

**BY-LAWS, RULES AND REGULATIONS OF THE  
LONG BEACH/WHITTIER UNIT, SCVOA  
SOUTHERN CALIFORNIA VOLLEYBALL OFFICIALS ASSOCIATION**

**Declaration of Adoption:**

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

**ARTICLE I :Unit Composition**

Section 1.

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 (Board members) of this organization.

Section 2.

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 auspices of the CIF-SS program.

Section 3.

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.

Section 3a.

Names of qualified officials will be submitted to the units assignment coordinator, hereafter assignor, as being certified to accept assignments to officiate California Interscholastic Federation volleyball games.

Section 3b.

The list indicating qualified officials' for the next season, shall be submitted by the Secretary-Treasurer within 30 days of the successful completion of the current year's meeting.

Section 4.

The unit is organized and operated for the purposes herein set forth, and any other non-profit purposes, and no part of any monies shall inure to the benefit of any member, except as provided for in the by-laws.

Section 5.

The foregoing statement of purposes shall be construed as a statement of both purposes and powers, and the purposes and the powers stated in each clause shall be in no way limited or restricted by a reference to or from the terms or provisions of any other clause, but shall be regarded as independent purposes and powers.

## **ARTICLE II: Meetings**

Section 1.

Sessions: The Long Beach/Whittier Unit shall hold meetings, or clinics, between the months of May and August prior to each girls volleyball season. The number, location and time of meetings will be determined by the Board of Directors. There shall be six (6) mandatory meetings attended by all new members, as well as C-5, C-4 and C-4 rated officials, which shall include scrimmage/floor work. C-1 and C-2 rated officials shall attend two (2) meetings consisting of the first meeting (rules review, etc.) and the last meeting or night of the certification test.

Section 1a.

Meetings will start promptly as scheduled. All officials will be assigned a station or class.

Section 1b.

After roll is taken, officials will be considered absent and must attend a make-up meeting in order to be given credit for the class. Officials who leave the meeting early (before recognized dismissal) will be marked absent and must attend a make-up meeting.

Section 1c.

Make-Up Meetings: For C-1 and/or C-2 officials attendance at any of the remaining four (4) new members meeting will provide credit. Attendance at another SCVOA unit meeting can be used for make-up credit. However, no more than one outside unit meeting will be accepted for make-up credit, without prior approval from the Unit President, or the Instructional Chairperson.

Section 2.

The Officers and Board of Directors shall meet whenever requested by the President of the Unit and at a place so designated.

Section 3.

All board members shall receive notification of meetings either by written notice, telephone confirmation, e-mail or orally.

Section 4.

SCVOA Executive Council Meetings: The President shall attend the Executive Council meetings, voting on matters that affect the unit. In his/her absence the President may assign the Vice President, Past President, Secretary-Treasurer or Instructional Chairperson to attend this meeting.

**ARTICLE III: Board of Directors Positions and Duties**

Section 1.

Board of Directors of the Long Beach/Whittier Unit, SCVOA shall be as follows:

- |                              |                           |
|------------------------------|---------------------------|
| 1. President                 | 5. Assignor               |
| 2. Vice President            | 6. Secretary-Treasurer    |
| 3. Past President            | 7. Four (4) Board Members |
| 4. Instructional Chairperson |                           |

Section 2.

Term of Office: The President and Vice President shall be elected by secret ballot every two (2) years by the general membership in good standing. Each President will automatically become the Past President, following their two (2) year term as President. All candidates for President and Vice President must hold a C-1 or C-2 rating.

Section 2a.

The Secretary-Treasurer, Instructional Chairperson and the Assignor shall be appointed to a two (2) year term by the Board of Directors. These positions are up for review each season by the Board of Directors.

Section 3.

President: The President shall be the Chief Executive of this Unit, and shall preside at all meetings of the Unit and Board of Directors, regulate the order of business and debate in the meetings in accordance with the parliamentary usage's and rules as set forth in "Robert's Rules of Order" and shall decide all questions which may arise under the regulations of this Units; however, any member in good standing shall have the privilege of appeal from his/her decision to the Board of Directors of this Unit; he/she shall exercise general control over the

affairs and conduct of this Unit and shall perform all duties which are incidental to his/her office which he/she may be directed to perform by the Board of Directors.

