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# ***ARTICLE I***

## **SECTION A. Declaration of Adoption**

The name of this organization shall be the “Inland Volleyball Officials Association (I.V.O.A.) – Inland Unit” hereafter referred to as the “Unit”. The Unit is one of the Member Chapters called “Units” of the Southern California Volleyball Officials Association (SCVOA) and follows their constitution. The Inland Unit of the I.V.O.A. hereby adopts the following as its By-Laws.

## **SECTION B. The Unit**

The name of this organization will be the Inland Volleyball Officials Association, Inland Unit, abbreviated as I.V.O.A. Inland; hereafter referred to as the “Unit.”

## **SECTION C. Fiscal Year.**

The fiscal year for this Unit will be from June 1 through May 31 each year.

# ***ARTICLE II***

## **Objectives of the Unit and Composition**

### **SECTION A. The objective of this Unit**

Uphold, encourage and promote high ethical standards among the institutions, spectators, participants, coaches and officials involved in the game of National Federation High School volleyball. Provide a high quality instructional program in the training, preparation and development of National Federation High School volleyball officials. Encourage a thorough knowledge of the rules among all persons involved in National Federation High School volleyball.

### **SECTION B. Unit Composition**

This Unit shall be composed of voluntary members whose dues are paid timely and have met the qualifications as set by the State, SCVOA, and Board of Directors of this organization, which shall be known as the Board.

### **SECTION C. Purpose**

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 California Interscholastic Federation – Southern Section (CIF-SS) program. The provided training will assist the official in being recognized as a professional, whose competency and bearing contributes to the athletic program.

### **SECTION D. Unit Status**

The Unit is organized and operated for non-profit purposes and no part of any funds shall benefit any member, except as provided for in the By-Laws.

## **ARTICLE III**

### **Membership**

#### **SECTION A. Membership in Unit**

This Unit shall be composed of voluntary men and women, whose dues are paid, hereafter called “Members.” All Members must **be a minimum** of 18 years of age. Members are not employees of the Inland Unit. Each member shall recognize their status as independent contractors; therefore worker’s compensation programs do not cover them while a member of the Unit.

#### **SECTION B. Nondiscrimination**

A person shall not be denied membership due to race, color, religion, sex, or national origin.

#### **SECTION C. Membership Status**

A member in good standing will have paid all dues and fees. They are in the process of completing all classes, tests, and clinics as set forth by the Unit, and they continue to maintain high professional and ethical standards.

#### **SECTION D. Certified Officials**

Certified members are members who have completed all required meetings, classes, tests, and clinics as set forth by the Unit, are *eligible* to receive game assignments. The Instructional Chairperson will submit the names of certified officials to the Board after the successful completion of the current year’s instructional program. The Board will review all certified officials and submit a final list to the Inland Unit Assignor.

#### **SECTION E. Membership Termination**

Membership in this Unit can terminate upon a member’s request, or by action of the Board.

#### **SECTION F. Funds Deposits**

All monies paid into the Unit’s treasury by a member shall be deposited in the Unit account. On a case-by-case basis upon a member’s termination for any reason, the Board shall determine if the member’s funds should be returned or forfeited.

## **ARTICLE IV**

### **OFFICERS**

#### **SECTION A. The Governing Body**

The Governing Body of this Unit will be known as the Board of Directors, hereafter referred to as the Board. The Board will be composed of five (5) elected members and 2 appointed members. Only the five elected members will be voting members of the Board. The President votes only to make or break a tie.

## **SECTION B. Officers**

The Officers of the Inland Unit shall be as follows:

President,  
Vice President,  
Secretary/Treasurer.  
Two (2) At Large Board Members,  
Instructional Chair \*  
Assignor \*  
(\* Board Appointed)

## **SECTION C. Board Positions**

Any member in good standing, who has completed a minimum of three (3) years in the Unit, shall be eligible to be elected or appointed to a Board position. All elected officers shall hold certified status at the time of the election.

## **SECTION D. Term of Office**

- The President shall serve a term of two years. The President is the outgoing Vice President and will maintain the office of President for the two-year term, unless he/she resigns or is removed from office. (I left this in for discussion. I know it's not the current policy, but right now both the president and VP could leave at the same time. Continuity could be jeopardized) (We could off-set the election of VP and Pres? Larry's recommendation. I'll go along with whatever the rest of the board wants to do.
- The Vice President shall be elected by secret ballot every two years by the general membership in good standing.
- The Secretary/Treasurer shall be elected by secret ballot every two years by the general membership in good standing.
- The Board also consists of two (2) At Large Board Members that shall hold a term of office for two years. One Board member is elected each year by secret ballot of the membership in good standing, thereby overlapping the terms of office.

