

BY-LAWS

ARTICLE I Membership

All people who make application for membership shall become associate members upon payment of annual dues. The Los Angeles Volleyball Officials Association (LAVOA) has the right to accept or refuse any application for membership.

- A. Associate members may not hold any board offices and/or Executive Board offices, vote in elections or ballot measures of LAVOA, or be certified as members in good standing with LAVOA.
- B. Active members shall attend required meetings, complete certification, pay annual dues, and meet other criteria as set forth by LAVOA.
- C. Active members in good standing may hold any office for which they are elected (after the first year of membership).
- D. Dues
 - a. The Executive Board of LAVOA shall determine the dues each member pays the unit.
 - b. LAVOA dues are payable to the Treasurer by May 1st or 1st business meeting.
- E. Membership in LAVOA is voluntary and does not guarantee the member a rating, certification, or officiating assignments.
- F. Membership is conditional upon full compliance with all rules and regulations as set forth in the Southern California Volleyball Officials Association (SCVOA)/LAVOA Constitution and By-Laws.
- G. All members have the right to appeal any decision related to membership made by the Los Angeles Board of Directors by presenting their request in writing to the executive board of the SCVOA.
- H. Any officer of the LAVOA Board of Directors that misses a total of 4 scheduled meetings without authorized approval of a majority of the Board of Directors shall be replaced.

ARTICLE II Requirements of Members

1. LAVOA Uniform

- A. Official Certified Shirt
- B. Navy blue slacks
- C. White socks
- D. White leather shoes
- E. White v-neck sweater may be worn at anytime.

2. Requirements for Certification/Recertification

(The following are minimum requirements set forth by SCVOA. Each individual unit may establish additional requirements.)

1. C1 & C2 Officials:

- a. Join the SCVOA by paying SCVOA dues.
- b. Attend a minimum of 18 hours of clinical instruction (excluding unit business).
- c. Complete the take-home study questions.
- d. Pass a National Federation of State High School Associations' test with passing grade of 80%.
- e. Must be a member in good standing with SCVOA
- f.. Complete a practical evaluation as referee and umpire on a varsity match to be selected

- by the Unit Instructional Chair/Rater, every other year.
- 2. C3-C4-C5 & New Officials:
 - a. Complete the above requirements.
 - b. Attend, at a minimum, an additional 18 hours of clinic instruction.
- 3. Upgrading rating:
 - a. Members may upgrade their rating by taking a practical evaluation on a varsity match as a referee and as an umpire.
 - b. Members must pass a practical evaluation on a boys varsity match to become a boys C1 (C1*).

ARTICLE III Duties of the Executive Board of Directors

1. Duties of the President
 - A. Preside over meetings of the Executive Board of Directors of LAVOA and act as chair of the Board of Directors.
 - B. Be informed of all association activities.
 - C. Represent the association at other meetings.
 - D. Fulfill the function and responsibility of the position as set forth in the LAVOA Constitution.
 - E. Have responsibility for any and all external communications of LAVOA. The President may delegate this authority to a designee
2. Duties of the President-Elect
 - A. Preside over meetings of the unit in the absence of the president.
 - B. Prepare a slate of candidates for elective office.
 - C. Represent the unit at all meetings/events/affairs along with or in the absence of the president.
 - D. Head the Grievance/Audit Committee.
3. Past President

Will remain on the board as a consultant for one (1) year period, attend four (4) required meetings and will not be a voting position.
4. Secretary
 - A. Maintain accurate and up-to-date list of all names and addresses of the general membership.
 - B. Send out newsletters.
 - C. Notify officers of board meetings time and dates.
 - D. Maintain minutes & correspondence.
5. Treasurer
 - A. Collect membership dues and submit appropriate fees with roster to SCVOA.
 - B. Keep accurate records of all receipts and expenditures.
 - C. Submit an up-to-date financial statement to board members when requested and a yearly statement to general membership.
 - D. Submit invoices to the LAVOA Board of Directors for approval of payment.
 - E. Establish/ maintain a unit bank account.
6. Member-At-Large
 - A. Represent General Membership at all unit board meetings

- B. Facilitate communication between the general membership and the LAVOA Board of Directors.
- C. Other duties as assigned by the LAVOA President/Board of Directors.

ARTICLE IV Instructional Chairperson

Appointed by the LAVOA Board of Directors, the Instructional Chair shall be reviewed annually.

- A. The instructional chair must submit for board approval the yearly program ninety (90) days prior to clinic/training period.
- B. Carry out training program directed by Executive Council and LAVOA Board of Directors.
- C. Establish Association Instructional Program.
- D. Maintain record of all test scores.
- E. Provide clarification on questions of rules and mechanics.
- F. Recruit and direct all instructors.
- G. Perform any other duties as lawfully directed by the LAVOA Board of Directors.
- H. Be responsible for ratings of all officials. All ratings are subject to approval by the instructional chairperson of LAVOA.
- I. Inform the Board of any officials who are not acting in a professional manner, i.e. late to assignment, etc.
- J. The instructor chair or his designee is to receive a match fee in order to observe the official requesting an upgrade in rating. **No C5's or C4's are required to submit any fees for ratings.**

NOTE:THE INSTRUCTIONAL CHAIRPERSON POSITION IS REVIEWABLE EVERY THREE (3) YEARS.

ARTICLE V Assignor

The LAVOA Board of Directors determined the total compensation for assignor's game fees.

- 1. Responsibilities:
 - A. Provide the master schedule at least one week before sending schedules to officials.
 - B. Perform any other duties as directed by the LAVOA Board of Directors.
 - C. Maintain open communication with the LAVOA unit.
 - D. Be responsible to the LAVOA unit and abide by the guidelines put forth by the Board of Directors.
 - E. Provide the LAVOA Board of Directors with an active list of officials used by the Assignor

NOTE: ASSIGNOR POSITION IS AN APPOINTED POSITION BY THE LAVOA/ BOARD OF DIRECTORS AND IS REVIEWABLE EVERY FIVE (5) YEARS.

ARTICLE VI Grievance Procedures

No person will be discriminated against because of race, color, creed, religion, sex, ancestry, age, national origin, marital status, and sexual orientation. Any comment, which relates may be derogatory or suggested may be offensive to the listener, no matter what your intention. This

type of behavior is not appropriate and unacceptable in a professional environment. If anyone violates any provision of this code you will be held accountable and may be disciplined. Sanctions by the LAVOA Board of Directors will be determined by their severity. Behavior more serious in nature, may warrant more severe action(s) i.e. (a) Written reprimand, (b) termination of office and or membership, (c) any others determined to be appropriate by the LAVOA Board of Directors.

In accordance with Article IX of the Southern California Volleyball Officials Association Los Angeles Unit Constitution, members may submit a grievance in writing to the LAVOA Board of Directors. All grievances received by the LAVOA Board of Directors must be submitted to the Grievance committee within five (5) days.

All grievances received must include the following important information:

- a. Date of events(s).
- b. Party or Parties involved including witness(s).
- c. Statement of event.

Grievance committee shall submit a written report to the Board of Directors within twenty (20) days.

The LAVOA Board of Directors will then have five days to submit the report to the member.

- 1) Members of the Los Angeles Volleyball Unit along with representative/witness can be present at the hearing.
- 2) If not satisfied, members may appeal in writing to the executive board of the SCVOA.