#### Section 4.

Vice President: In the absence of the President, or upon his/her request, or upon his/her inability to fill his/her office, the Vice President, or designated Board Member in the aforementioned order shall perform the duties of the President.

#### Section 5.

Secretary-Treasury (non-voting member): The Secretary-Treasurer shall receive all funds of this Unit and keep an accurate account thereof. He/she shall have authority to open and maintain a bank account, sign checks and withdraw funds there from upon order and approval of the Board of Directors. The required number of signatures on the unit checking account is to be no less than two (2). The President and Treasurer must be two (2) of those signatures on file at the bank. He/she shall issue all notices, membership cards and kits, and conduct the official correspondence of this Unit; he/she shall have charge of and preserve all paper, books, documents, records and communications. He/she shall keep a record of all proceedings of the Unit as the Board of Directors meetings. He/she shall submit a Yearly Financial Report in writing to the Board of Directors at the first Board of Directors meeting at the start of girls season. This report shall be made available to general members in good standing upon request (i.e. copy posted on bulletin board at general meetings, etc.). Secretary shall send all minutes to the Federation Council Representative. Minutes are to be made available upon request. The Secretary-Treasurer will receive a remuneration of \$300 per year.

#### Section 6.

Instructional Chairperson (non-voting member): The Instructional Chairperson is responsible in meeting with the Executive Council Instructional Chairperson, Assistant Chairperson and the local units chairperson each year prior to the start of the girls volleyball season to organize and prepare examination questions and officiating mechanics for the ensuing season. He/she is responsible for preparing weekly instructional programs, clinics and providing examinations to be taken by the members. He/she is responsible for providing the

study guide questions, grading and certifying the grades. He/she shall preside over the portions of the meetings relating to volleyball rules and officiating mechanics. He/she is to submit to the Board of Directors, for their approval, a list of possible officials for the Unit's Instructional Staff. Instructional Chairperson will receive a remuneration of \$500 or \$12 per person instructed during certification classes (to be held between May-August) per year whichever is greater.

#### Section 7.

Instructional Staff: Selection of the Instructors shall be from amongst qualified members in good standing by the Board of Directors with input from the Instructional Chairperson. The Board of Directors may provide for remuneration for this staff if so deemed.

#### Section 8.

Rating Chairperson: The appointment of the Director of the Evaluation Program and his/her staff shall be made by the Board of Directors. His/her responsibilities shall be, but not limited to the following:

- 1) Review all qualified officials and provide and maintain a written evaluation of each official observed.
- 2) Maintain a permanent file of reviews.
- 3) Sit in attendance on play-off selection meetings.
- 4) Add additional verbal input on each official.
- 5) A copy of each review shall be submitted to the Board of Directors.

The Board of Directors may provide for remuneration for this staff if so deemed.

#### Section 9.

All voting Board of Directors shall be volunteer positions except the President who will receive a remuneration of \$150 per year.

#### Section 10.

In the event of a vacancy in any office, said vacancy shall be filled by the Board of Directors.

Section 11.

Any expenses or remuneration of the Secretary-Treasurer, Instructional Chairperson and the Rating Chairperson shall be approved by the Board of Directors at the first Board of Directors meeting of the year. Receipts as proof of expenses shall be required.

**ARTICLE IV: Board of Directors**

Section 1.

Qualifications and Election: Any member in good standing, having been in the Unit at least one (1) year, shall be eligible to be elected to a Board position in this Unit.

Section 1a.

Past President of the Long Beach/Whittier Unit, SCVOA shall upon expiration of the term of Presidency, become ex-officio member of the Board of Directors, without increasing the membership of the Board of Directors. The Past President shall have the same voting powers as a Board member.

Section 2.

