

Southern California Volleyball Officials Association Constitution and Bylaws

Article I. Organization

Section 1.01 Name of Organization

The name of this organization shall be the Southern California Volleyball Officials Association (SCVOA), hereinafter, referred to as the Association or the SCVOA.

Section 1.02 Organization and Operation

The association is organized and operated for the purposes herein set forth and any other non-profit purposes. No parts of the asset(s), nor any income or gain there from, shall inure to the benefit of its members, except as provided for in this Constitution and its Bylaws.

Article II. Purpose

Section 2.01 Purposes and Powers

The foregoing statement of purposes shall be construed as a statement of both purposes and power. The Purposes and 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.

Section 2.02 Mission Statement

The mission of the Association 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 (CIF).

Section 2.03 Objectives

The objectives of the association shall be:

- (a) To uphold, encourage and promote high ethical and professional standards among the Association's members in the performance of their officiating duties.
- (b) To provide an educational and instructional program aimed at improving the efficiency, training, preparation, development and competency of each member. This shall be accomplished by exchange of ideas and through constructive criticism of game situations, the rules and the mechanics of officiating.
- (c) To promote the advancement of amateur volleyball and encourage the spirit of clean sportsmanship.
- (d) To promote good fellowship among its members and to provide benevolent assistance in extraordinary cases within the membership.
- (e) To provide communication to the representatives of the units served by the SCVOA.

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- (f) To provide professional and knowledgeable volleyball officials to the different organizations' Assignment Coordinators for coverage of designated volleyball games.
- (g) To encourage a thorough knowledge of the National Federation and State High School Association (NFHS) rules.
- (h) Serve as arbitrator for all grievances presented to the Association.

Article III. Membership

Section 3.01 Conduct

Integrity is essential to the performance of duties and responsibilities. When carrying out the duties and responsibilities, honesty, sound judgment and careful observation of the laws and policies applicable to this Association are prerequisites for its success. A conflict of interest can arise when the personal interests of a member influence, or reasonably appear to influence, that member's judgment or ability to act in the best interests of the Association. Every member is responsible for the protection of the assets of the Association. In addition, members are personally responsible for safeguarding and accounting for all Association assets entrusted to their individual control.

Section 3.02 Member Eligibility

Membership is composed of CIF high school federation units, defined by geographical borders. These borders may be modified or adjusted on an annual basis as the Association sees fit in order to best serve the Association as a whole. The membership in those units is under the jurisdiction of the associated governing body. Membership does not guarantee certification. Any federation unit approved by the SCVOA is awarded membership, without regard to race, color, religion, creed, sex or sexual preference or age (unless restricted by another governing body).

All association members shall abide by the Constitution and Bylaws of the Association. Association membership may be withdrawn at any time by the SCVOA Association for just cause.

Section 3.03 Classification of Membership

There are three (3) classes of membership:

- (a) **Qualified** - a unit that has met the requirements of the federation governing body, successfully fulfilled the financial obligations of same and has successfully fulfilled the financial obligations of the Association. In addition, does not engage in any conduct, or act in a manner that is detrimental to the welfare and purpose of this Association or its members. Shall have the right to vote, hold office and to enjoy the full privilege of membership.
- (b) **Non-Qualified** - a unit that has not met all the conditions of a Qualified unit. A Non-Qualified unit shall not have the right to vote, hold office or receive game assignments. The Association shall determine whether a unit has failed to meet all of the requirements for Qualified membership. The Association shall, upon finding a unit to be non-qualified,

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immediately notify the unit and all Association Assignment Coordinator(s).

Within thirty (30) days after being so informed, a Non-Qualified unit may petition the Association for reinstatement to Qualified membership status. The Non-Qualified unit must present satisfactory proof that it has or is in the process of fulfilling all of the requirements of a Qualified unit.

- (c) **Suspended** - a unit is one who, by action of the Association, has been temporarily placed in a Non-Qualified status, pending Association review. During this suspension period, the unit may not vote, hold office or fulfill or receive any game assignments, as seen fit by the Association.

In addition, a Suspended unit may also be one who was a Qualified unit of this Association, but because of unprofessional conduct, or a failure to pay dues and/or other acts detrimental to the welfare of this Association, can be placed on probation or expelled. The Association will rule how long the probation or expulsion will last and immediately advise the Suspended unit. Such probation and/or expulsion shall require the approval of two-thirds of the Association.

Section 3.04 Forfeiture of Membership

Membership may be forfeited for unprofessional conduct, acts of moral turpitude, unethical act and/or acts that are detrimental to the welfare of the Association or the game of volleyball. Such forfeiture shall require the approval of two-thirds of the Association.