## **SECTION E. Board Appointments**

1. The Board shall appoint the Assignor and Instructional Chair to a one (1) year term. The positions are to be reviewed and negotiated at the meeting held after the boy's season by the Board annually to ensure the goals and objectives have been met or exceeded.
2. The Board annually shall elect one of the two Board Members as the "President Pro-Tem" to serve next in line to succeed the President position upon inability or ineligibility of the Vice President to fill the President for the remainder of the current year.

## **SECTION F. Term of Office expiration**

All terms of office shall expire on May 31<sup>st</sup> of the appropriate year. No member of the Board may simultaneously hold a second Board position.

## **SECTION H. Vacancy of Elected Board Members**

1. President: A vacancy of the President caused by death, resignation, retirement, disqualification, and/or removal from office or otherwise, shall be filled according to the procedures outlined in these By-Laws. The elected Vice President will serve as President for the remainder of the current year. **Upon completion of this term, he/she shall commence his/her normal two-year term of office as President. Possible adjustment if we decide to automatically move up the VP)**
2. Vice President: A vacancy of the Vice President caused by death, resignation, retirement, disqualification, and removal of office or otherwise, shall be filled according to the procedures outlined in these By-Laws. The President Pro-Tem, upon advancement, will serve as the Vice President for the remainder of the current year and vacate the term of office as a Board member. At the next general election, the general membership will elect a successor Vice President from the members in good standing, to complete any remaining time of the original Vice President term from June 1 of the current year and May 31<sup>st</sup> of the following year. On June 1 of the following year, he/she shall commence his/her normal two-year elected term of office as President.
3. Board Members: A vacancy of an elected Board member of the Board caused by death, resignation, retirement, disqualification, and removal from office, advancement of the Pro-Tem, or otherwise, shall be filled according to the procedures outlined in these By-Laws. Each successor officer shall be appointed by the Board and shall serve in that Board position until May 31<sup>st</sup> of the following year. To complete any remaining time of the term between June 1 of the current year and May 31<sup>st</sup> of the following year, the general membership shall elect a successor from the members in good standing. The newly elected successor shall serve until the end of the current volleyball year expires (May 31<sup>st</sup>). The Pro-Tem position, upon advancement, will serve for the remainder of the current year and vacate the term of office as a Board member. Upon completion of this term, he/she may be elected to the position of Vice President or reelected to the Board.

## **SECTION I. Vacancy of Appointed Board Members**

A vacancy of an appointed member of the Board caused by death, resignation, retirement, and removal from office or otherwise, shall be filled by a majority vote of the Board. The successor shall serve in that appointed position until the term of office expires.

## **SECTION J. Duties of Units Officers**

1. Duties of the President
  - A. Prepare a “preseason” information letter to be sent to each member of this Unit’s roster of Active and Associate Members, to include:
    1. Unit dues, and address of Secretary/Treasurer to mail dues to.
    2. Late fee deadline.
    3. Meeting dates and meeting location.
    4. The Assigner’s availability letter and assigner fees.

- B. In the event the assigner can't perform his duties, due to illness or an emergency, it will be the responsibility of the Assigner to immediately notify the Unit's President. The President will ensure that the unit assigner duties are carried out in an orderly and professional manner.
- C. Preside at all unit meetings and call meetings to order and see that all meetings are properly adjourned.
- D. Represent this Unit at all SCVOA Executive Council meetings and may provide additional representatives at the council meeting except those members predetermined by job description: secretary/treasurer and instructional chairperson. If the President can't make the required meeting(s), the President will appoint a Board member to attend.
- E. Conduct elections in accordance with these BY-LAWS.
- F. Preside over the play-off selection committee meeting(The Board)
- G. Keep informed of and coordinates all Unit activities.
- H. Preside over any committee.
- I. Be available to countersign checks.

2. Duties of the Vice-President:

- A. Conduct board meeting and represent this unit in the absence of the President.
- B. Preside over any committee.
- C. Perform any other duties as assigned by the President.
- D. Be available to countersign checks.
- E. Audit annually, or any time the Secretary/Treasurer is removed, replaced for cause, or a newly elected President or Secretary/Treasurer assumes office, or as directed by the President or the Board.
- F. Organize and preside over all elections

3. Duties of the Secretary/Treasurer

- A. Take minutes at all meetings, both general membership and Board meeting and make distribution to all Board members within seven (7) working days of the meeting(s) and make available at all general membership meetings the minutes to the general membership upon request of the membership. Maintain a permanent separate record of minutes of all Board and general membership meetings.
- B. Maintain an accurate up-to-date and confidential list of names, addresses and social security numbers of all active unit members. Supply an accurate list to this Unit Board, Unit Assigner. Subsequent changes will be maintained and issued to this unit assigner.
- C. Keep an accurate record and files of all Unit activities.
- D. Notify all general membership and Board members of meeting dates for this Unit to be included with the President's pre-season letter to the general membership.
- E. Provide the Parliamentarian with correspondence that pertains to implementation of changes to the Articles, BY-LAWS or standing orders and their ratification for presentation to the general membership after approval by the Board.
- F. Be available to countersign checks.

