

Constitution of the Caribbean Zonal Volleyball Association

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1.1 DEFINITIONS

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

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

“Board of Administration” means the Board of Administration of CAZOVA, the governing institution responsible for the administration and arrangement of CAZOVA. It is composed of nine (9) members including the representatives of the federations, whose presidents are ex-officio members, with all the attendant rights.

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

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

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

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

“Executive” means the power entrusted by the 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 CAZOVA: the governing institution responsible for the execution of the decisions of CAZOVA’s Board of Administration and Congress. It is composed of at least four (4) members.

“Extraordinary Congress” means a congress for a specific purpose by at least 75% of the affiliated NF’s and/or regional members with no less than two from the Board of Administration. The quorum for such a congress must be two-thirds (2/3) of the eligible affiliated NF’s 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 CAZOVA with specific responsibilities and decision-making authority to conduct the affairs of CAZOVA.

“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 and NORCECA Constitution.

“Presidency” means the change and functions exercised by the President of CAZOVA.

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

“Supporting Institution” means an institution of CAZOVA with an advising, counseling, controlling or guiding role in the affairs of CAZOVA.

“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.

1.2 FOUNDATION

The Caribbean Zonal Volleyball Association (CAZOVA) was founded on August 1994 in Nassau, Bahamas, as a non-profit organization. The founding National Federations of CAZOVA are Bahamas, Barbados, Jamaica, Netherland Antilles, Trinidad and Tobago and the U.S. Virgin Islands. CAZOVA has officially and legally been recognized as a zonal association by FIVB, and NORCECA, electing its first President, Mr. Mushtaque Mohammed (TRINIDAD & TOBAGO).

1.3 HEADQUARTERS

The headquarters of CAZOVA is established in the City of San Fernando, Trinidad, or the country of residence of the President, or any other place as decided by the Congress.

1.4 OBJECTIVES

CAZOVA shall encourage the expansion of the playing of volleyball in all its forms, in all parts of the Caribbean 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 Caribbean. In particular, and without restricting the extent of the general principles stated above, CAZOVA 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, NORCECA, and CAZOVA 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 Caribbean and International referees of CAZOVA, according to FIVB and NORCECA Regulations.
- (d) 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.
- (e) 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;
- (f) 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, NORCECA, and CAZOVA.

1.5 FUNDAMENTAL PRINCIPLES

CAZOVA MISSION

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

1.5.2 CAZOVA, at a Caribbean level, is the sole organization competent to administer in the CAZOVA Zone, 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 CAZOVA and, as such, are affiliated to the FIVB, NORCECA and CAZOVA directly and not through any other institutions.

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

1.5.5 All violations of the provisions of FIVB-NORCECA-CAZOVA'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 and NORCECA 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, NORCECA and CAZOVA, the English version shall prevail.

1.5.7 In all circumstances, CAZOVA 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, NORCECA and/or CAZOVA official or recognized competitions, or volleyball activities or by NORCECA and the FIVB itself.

1.6 OFFICIAL WORKING LANGUAGES

1.6.1 The official languages of CAZOVA are English and French.

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

Chapter II – Institutions and Members of CAZOVA

2.1 GENERAL PROVISIONS

2.1.1 CAZOVA is managed by governing institutions which are assisted by supporting institutions

2.1.2 CAZOVA's members are:

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

2.1.3 An independent judicial 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 CAZOVA or any of its officials elected or appointed to any position of responsibility for zonal, regional, continental and international FIVB, NORCECA and CAZOVA 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 CAZOVA Congress.

2.1.5 CAZOVA 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 Caribbean 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 CAZOVA 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. A country's sports authority may be its National Olympic Committee, Sports Commission, Ministry with responsibility for Sport or such other entity exercising the relevant supervisory jurisdiction over sport in that country.

2.2.3 The NFs and regional members affiliated to CAZOVA 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, NORCECA and CAZOVA's constitutions, code of conduct, regulations, official rules and decisions. Their own constitution must reflect the provisions of FIVB, NORCECA and CAZOVA constitutions and regulations as an integral part of their constitutions. In case of conflict and contradiction, the FIVB, NORCECA and CAZOVA legal instruments, including the codes of conduct and regulations shall prevail.

2.2.5 The NFs and regional members expect their members (including but not limited to directors, executive members, administrators, officials, players, referees and coaches), to show respect for FIVB, NORCECA and CAZOVA legal instruments, including the codes of conduct.

2.2.6 The constitutions, codes of conduct and regulations of NFs and regional members shall not be in conflict with nor contradict with those of the FIVB, NORCECA and CAZOVA.

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

2.2.8 Affiliation

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

2.2.8.2 FIVB and NORCECA's Congresses define 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, NORCECA and to CAZOVA. The amount and conditions of the annual fee are established by the Boards of Administration and ratified by the Congresses of FIVB, NORCECA and CAZOVA.

2.3 THE CONGRESS

2.3.1 Composition and quorum

2.3.1.1 The Congress is the supreme authority of CAZOVA. 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 and are therefore in good standing. 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 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 meeting of the Congress as observers, but this NF or regional member cannot be counted for the purpose of establishing a 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 meeting of 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 CAZOVA's budget and defining its execution and financial controls;
- c) Requesting to FIVB and NORCECA, if necessary the expulsion of a NF or regional member, if such NF or regional member violates the FIVB, NORCECA or CAZOVA Constitution, codes of conduct, regulations or decisions;
- d) Electing the President of CAZOVA and Board of Administration members;
- e) Confirming the Presidents of the NFs 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 the constitution, the execution of its decisions on the other institutions of CAZOVA and, in general, all activities and competitions pertaining to CAZOVA.