Section 3.05 Reinstatement

Reinstatement shall be initiated by written application of the unit seeking reinstatement. Such reinstatement shall require the approval of a two-thirds vote of the Association.

Article IV. Officers and Duties

Section 4.01 Officers

The Association shall consist of the President of each Qualified member unit (or their designated representative). From these representatives, a President will be elected to oversee the operations of the SCVOA for the designated term of office. The Secretary/Treasurer and the SCVOA Instructional Chairman/CIF-SS Representative will be elected by these same representatives for the designated term of office.

Section 4.02 Term of Office

The term of office for the Association is as follows:

- (a) **President** - one (1) year term, commencing on September 1, 2010.
- (b) **Secretary/Treasurer** - three (3) year term, commencing on September 1, 2011.

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- (c) **SCVOA Instructional Chairman/CIF-SS Representative** - three (3) year term, commencing on September 1, 2011.

Terms of newly elected officers shall commence on September 1 of each year. Terms of outgoing officers shall end on August 31 of the final year of the term.

Section 4.03 Authority and Duties of Officers

(a) Authority

All officers of this Association shall have such express authority and perform such duties in the management of the property and affairs of the Association as is provided in this Association's Constitution and Bylaws, or to the extent not provided, as may be determined by resolution of the Association, not inconsistent with this Constitution and its Bylaws. All officers of this Association shall also have such implied authority as recognized by the common law from time to time.

(b) President's Duties

1. The President shall preside at all meetings of the Association; call special meetings and execute the will of the Association. The President shall exercise general control over the affairs and conduct of this Association and shall perform all duties that are incidental to the office that he/she may be directed to perform by the Association.
2. Shall appoint all members and committee chairs to committees except where provided for in this Constitution and Bylaws.
3. Shall be the one who formally suspends and otherwise notifies appealing members of the Association decisions.
4. Shall be the spokesman for the Association and is authorized to delegate this responsibility to other members of the Association as deemed appropriate.
5. Shall decide all questions that may arise under the Constitution, Bylaws or Rules and Regulations of this Association. However, any member shall have the privilege of appeal from the President's decision to the Association.
6. Notify a unit of their suspension if said unit fails to perform the duties of their office.
7. Be the chief correspondent for the Association. This duty may be delegated.

(c) Secretary/Treasurer's Duties

The Secretary/Treasurer shall keep a record of the business transacted by the Association; give notice of; maintain a current roster; deposit or hold in trust, all funds remitted on behalf of the Association and account for them quarterly or at any other time upon the demand of the Association.

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1. Shall record or cause to be recorded, the minutes of the meetings of the Association. The Secretary/Treasurer shall provide the minutes from those meetings to the members of the Association within thirty (30) days.
 2. Shall maintain the archives of the Association.
 3. Shall publish the ballot for election of directors and officers, tabulate the results, and tally and certify any vote or election held by the Association or its Board.
 4. Shall maintain accurate, complete and careful records of the Association and be in charge of preserving all paperwork, books, documents, records and communications of the Association.
 5. Shall issue all notices, membership cards and kits and conduct the official correspondence of the Association as directed by the President or the Association.
 6. Shall compile a roster of all classes of membership and present it to the Association, upon request.
 7. Shall have charge of the financial records of the Association and be responsible for filing required documents with the appropriate authorities and agencies.
 8. Shall be authorized to establish a bank account for the Association, to execute instruments of deposit or payment on behalf of the Association, with all such instruments of payment to be authorized by the Association or the President.
 9. Shall submit a Yearly Financial Report and Budget, in writing, to the Association at the first and last meetings each year. The budget will be presented at the first annual meeting for final approval by the Association
 10. The Association shall appropriate on an annual basis, a stipend to the Secretary/Treasurer for completed services rendered.
 11. Shall perform other duties usually pertaining to this office or as may be assigned by the President or the Association.
 12. Shall coordinate periodic audits as deemed necessary by the Association and present these financial reports to the Association from time to time.
 13. Shall send notices and invoices to the Association for membership and dues.
- (d) **SCVOA Instructional Chairman/CIF-SS Representative**
1. Coordinate and distribute all instructional information from the CIF State Rules Interpreter and the CIF State office to the SCVOA member units.
 2. Assist in the selection of CIF-SS playoff officials and CIF State playoff officials.

