

BY-LAWS, RULES & REGULATIONS OF THE
FOOTHILL-CITRUS UNIT OF THE
SOUTHERN CALIFORNIA VOLLEYBALL OFFICIALS ASSOCIATION

ARTICLE I
DECLARATION OF ADOPTION

The Foothill-Citrus Unit of the SCVOA hereby adopts the following as its by-laws, rules and regulations provided that they shall be in accord with those of the National Federation of State High School Associations, the Southern California Volleyball Officials Association, and the California Interscholastic Federation Southern Section (CIF-SS) Athletic Administrators official handbook.

ARTICLE II
PURPOSE

1. The primary purpose of the unit shall be to provide an educational, practical and instructional program for volleyball officials to qualify them for officiating assignments under the auspices of the CIF-SS program.
2. General purpose of the unit is to provide qualified/certified officials who know the rules, signals, procedures and mechanics of volleyball officiating. Members must exhibit emotional control, poise, demeanor, and above all common sense. This training will assist the official in being recognized as a professional, whose competency and bearing contribute to the athletic program.
3. The Unit is organized and operated for the purposes herein set forth, and any other non-profit purposes. No part of any monies shall insure to benefit any member, except as provided for in the by-laws.

ARTICLE III
MEMBERSHIP

1. Composition: This unit shall be composed of voluntary members whose dues are duly paid and have met the qualifications as set by the officers and board of directors of this organization.
2. Names of qualified officials will be submitted to the unit assignment coordinator, as being certified to accept assignments to officiate CIF volleyball games.
3. The list indicating qualified officials for the next season, shall be submitted by the Secretary within 30 days of successful completion of the current year's instructional meetings.
4. All members shall complete a registration form and pay unit dues. Dues must be paid by June 1 in order to place the officials name on the qualified list sent to the assignor.
5. Membership in this Unit shall terminate upon a member's request, or by authority of the Board.

ARTICLE IV
MEETINGS

1. Instructional Sessions: The Foothill-Citrus Unit shall hold instructional meetings between the months of June and September prior to each volleyball season. The number, location, and time of these meetings will be determined by the Unit Instructor. No more than one meeting may be made up outside the unit. C-1's, and C-2's may make up a meeting by helping with instruction on one of the class dates. New, C-5's, C-4's, and C-3's may make up a meeting by working summer league.
2. Board Meetings: The Officers and Board Members (Board of Directors) shall meet whenever requested by the President of this Unit and at a place so designated.
3. Notice of meetings shall be by written notice, telephone confirmation or orally (i.e. general meetings, Instructor, Board of Directors).

ARTICLE V
DUTIES OF THE BOARD OF DIRECTORS

1. Duties of the President
 - A. Shall serve as the Chief Executive of this Unit and preside at all meetings of the Unit and Board of Directors
 - B. Regulate the order of business and debate in the meetings in accordance with the parliamentary usage's and rules as set forth in "Roberts Rules of Order."
 - C. Shall decide all questions which may arise under the regulations of this unit; however, any member in good standing shall have the privilege of appeal from his/her decision to the Board of Directors of this Unit.
 - D. The President or an alternate shall attend the SCVOA Federation Council Meetings, voting on matters that affect this Unit.
 - E. All correspondence/communication by the unit officers or committee members must be approved by the unit President as the President is ultimately responsible to the SCVOA for everything that occurs in the unit.

2. Duties of the Vice President
 - A. Preside over meetings of the Unit when the President is not available
 - B. Prepare a slate of candidates for each elective office
 - C. Oversee any and all disciplinary procedures
3. Duties of the Secretary/Treasurer
 - A. Shall receive all funds of this Unit and keep an accurate account thereof.
 - B. Shall have authority to open and maintain a bank account, sign checks, and withdraw funds.
 - C. Shall issue all notices, membership cards and kits, and conduct the official correspondence of this Unit.
 - D. Shall have charge of and preserve all paper, books, documents, records, and communications.
 - E. Shall submit a Yearly Financial Report, in writing, to the Board of Directors at the start of each season. This report shall be made available to all members.
 - F. Will counter check the master schedule and keep assignor informed of officials work status.
4. Duties of the Unit Instructor
 - A. Is responsible for meeting with the SCVOA Instructional Chairman each year prior to the start of the volleyball season to organize and prepare examination questions and officiating mechanics for the ensuing season.
 - B. Is responsible for preparing instructional programs, clinics, and examinations to be taken by the members.
 - C. Is responsible for the study guide questions, grading, and certifying the grades.
 - D. Shall preside over portions of the meetings relating to volleyball rules and officiating mechanics.
 - E. Selection of the Unit Instructor shall be from amongst qualified members by the Board of Directors and the SCVOA Instructional Chairman
5. Duties of the Unit Assignor
 - A. Selection of the Unit Assignor shall be from amongst qualified members by the Board of Directors and is subject to the approval of the SCVOA Executive Board.
 - B. Shall take office on May 1st.
 - C. Shall develop and deliver a master schedule to each school, official, and the area liaison.
 - D. Shall deliver an updated final schedule to the area liaison and CIF representative.
6. Duties of the At-Large Members and Past President
 - A. Attend all regular and special meetings of the Board of Directors.
 - B. Represent the ideas and concerns of the unit members.
7. In the absence of the President, or upon his/her request, or inability to fill his/her office, the Vice President, Secretary/Treasurer or Members At-Large in the above order shall perform the duties of the President.