Members and Terms: The "Board" shall consist of four (4) members in good standing and each shall hold office for two (2) years. Two (2) members are elected each year (odd/even) by secret ballot from the membership. All terms of office shall expire at the conclusion of the balloting for the following year.

Section 3.

In the event a member of the Board resigns, becomes deceased, or is removed from officer as per Article V, the Board shall direct the election committee to conduct a special election to replace said member(s) for the term of said vacancy(ies).

**ARTICLE V:**

**Suspension, Impeachment, Removal from Office, Resignations and Expulsions**

Section 1.

Any Board of Director or general member whose moral or ethical conduct may be considered detrimental to the Unit, or who fails to support or adhere to the by-laws of this Unit may be removed from office or membership by the following procedures:

#### Section 1a.

Any qualified-certified member may prefer charges against any member, Officer or Board Member in writing.

- 1) The qualified-certified member shall notify the Board of Directors in writing of the alleged charge against any member or Board of Director.
- 2) There must be a minimum of one-quarter (1/4) duly qualified members signature who request this action (number required computed on the current year membership).
- 3) The Board of Directors shall within ten (10) business days call for a special meeting of the general membership. RE: Officers; the Board of Directors of allegations. RE: Members; the accused shall be notified in writing of the preferred charges and scheduled meeting date.
- 4) The Board of Directors are to conduct a preliminary investigation of the charges.
- 5) The special meeting of the general membership shall be conducted by the appropriate officer, utilizing Parliamentary Procedures. The findings of the Board of Directors will be presented to the membership at this time. At the conclusion of the hearing, a vote by secret ballot shall be taken. Any removal from office shall require two-thirds (2/3) of the votes cast of the quorum present, as defined by "Robert's Rules of Order".

#### Section 2.

Membership in this Unit shall terminate upon a member's request, by authority of the Board of Directors, or by inappropriate officiating relating acts, criminal acts or violation of professional ethics.

#### Section 3.

Upon termination, all monies paid into the Unit's treasury by a member shall remain in the general fund upon the member's termination for any reason.

Section 4.

The Board of Director's decision on any Article IV findings regarding cause or charges, shall be final and conclusive.

**ARTICLE VI: Committees and Appointments :**

Section 1.

All committees shall be appointed by the Board of Directors.

Section 1a.

The President shall be a member of ex-officio of every committee.

Section 1b.

Term of appointment shall be for the current volleyball year.

Section 1c.

Committees will be appointed, as needed, by the Board of Directors.

Section 2.

Nominating Committee shall consist of three (3), but not more than five (5) qualified members of which one (1) member shall be appointed as Chairperson by the committee members. The committee shall be appointed by the Board of Directors and shall present their recommended candidates for the offices of this Unit at the first general meeting for the girls season. The committee will conduct the election at the last general meeting of the girls season instructional meeting.

**ARTICLE VII:**

**Classification of Members, Eligibility, Qualifications, Certifications and Assignments**

### Section 1.

A qualified member shall at least be at eighteen (18) years of age or a high school graduate, who achieves at least the minimum passing grade of 85% or better on the classification examination; takes and passes all other required practical exams; attends the required number of meetings; meets the financial obligations imposed by this Unit; and does 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.

### Section 2.

A non-qualified member (Associate) is one who does not meet the requirements as set forth for a qualified member. A non-qualified member (Associate) shall not have the right to vote, hold office, or receive any game assignments.

### Section 3.

All qualified members shall be classified as follows for assignment purposes only:

#### Section 3a. Criteria for Certification

1. Attend required meetings:
  - a. New members, C-5, C-4, and C-3 officials are to attend 6 meetings.
  - b. C-1 and C-2 officials are to attend 2 meetings (first meeting and test meeting).
2. Passing grade of 85% on the study guide.
3. Passing grade of 85% on the Certification test.
4. Completion of practical.
5. Completion of observation.
6. Proof of liability insurance.
7. Pay Unit dues.
8. Be a member in good standing.
9. New members and C-5 officials must observe a minimum of one (1) match.
10. Must attend Spring meeting if working boys season games.
11. C-5 official shall only be assigned games as an "umpire".

Section 4.