- G. Collect and receipt for all monies received from the membership, fundraisers and other money-generated functions. Maintain a dual entry ledger of all financial transactions and deposit all monies in account within two weeks of their receipt.
  - H. Secure payment for purchase of instructional material and miscellaneous items from the S.C.V.O.A.
  - I. Keep accurate record of all receipts and expenditures.
  - J. Disburse money for payment of bills and or vouchers upon authorization of the President or Board. The Secretary/treasurer will be subject to audit annually, or any time the secretary/treasurer is removed, replaced for cause, or a newly elected President or secretary/treasurer assumes office, or as directed by the President or the Board.
  - K. Coordinate with the assignor the payment to officials the appropriate fees through REF PAY.
  - L. Make a monthly financial report to each Board and general membership meeting. These reports are to be made available to those members desiring it. A permanent record of these reports will be maintained and make an annual financial report for distribution as prescribed by executive council.
  - M. Have the authority to open and maintain a bank account and countersign checks.
- 5. At Large Board Members
    - A. Will attend board meetings and serve the best interest of the membership and other duties as assigned by the President.
  - 6. Duties of the Assignor and Instructional Chairperson
    - A. Instructional chairperson and assigner are covered by contract. The Board will review and approve the contract for these positions.

**SECTION K. Conflict of Interest**

All members of the Unit are required to disclose any potential conflicts of interest as they arise. Conflicts of interest arise when the personal or professional interests of a Unit member may or may not be potentially at odds with the best interest of the Association. Members should exercise good judgment when accepting individual game assignments where a real or apparent personal conflict of interest may or may not exist. Business transactions with members of the Board that may personally benefit said board member, while at the same time benefiting the Unit might be allowed on a limited basis. All such business transactions shall be reviewed and decided by the Board in an objective and informed manner.

# **ARTICLE V**

## **MEETINGS**

### **SECTION A. Unit Meetings**

The Unit shall hold instructional meetings and/or clinics commencing in the month of June of each volleyball season. The Board will determine the number, location, and time of meetings/clinics as per standing orders.

### **SECTION B. Board Meetings**

1. There must be a minimum of four Board meetings per year, with at least two meetings held in the off-season (June-May). Executive (Closed) Session meetings may be held with only voting Board members present. The Board of Directors shall meet whenever requested by the President.
2. All announced Board meetings, excluding Executive (Closed) Sessions, are open to any unit member. Members in good standing shall be entitled to address the Board for a length of time and in a manner pursuant to procedures and guidelines established by Board policy.
3. Attendance by Board Members at all scheduled Board meetings of the Unit is mandatory. Notice of Board meetings shall be conveyed a minimum of seven (7) days prior to such scheduled meeting. Fourteen days notice is preferred as a courtesy in planning to the Board Members.
4. Emergency meetings may be called with less than seven (7) days notice. Board Members missing two consecutive meetings will be reviewed by the Board for determination of the member's eligibility to continue as a member of the Board.

### **SECTION C. Executive (Closed) Sessions**

An Executive (Closed) Session may be called when the Board of Directors is to consider sensitive personnel matters of the Unit.

### **SECTION D. S.C.V.O.A. Executive Council Meetings**

There are four SCVOA High School Council meetings per year and two Southern Section Rules Interpretation meetings per year. The President shall attend all meetings and vote on matters that affect this Unit. The president may assign one of the other board members to take his place at those meetings. The Instructional Chair is responsible for attending the Rules Interpretation Meetings. Any unit member is welcome to attend any or all of the above meetings.

# **ARTICLE VI**

## **ELECTION PROCEDURES/BOARD BUSINESS**

### **SECTION A. Election Procedures**

Robert's Rules of order, newly revised, will govern the conduct of all election and Board business. The Unit will have an election every year. The nomination for election will begin at the first general membership meeting **in August**. Everyone on the Board, including appointed members, is on the nomination committee. If a member wants to nominate someone they should talk to a Board member or nominate any member in good standing during the nomination process. The AT LARGE Board positions will be filled by the person receiving the

most votes. Any other election, if more than two persons are nominated, President, Vice President and the Secretary/Treasurer would have to win with a majority (50% +1 vote) of the vote. If there is no clear winner in the first election, the two persons gaining the most votes would participate in a run-off election at the next mandatory meeting. The Vice President would conduct the counting of the ballots and the Secretary/Treasurer would record the outcome. After receiving their ballots two members would be picked at random to be the counters.

