions and special development programs. Such members shall preferably be chosen from the elected members of the Board of Administration. A



non-Board of Administration member designated for such duties will not have voting rights in the Executive Committee.

**2.5.1.4** In the event of a vacancy on the Executive Committee, the President may appoint another member, subject to ratification by the Board of Administration at its next meeting.

**2.5.1.5** During their four-year (4) term, Executive Committee members may only be removed from office, by decision of the Board of Administration, for justifiable reasons.

## **2.5.2 Competence:**

**2.5.2.1** Jointly with the Presidency, the Executive Committee shall be responsible for executing the decisions of the Congress and the Board of Administration. The members of the Executive Committee shall individually assume their responsibilities according to their specific duties.

**2.5.2.2** When the Executive Committee and /or the Board of Administration are not in session, the President may take all urgent measures that are considered pertinent. The Executive Committee and the Board of Administration must be notified of these measures within the next 30 days and they must be ratified at its next meeting.

**2.5.2.3** The Executive Committee is empowered to apply the sanctions provided for under Article 2.4.2.7.

## **2.5.3 Specific competence of the members**

**2.5.3.1** The four (4) ex-officio members of the Executive Committee, who are also members of the Board of Administration, shall have the title of Vice-President, in representation of their region: North Central, Central America, Eastern Caribbean, and Caribbean regions.

**2.5.3.2** In the performance of his executive duties, the President shall assign specific responsibilities to each individual member of the Executive Committee as defined in the General Regulations.

## **2.6 THE PRESIDENCY**

### **2.6.1 Fulfillment of the charge**

**2.6.1.1** The functions and responsibilities of the Presidency shall be carried out by the President, elected by the Congress.

- 2.6.1.2** Should the President be provisionally unable to carry out his functions, he shall be replaced by the 1st Executive Vice-President, and should the latter be unable to accept the charge, by the 2nd Executive Vice-President, and if the latter is unable to accept the charge, by the most senior Vice-President by age. Should the President be definitively unable to hold office, he shall be replaced for the remaining portion of his term by the 1st Executive Vice-President subject to ratification by the Congress at its next assembly.

## **2.6.2 Competence**

- 2.6.2.1** Jointly with the Executive Committee, the President shall be responsible for executing the decisions of the Congress and the Board of Administration.
- 2.6.2.2** When the Executive Committee and/or the Board of Administration are not in session, the President may attend to all urgent measures. The Board of Administration must be notified of these measures within 30 days and ratified at its next meeting.
- 2.6.2.3** The President shall represent NORCECA with all legal powers. He or she chairs the sessions of the Congress, the meetings of the Board of Administration and the Executive Committee and has the prerogative of chairing all other meetings of NORCECA institutions.
- 2.6.2.4** In his or her capacity as Chair of a meeting, he or she can cast a vote in the event of a tie in voting.
- 2.6.2.5** The President shall be responsible for the on-going administration and management of NORCECA. He or she shall be the only person authorized to sign all contracts and commitment documents. The President may delegate power of attorney on behalf of NORCECA.
- 2.6.2.6** Subject to prior approval of the Board of Administration and within the parameters established nationally and internationally for non-profit organizations, the President may undertake negotiations on behalf of NORCECA with the intention of acquiring proprietary interests.
- 2.6.2.7** The President shall propose to the Board of Administration the members of the commissions chosen from among, but not limited to, the candidatures presented by NFs or regional members. When necessary, the commissions may include external members.

## **2.7 THE COUNCILS**

- 2.7.1** Upon proposal of NORCECA President, the Board of Administration may approve the creation of councils with direct responsibility for specific NORCECA activities.

- 2.7.2** Such Councils may be structured independently from other NORCECA institutions, but shall always be subordinated to NORCECA administrative and judiciary structures.
- 2.7.3** The Board of Administration shall establish the limits of power, responsibilities and functions of each council through regulations.

## **2.8 THE COMMISSIONS**

- 2.8.1** Upon proposal of the NORCECA President, the Board of Administration may establish commissions in order to facilitate the implementation of the objectives of NORCECA. The Board of Administration may also establish and create, upon proposal of the NORCECA President, ad hoc commissions if necessary.
- 2.8.2** The commissions shall be composed of a minimum of four (4) members and one (1) President. Candidatures for the commissions shall be submitted to the Presidency by the NFs or regional members no later than six (6) months prior to the opening of the Congress. The Presidency proposes to the Board of Administration the commission members, including external experts when necessary.

An affiliated NF or regional member shall have a maximum two (2) members per commission.