ARTICLE VI

BOARD OF DIRECTORS

1. Composition: The board shall be composed of President, Vice President, Secretary/Treasurer, Immediate Past President and two At-Large members. The Instructional Chair and Assignor are members of the Board without voting privileges. The Board of Directors shall act as Election, Ethics, Audit, Scholarship, and Play-off Committees if membership is less than 100.
2. Qualifications and Election: Any qualified member with at least two (2) years (24 months) in the Unit shall be eligible to be elected to a Board position. Election of new board members shall take place at the end of the instructional meetings for the upcoming season. Winners will be determined by a simple majority vote of all qualified members. President and Vice President shall be elected by secret ballot in even numbered years. Secretary/Treasurer shall be elected by secret ballot in odd numbered years. One At-Large member shall be elected each year.
3. In the event of a vacancy in any office, said vacancy shall be filled by the President or his/her designee for the remainder of the term with the approval of the board.
4. Term of Office: All Board of Directors will be elected to serve for a two (2) year term. Each President will automatically become Past President following their two (2) year term as President.

ARTICLE VII

CODE OF CONDUCT

1. General Rules: The Foothill-Citrus Unit hereby incorporates the National Federation of State High School Associations Code of Ethics as a general guideline of conduct expected by members of this Association. Any member whose moral or ethical conduct may be considered detrimental to this Unit, or who fails to support or adhere to the Unit or SCVOA by-laws, may be removed from office or membership by the following procedures.

2. Investigative Process

- A. A complaint against a unit member may be received from any source. This complainant shall notify the President **in writing** of the complaint against the member.
- B. The President shall select a member of the Board or designate a person to conduct a preliminary investigation.
- C. The investigator should, as soon as possible, interview the complainant and all possible witnesses.
- D. If after the above interviews, the investigator feels that misconduct may indeed exist, they shall try to contact the accused for his/her response to the allegation. It is preferred that this contact be in written form and advise the accused of the nature of the allegation, the date/time of occurrence, but not the name of the complainant or witnesses. The accused should be encouraged to respond to the allegation, in writing, within 15 days.
- E. After the preliminary investigation is concluded, including the opportunity for the accused to respond, the investigator shall report any finding back to the Board of Directors.

3. Disciplinary Process

- A. Upon receiving the findings of the preliminary investigation, the Board shall review the complaint and investigation to determine if the board shall move forward with discipline, suspend the investigation pending other proceedings, or end the process without action.
- B. Once the above review is completed, the Board shall inform the accused, in writing, of how the Board will proceed.
- C. If the Board decides to move forward with the disciplinary process, the Board may conduct further investigation as it deems necessary.
- D. If the Board determines discipline is appropriate, the Board shall report what action is being taken to the accused. Said report shall include the complaint, witness interviews, response from the accused and any other investigative material relevant to the allegations.
- E. Upon notifying the accused of proposed disciplinary action, the accused official shall have fifteen (15) days to respond in writing or request a meeting with the Board to orally answer the charges.
- F. After the accused official responds or fails to respond to the proposed discipline, the Board shall issue a Notice of Action with its final decision. Said Notice shall be distributed to each Board member, the accused official, and the SCVOA Executive Board.
- G. The member has the right to appeal to the SCVOA Executive Board. Decisions of the Executive Board are final and binding.
- H. Upon termination, all monies paid into the Unit's treasury by a member shall remain in the general fund.

ARTICLE VIII COMMITTEES

1. All committees shall be appointed by the Board as needed.
2. Term of appointment shall be for the current volleyball season each year.