2.3.2.3 The decisions of the CAZOVA Congress are mandatory for all CAZOVA 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 NORCECA and/or the FIVB IVT.

2.3.3 Accreditation

2.3.3.1 The Presidency shall establish a Credential Verification Commission composed of three (3) members: the Commission President appointed by the CAZOVA President and two (2) Board of Administration members.

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 CAZOVA 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 of 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 CAZOVA 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.¹The 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.

2.3.6 Elections to the Presidency and the Board of Administration

2.3.6.1 The Presidency and the members of the Board of Administration are elected by the Congress at its assembly held every four (4) years.

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 candidate for the Board of Administration shall be submitted to the CAZOVA Secretariat by the candidate's NF and regional members of origin, no later than three (3) months prior to opening of the Congress. Candidates should not have initiated judiciary proceedings against FIVB, NORCECA, CAZOVA or any of its institutions.

2.3.6.3 Candidates must not have been convicted or sanctioned by any court or other judicial body for breaches of the law nor expelled, with lawful cause, 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. Candidates for the Presidency shall be submitted to the CAZOVA Secretariat by the respective NF or regional member no later than three (3) 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 Provision

2.3.7.1 The Congress or 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 four (4) NFs or regional members.

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 CAZOVA.

2.3.7.4 FIVB and NORCECA 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 seven (7) members to be elected by the Congress.

2.4.1.2 The Congress at its assembly, shall elect seven (7) members from among the candidates submitted by the NFs or regional members, to the Board of Administration for a four-year term.

Two (2) members of the gender in minority shall be included in this representation, regardless of their country, to make a final total of nine (9) members that shall compose the Board of Administration.

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

President

Vice President – Administration

Vice President – Technical

Four (4) delegates

- 2.4.1.3** The outgoing members of the Board of Administration are eligible to be reelected 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 three (3) months prior to the opening of the congress.
- 2.4.1.4** During their four (4) year term, the Board of Administration members may only be removed from office by decision of the Board of Administration, for justifiable reasons.
- 2.4.1.5** The Board of Administration shall meet at least once a year, by request of the President or at the request of at least four (4) of the members of the Board of Administration.
- 2.4.1.6** The quorum for meetings of the Board of Administration shall be two thirds (2/3 = 5 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 CAZOVA. It shall handle urgent and exceptional situations in the spirit of this constitution and in the general interest of FIVB-NORCECA-CAZOVA.
- 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 CAZOVA 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 CAZOVA members covered by such decisions.
- 2.4.2.5** The Board of Administration may appoint a lawyer to defend the interests of CAZOVA.
- 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) Warnings;
- 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 The Executive Committee is composed of four (4) members:

The President
Vice President – Administration
Vice President – Technical
Secretary

2.5.1.2 The President may propose to the Board of Administration that one of several members of the Executive Committee be assigned special coordinating duties in relation to the forthcoming Caribbean 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 have voting rights in the executive Committee.

2.5.1.3 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.

2.5.1.4 During their four-year (4) term, the 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 thirty (30) days and they must be ratified at its next meeting.

2.5.3 Specific competence of the members

2.5.3.1 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 Administrative Vice President, and should the latter be unable to accept the charge, the Technical Vice President. Should the President be definitively unable to hold office, he shall be replaced for the remaining portion of his term by the Administrative 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 take all urgent measures. The Board of Administration must be notified of these measures within the next thirty (30) days and they must be ratified at its next meeting.

2.6.2.3 The President shall represent CAZOVA 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 CAZOVA 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 CAZOVA. The President, the person acting as President or in his or her absence, the person selected by the Board of Administration shall be the only person authorized to sign all contracts and commitment documents. The

president may delegate by power of attorney or other written instrument on behalf of CAZOVA.

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 CAZOVA 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 CAZOVA President, the Board of Administration may approve the creation of councils with direct responsibilities for specific CAZOVA activities.

2.7.2 Such councils may be structured independently from other CAZOVA institutions, but shall always be subordinated to CAZOVA administrative and judicial 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 CAZOVA President, the Board of Administration may establish commissions in order to facilitate the implementation of the objectives of CAZOVA. The Board of Administration may also establish and create, upon proposal of the CAZOVA President ad hoc commissions if necessary.

2.8.2 The commissions shall be composed of a minimum of two (2) members and one (1) President. Candidates for the commissions shall be submitted to the Presidency by the NFs or regional members no later than three (3) 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 of one (1) member 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 **THE CAZOVA SECRETARIAT**

2.9.1 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 CAZOVA in order to promote the technical level, image and social role of volleyball at the highest level.

2.9.2 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 CAZOVA institutions;
- f) Periodically publish and distribute to the NFs and regional members and the public the editions of all CAZOVA 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 CAZOVA fiscal year shall be the calendar year:

January 1 through December 31, of each year

3.2 FINANCIAL RESOURCES

3.2.1 CAZOVA financial resources shall consist of:

- a) Income from the annual NORCECA financial 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 marketing and media rights from Caribbean Championships, 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 to 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 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

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

3.5.2 International Auditors

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

3.5.2.2 The internal auditor reports to the Board and the Congress and the auditing of the:

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

3.6 CAZOVA TREASURER

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

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

3.7 REGULATIONS

3.7.1 All financial requirements for the operations of CAZOVA 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.

4.1 DISSOLUTION

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

5.1 Amendments

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 that together submit their motion(s) of amendment to the CAZOVA constitution to the CAZOVA 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 that together administer and govern volleyball in all its forms, professional and amateur, including the control of all its competitions and disciplines;

5.1.1 An amendment to be passed required a two third 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.

6.1 Chapter IV – Entry into force

The constitution has been amended by the congress in Port of Spain, Trinidad on the 16th of January 2011.

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