- 2.8.3** The primary role of a commission is to make proposals to the Board of Administration and the Executive Committee on matters of a highly technical or specialized nature.
- 2.8.4** The Board of Administration shall establish the limits of power, responsibilities and functions of each Commission through regulations.

## **2.9 ZONAL ASSOCIATIONS**

### **2.9.1 Composition**

- 2.9.1.1** NORCECA's Board of Administration shall submit to the Congress the grouping into zonal associations of the NFs and regional members on the basis of their geographical proximity.

- 2.9.1.2** The four (4) Zonal Associations shall be the following:

- North Central (NCAVA)
- Central America (AFECAVOL);
- Greater Caribbean (CAZOVA); and
- Eastern Caribbean (ECVA).

- 2.9.1.3** The bodies of the Zonal Associations shall be the following:

- General Assembly
- Executive Committee / Board of Administration;
- Commissions;
- Zonal Secretariat.

**2.9.1.4** The constitutions, regulations and decisions of the zonal associations must be approved by FIVB and NORCECA Board of Administration and follow the general principles and provisions of the FIVB and NORCECA constitutions.

**2.9.1.5** The composition of the zonal association Executive Committee/Board of Administration must contain at least two (2) members of the gender in minority either elected or appointed.

Only members of NFs or regional members who have participated in the last zonal or continental senior, junior or youth championships and/or tournament at any stage have the right to be elected members of the Board of Administration for the next term.

## **2.9.2 Competence**

**2.9.2.1** After the Congress and the Board of Administration of NORCECA, the zonal associations are the most representative institutions of NORCECA in their respective regions.

**2.9.2.2** The Zonal Associations may obtain legal status for the purpose of facilitating their administrative operations in the country where they have their headquarters. This prerogative shall not be interpreted as authorization to adhere to or to be part of any other sports organization or entity or to take any action beyond the limits of this constitution.

**2.9.2.3** The Zonal Associations shall have broad autonomy within the activities of NORCECA, provided that they respect the FIVB and NORCECA constitutions, codes of conduct, regulations and decisions.

**2.9.2.4** The constitutions, codes of conduct, regulations and decisions of zonal associations must not be in conflict, nor contradict the constitutions, codes of conduct, regulations and decisions of FIVB and NORCECA.

**2.9.2.5** The competence of NORCECA institutions should apply *mutatis mutandis* to the equivalent institutions of the zonal associations. The decisions of the zonal associations shall not conflict with those of FIVB and/or NORCECA.

**2.9.2.6** The Zonal Association shall be responsible, in their geographical area, for:

- a) Ensuring respect for the constitutions, codes of conduct, regulations, official rules and decisions of FIVB and NORCECA;

- b) Providing technical support and expertise to their NFs and regional members by all available means for the implementation of zonal and NORCECA programs;
- c) The zonal competition calendars and competition regulations, which must be approved by NORCECA.

### **2.9.3 General Provisions**

**2.9.3.1** A group of NFs and Regional Members with the approval of NORCECA's Board of Administration and the recognition of FIVB, may create a zonal association responsible, within their respective zone, for

- a) Spreading the practice of local, national and regional volleyball competitions;
- b) Encouraging the creation of NFs and regional members and their affiliation to the FIVB;
- c) Ensuring respect for the constitutions, codes of conduct, regulations, official rules and decisions of FIVB and NORCECA;
- d) Organizing zonal championships and/or tournaments;
- e) Drawing up an annual calendar of activities including regional competitions and submitting it to NORCECA for approval;
- f) Presenting an annual administrative report to FIVB and NORCECA, comprising, in particular, the sports results of regional competitions.

**2.9.3.2** Regional members will be assigned to the corresponding zonal associations and shall be incorporated to NORCECA. It shall have all privileges and obligations of national federations.

### **2.9.4 Special Provisions**

**2.9.4.1** NORCECA's Board of Administration may revise all or part of a decision taken by the zonal association if, in its judgment, such decision is contrary to the constitutions, codes of conduct, regulations, official rules, decisions and general interests of FIVB and NORCECA.

**2.9.4.2** The zonal association is empowered to apply sanctions in connection with competitions under their authority and as provided in the FIVB and NORCECA codes of conduct.

## **2.10 THE NORCECA SECRETARIAT**

**2.10.1** The Secretariat shall, under the authority of the President and the direction of the Director General, take all necessary measures to ensure that this constitution is respected. It shall provide support and assistance to the various institutions of NORCECA in order to promote the technical level, image and social role of volleyball at the highest level.