#### **SECTION B. Board Business**

A quorum for the Board meetings shall consist of at least three voting members.

## ***ARTICLE VII*** **AMENDMENTS**

#### **SECTION A. BY-LAWS**

These BY-LAWS may be amended by a 2/3 vote of those general members present and voting after the proposed amendment has been read/presented to the membership twice at general membership meetings. All proposed amendments must be reviewed by the Board prior to being read to the general membership.

#### **SECTION B. Standing Orders**

Standing orders will be Board originated and approved by the Board annually. (Don't have these, but probably should)

#### **SECTION C. By-Laws Ratification**

These BY-LAWS will be in force for this Unit when ratified by the general membership, in good standing by 2/3<sup>rd</sup> vote of approval.

## ***ARTICLE VIII*** **COMPLAINTS/DUE PROCESS**

#### **SECTION A. Members Rights**

**Members are guaranteed rights of notification, response and appeal.**

#### **SECTION B. Grievance Procedure**

1. Upon determination of the need for disciplinary action by the Board, the President has fourteen days to implement a grievance committee and will appoint the Vice President chairperson. All disciplinary action taken, and approved by the Board, will be as established by standing orders.
2. The grievance committee chair shall submit to the Board for their approval, a list of possible committee members and alternates to consist of 5 members with a minimum of two (2) Board members.

3. If any of the five members are involved in the complaint (as accuser, witness, etc.), an alternate will sit in the place of the involved committee member(s) for this hearing.
4. The Committee has thirty days from the date it is activated by the President to determine whether a member engaged in unprofessional or unethical conduct or has acted in a manner that is detrimental to the welfare or objective of this Unit.
5. A hearing date will be scheduled. The name of the complainant and the alleged complaint will be sent to the accused member.
6. The Grievance Committee will arrange for any necessary witnesses to be present at the hearing.
7. The accused member will be advised that they are not to contact the complainant or any members of the Committee until the matter has been resolved.
8. After the conclusion of the hearing, the Chairperson, within fourteen days, will give written notice to the accused member and the Board of the committee's decision.
9. Within fourteen days present the results of Committee's investigation and/or hearing to the Board in Executive Session. 10. The accused member will have fourteen days to present a written appeal to the Board of the grievance committee decision.
11. After receiving the appeal, the Board, within fourteen days, will schedule another hearing, after which it will uphold or reverse the committee's decision.
12. After the conclusion of the second hearing, the Unit President will within fourteen days, give the accused member written notification of the Board's decision.

## **ARTICLE IX**

### **REMOVAL OF OFFICERS**

#### **SECTION A. Officer Removal**

Any elected or appointed officer(s) may be removed from office for just cause by 2/3 vote of the membership in good standing present at the meeting or 2/3 vote of the Board excluding any board member being petitioned.

## **ARTICLE X**

### **CLASSIFICATION OF OFFICIALS**

**SECTION A.** Any official with a Junior National USA Volleyball Rating is to be rated a C1\* by I.V.O.A.

**SECTION B.** New Officials will start with a rating of C5. C5s can be advanced to C4 by casual observation of any C1.

**SECTION C.** C4s may advance to C3 by being observed by one C1 or C2 official in a scheduled observation.

**SECTION D.** C3s and C2s may advance one rating by being observed at two separate varsity matches by two C1s or C2s. One observation will be for the R1 position. The second observation will be for the R2 position.

**SECTION E.** If a candidate is moved to a higher rating, the candidate will be on probation for the following season. At the end of that season, the candidate will then either maintain his/her new rating OR be moved back to their original rating as agreed by a meeting of all C1s and C2s.

**SECTION F.** Any official may request to be rated during an up-coming season, either Boys' or Girls'. A written request will be sent to the assignor including the appropriate fees. The fee for rating an official shall be one half the respective official fee for the match (\$29/R1 plus \$24/R2 for a C1 or C2 rating; \$29/R1 Var plus \$17/R2 non-Varsity for C3 Rating). After the request and check is received by the assignor, a match (or matches) will be assigned to the Official as well as the rating officials. The rating officials will receive the appropriate payment from REF PAY.

**SECTION G.** A letter will be sent to the candidate from the President of the association stating the results of the Rating Meeting.