Dues: All Unit officials shall pay dues of \$47.00. Officials from other SCVOA units requesting to work in Long Beach/Whittier Unit will be required to pay a \$15.00 "Crossover" fee. Payment is due at the first meeting (May- August).

Section 5.

Assignments: A list of certified officials will be provided to the Assignor and the Board of Directors by the Secretary-Treasurer. Board of Directors approved officials who are on this list will have maintained a passing grade on certification exam of 85% or better.

Section 6.

Assignment Qualifications: If any assignments are missed, the official who worked the game shall notify the Assignor, within one (1) business day. Upon notification the Assignor will notify the Board of Directors within 24 hours. The Board of Directors shall make a notation of the same in writing and place in the members personal file. All missed assignments will be reviewed by the Board of Directors on an individual basis.

Section 6a.

The official may appeal within five (5) business days to the Board of Directors.

Section 6b.

The decision by the Board of Directors shall be final.

**ARTICLE VIII:**

**Rating Committee, Observers, Assignor and Play-Off Assignment Procedures**

Section 1.

The Rating Committee may nominate a member in good standing to be the Chairperson. The Committee shall observe and evaluate any new member or existing member to determine which classification to assign the said member. Each official will be ranked by abilities and/or performance by observers, coaches, fellow officials assigned by this Unit, or any other method approved by the Board of Directors.

## Section 2.

Observers: Observers shall be assigned to selected games and sites. They will critique, evaluate and offer appropriate comments to the game officials. A written report form shall be used. An objective analysis of the observers report will be reviewed with both game officials immediately after the game. A copy of the evaluation shall be mailed to the official for his/her review.

## Section 2b.

In order to move from a C-2 rating to C-1, the official must be observed on a boys Varsity match. The evaluation fee is the match fee.

## Section 3.

The Assignor shall be directly responsible to the Long Beach/Whittier Unit. The Assignor will work directly from the list of certified officials as provided by the Long Beach/Whittier Unit of the SCVOA. Any questions regarding assignments, may be presented to the Assignor or the Board of Directors. All Long Beach/Whittier Unit officials will have priority over "crossovers" in receiving assignments.

## Section 4.

Play-Off Assignment Procedures: The Board of Directors of the Long Beach/Whittier Unit shall appoint officials for all Southern Section Play-Off contest(s) given their Unit. This Unit will submit a list of qualified/certified Play-Off officials as per the Units criteria to the Southern Section prior to the start of the Play-Offs (as per CIF-SS instructions). The Board of Directors shall select all Play-Off officials based on the requirements listed in Article VII,

## Section 5.

Play-Off Eligibility:

- a. Minimum of five (5) years in a SCVOA approved Unit. Any SCVOA or non-SCVOA intra-unit transferees are ineligible for play-off assignments during the first year of membership in this Unit. Any exemption from these requirements must be approved by the Board of Directors.
  
- b. A member in good standing (i.e. meetings, tests, fees, etc.).

- c. Meet the minimum amount of either Varsity Boys or Girls assignments which shall be eight (8).
- d. Officials from other SCVOA Units who choose to “split” between the Long Beach/Whittier Unit and any other SCVOA Unit will be considered after all Long Beach/Whittier Unit “full-time” officials are considered.

## **ARTICLE IX: Revenue**

### Section 1.

Funds: The funds of this Unit shall be derived from membership dues, tournaments, contributions, donations, and game fines.

### Section 2.

Dues: The amount and date of payment shall be set by the Board of Directors. The Secretary-Treasurer shall notify every member when dues are payable and in what amount. The Secretary-Treasurer will notify the Board of Directors when a member(s) dues is/are delinquent.

## **ARTICLE X: Amendments**

### Section 1.

These by-laws, or any part, may be added to, amended, revised, or repealed as by the “Robert’s Rules of Order” and shall take effect when so adopted.

## **ARTICLE XI: Miscellaneous**

## Section 1.

These by-laws shall become effective and be binding upon all members now or hereinafter existing, when adopted and approved as per Article X, Section 1 and 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.