**2.10.2** The functions of the Secretariat shall be the following:

- a) Arrange and organize meetings of the Congress, Board of Administration/Executive Committee, councils and commissions.
- b) Prepare reports for the work of the commissions at their meetings and for the implementation of projects approved by the Board of Administration, and any other reports required;
- c) Study the reports of the various meetings and request from the supporting institutions such further information as is necessary to ensure the implementation of this constitution;
- d) Perform the functions entrusted to it under the provisions of this constitution;
- e) Select and hire, subject to the approval of the Presidency, the required staff to execute, in a professional manner, the decisions of NORCECA institutions;
- f) Periodically publish and distribute to the NFs and regional members and the public, the editions of all NORCECA publications, together with any information which will facilitate the development and growth of volleyball;
- g) Perform any other functions as may be entrusted to it by the Congress, the Board of Administration, the Executive Committee and the Presidency.

## **Chapter III - Financial Provisions**

### **3.1 FISCAL YEAR**

**3.1.1** NORCECA fiscal year shall be the calendar year: January 1 to December 31 of each year.

### **3.2 FINANCIAL RESOURCES**

**3.2.1** NORCECA financial resources shall consist of:

- a) Income from the annual FIVB economical allowance;
- b) Annual fees of the affiliated NFs;
- c) Revenue from marketing and media rights agreements;
- d) Recognition fees for sports competitions;
- e) Fines;
- f) Revenues from media and marketing rights from the Central American and Caribbean Sports Games, Pan-American Sports Games, Continental Championships, Pan-American Cups, Competitions, Tournaments and Beach Volleyball Tournaments and Championships;
- g) Any other sources of funding approved by the Board of Administration.

### **3.3 BUDGET**

- 3.3.1** On the recommendation of the Board of Administration, the Congress shall adopt the biennial budgets.
- 3.3.2** The Board of Administration may modify the budgets to respond any new arising needs: it shall justify such modifications before the Congress.

### **3.4 ANNUAL ACCOUNTS**

- 3.4.1** The Board of Administration shall approve the profit and loss statement and balance sheet of each fiscal year and discharge the President and the Director General.
- 3.4.2** The Board of Administration shall submit the last biennial accounts to the Congress for its approval and final discharge of the President.

### **3.5 AUDITORS**

#### **3.5.1 External Auditors**

NORCECA accounts are audited annually by an internationally recognized professional firm of auditors.

#### **3.5.2 Internal Auditor**

- 3.5.1.1** Upon proposal of the Board of Administration, one (1) internal auditor shall be elected by the Congress for a two-year (2) term.

**3.5.1.2** The internal auditor reports to the Board and the Congress on the auditing of the;

- a) Profit and loss statement and balance sheet of the period;
- b) Income, expenditure and revenue resulting from the two (2) fiscal-year term;
- c) Budget.

### **3.6 NORCECA TREASURER**

**3.6.1** The treasurer (Controller) of NORCECA shall be responsible for controlling the accounts of the Confederation. The treasurer must present his annual report to the Board of Administration.

**3.6.2** The Treasurer of NORCECA is responsible for the control system of the administrative operations of NORCECA. He or she must verify all important financial operations authorized by the President

### **3.7 REGULATIONS**

**3.7.1** All the financial requirements for the operations of NORCECA including, but not limited to, the resources, authorization, expenditure and control mechanisms are defined in the general regulations and financial procedures adopted by the Board of Administration.

**3.7.2** The auditors, external and internal, as well as the treasurer have access to all accounting documents for the purpose of their duties.

## **Chapter IV - Special Provisions**

### **4.1 DISSOLUTION**

NORCECA may only be dissolved at an Extraordinary Congress, by the affirmative vote of 80% of all the eligible affiliated NFs or regional members of NORCECA. Voting at such a congress must be by secret ballot.

## **Chapter V - Amendments**

**5.1** Only the Congress may amend this constitution. Amendments to this constitution may be moved only by:

- a) The Board of Administration; or



- b) By five (5) NFs or regional members that together submit their motion(s) of amendment to the *NORCECA Constitution* to the NORCECA Secretariat, at least six (6) months prior to the opening of the Congress in order for the amendments to be distributed to all NFs and regional members.

**5.1.1** An amendment to be passed requires a two-thirds (2/3) majority of the votes of all NFs and regional members validly cast.

**5.2** All amendments to the present constitution will enter into force immediately on the date it is passed by the Congress.

## **Chapter VI - Entry into force**

**6.1** This constitution has been amended by the Congress held in the city of Guatemala, Guatemala on 24 October 2009.

**6.2** This constitution shall supersede the previous constitutions and all amendments thereto, which are hereby abrogated.