ARTICLE IX QUALIFICATION, CERTIFICATION AND ASSIGNMENT

1. A qualified member shall
 - A. Be at least eighteen (18) years of age or a High School graduate.
 - B. Achieve at least a minimum passing grade of 80% on the classification examination.
 - C. Take and pass all other required exams.
 - D. Attend the required number of meetings; meet the financial obligations imposed by this Unit; not engage in any unprofessional conduct, or act in a manner which is detrimental to the welfare and purpose of this Unit or its members.
2. A non-qualified member is one who does not meet the requirements as set forth for a qualified member. A non-qualified member shall not have the right to vote, hold office or receive any game assignments.
3. General criteria for certification
 - A. Attend required meetings and pay unit dues.
 - B. Complete study guide and earn a passing grade on the Certification test (80%)
 - C. Completion of practical
 - D. Be a qualified member
4. New, C-3, C-4, and C-5 certification
 - A. Attend a minimum of 10 hours of clinical instruction including lecture/rules discussion and practical experience.
 - B. Be evaluated on a Girls Varsity match in summer league.
 - C. C-5 officials shall only be assigned as umpire.
 - D. C-4 officials may officiate up to a JV match.
 - E. C-3 officials may officiate a JV match up to an easy Varsity match

5. C-1 and C-2 Certification
 - A. Attend a minimum of 5 hours of clinical instruction including lecture/rules discussion and practical experience.
 - B. C-1 and C-2 officials shall assist with the practical portion of the instructional meetings.
 - C. Re-rate every other year on a Girls Varsity match unless requesting an opportunity to move up to C-1 rating.
 - D. C-1 officials will maintain separate ratings on boys and girls sports. Evaluation must be on a Boys Varsity match for separate rating.
 - E. C-2 officials may officiate a Varsity match up to quarterfinals in playoffs.
 - F. C-1 officials may officiate a Varsity match up to finals in playoffs.
6. "Crossover" officials shall attend a minimum of one meeting and be rated.
7. Assignments: A list of Certified Officials will be provided to the Assignor by the Instructional Chairperson.
8. Missed Assignment: If any assignments are missed, the official who worked the game shall notify the Assignor within one (1) business day. The Assignor shall make a notation of the missed assignment in writing and a "Forfeiture of the Game Fee" (fine) shall be imposed. For a second unauthorized missed assignment, the official shall lose all remaining game assignments for the current season, including all play-off assignments. The official may appeal within seven (7) business days to the Board. The decision of the Board shall be final.

ARTICLE X

ASSIGNOR AND PLAY-OFF ASSIGNMENT PROCEDURES

1. The assignor shall be directly responsible to the Foothill-Citrus Unit. The Assignor shall represent this Officials Unit and the schools. The Assignor will work directly from the list of Certified Officials as provided by the Instructional Chairman. Any questions regarding assignments may be presented to the Assignor. Foothill-Citrus Officials will have priority in receiving assignments.
2. Play-off Assignment Procedures: The Foothill-Citrus Unit shall appoint officials for all Southern Section Play-offs given to their unit. First and second round playoffs will be conducted within the Foothill-Citrus area. Beginning with quarterfinals, C-1 and C-2 officials will be given assignments outside the area. Reimbursement for mileage will begin after 40 miles. Officials selected for the Semi-final and Final rounds will be chosen through the SCVOA office.
3. Officials
 - A. Must be members in good standing
 - B. Must meet the minimum amount of either Varsity Girls or Boys assignments which shall be six (6).
 - C. From other SCVOA units who choose to "split" between Foothill-Citrus Unit and any other SCVOA Unit will be considered after all Foothill-Citrus "full-time" officials are considered.

ARTICLE XI

FINANCES/BUDGET/ACCOUNTING

1. The funds of this Unit shall be derived from membership dues. The amount and date of payment shall be set by the Board of Directors.
2. The required number of signatures on the unit checking account will be no less than two. The President and Treasurer must be the two signatures on file at the bank.
3. Financial statements are to reflect:
 - A. Girls season: June 1 to December 31
 - B. Boys season: January 1 to May 31
4. The President shall receive a remuneration of \$200 per year. The Secretary/Treasurer shall receive \$200 per year. The Unit Instructor will receive \$10 per person. The Unit Assignor will receive a flat fee of \$55 per person for the Girls season and \$3.00 per assignment for the Boys season with a \$50 per person cap.
5. Any expenses or remuneration of board members shall require receipts before payment is authorized.

ARTICLE XII

AMENDMENTS AND ADOPTION OF BY-LAWS

1. These by-laws, or any part, may be added to, amended, or repealed as by the "Robert's Rules of Order" and shall take effect when so adopted.
2. These by-laws shall become effective and binding upon all members now and herein after existing, when adopted and approved as per Article XII, section 1. An entry in the minutes by the Secretary/Treasurer, that they were so adopted shall be conclusive proof that these by-laws have been duly, regularly, and properly adopted.

Adopted June 2001

Modified June 2005 (Article XI – Section 4)