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3. Serve as the primary point of contact for all SCVOA units regarding rule interpretations and approved mechanics.
4. Organize and facilitate all requests for rules or mechanics changes between the SCVOA member units and the CIF State Rules Interpreter.
5. Coordinate all communications between the SCVOA member units, the CIF State office and the CIF State Rules Interpreter.
6. The Association shall appropriate on an annual basis, a stipend to the SCVOA Instructional Chairman/CIF-SS Representative for completed services rendered.

Section 4.04 Election of President

The President shall be elected by a majority vote of the Qualified unit Presidents, as stipulated in Article V.

Section 4.05 Election of the Secretary/Treasurer

The Secretary/Treasurer shall be elected by a majority vote of the Qualified unit Presidents, as stipulated in Article V.

Section 4.06 Election of the SCVOA Instructional Chairman/CIF-SS Representative

The SCVOA Instructional Chairman/CIF-SS Representative shall be elected by a majority vote of the Qualified unit Presidents, as stipulated in Article V.

Section 4.07 Qualifications of the President

In order to serve on the Association a member must be elected or appointed unit President by their appropriate governing body. Persons occupying these offices must be a member in good standing within a Qualified unit.

Section 4.08 Qualifications of the Secretary/Treasurer

Any member in good standing within a Qualified unit of the Association may be elected or appointed Secretary/Treasurer of the Association. The Association should insure that any person occupying this office have the necessary training or qualifications, as determined by the Association, in order to perform the duties in a competent manner.

Section 4.09 Qualifications of the SCVOA Instructional Chairman/CIF-SS Representative

Any member in good standing within a Qualified unit of the Association may be elected or appointed SCVOA Instructional Chairman/CIF-SS Representative of the Association. The Association should insure that any person occupying this office have the necessary training or qualifications, as determined by the Association, in order to perform the duties in a competent manner.

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Section 4.10 Voting Rights for Association Members

Each member of the Association shall have the right to vote and shall have one (1) vote on all matters before the Association. There shall be no proxies or absentee votes at any Association meeting. Substitute representatives shall have the same rights as the member they represent. Because the President is also acting as a representative of their unit, they will have the right to vote on all issues before the Association.

Section 4.11 Removal of an Association Member/Unit

- (a) Upon two-thirds vote of the Association, any unit may be removed for:
 - 1. Dereliction of duty with regard to the Association.
 - 2. Unethical, moral turpitude or unprofessional behavior toward the Association or volleyball.

Section 4.12 Filling Officer Vacancies

- (a) In the case of death, removal, resignation or inability to act, of the President, the Secretary/Treasurer will call a meeting of the Association and will preside until the Association holds an election. The election will be held immediately at this meeting to elect a new President to complete the term of office of the vacant Presidency, as indicated in Article V.
- (b) In the case of death, removal, resignation or inability to act, of the Secretary/Treasurer, the President will make a temporary appointment for this position. The appointment must be approved by a majority vote of the Association and may be approved using electronic means. This appointment will be in effect until such time as the Association can hold a regular meeting, where the position will be filled by election, as indicated in Article V. The newly elected Secretary/Treasurer will then complete the term of office of the vacant Secretary/Treasurer.
- (c) In the case of death, removal, resignation or inability to act, of the SCVOA Instructional Chairman/CIF-SS Representative, the President will make a temporary appointment for this position. The appointment must be approved by a majority vote of the Association and may be approved using electronic means. This appointment will be in effect until such time as the Association can hold a regular meeting, where the position will be filled by election, as indicated in Article V. The newly elected SCVOA Instructional Chairman/CIF-SS Representative will then complete the term of office of the vacant SCVOA Instructional Chairman/CIF-SS Representative.
- (d) If the successful candidate for an elective office dies or withdraws after being elected, the resulting situation shall be considered as a vacancy having occurred during the term for which this candidate was selected.

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Section 4.13 Association Expenses

No member of the Association may request any fees from the Association for their services, except for approved materials, travel expenses and other expenses authorized by the Association or as set forth in this document.

Article V. Elections

Section 5.01 Election Procedures

The procedure for the election of the office of President, Secretary/Treasurer and SCVOA Instructional Chairman/CIF-SS Representative shall be as follows:

- (a) Nominations of Qualified members shall be presented to the Association at the first scheduled meeting of the year in which an elected office is to expire (September, or first available date thereafter).
- (b) Votes shall be cast by Qualified Association members (or their designated representative) present at this meeting. The vote will be by secret ballot and each unit shall have one (1) vote.
- (c) The current President (or designated representative) shall appoint a minimum of three (3) Association members to the Tally Committee, where the votes cast are tallied and recorded and then certified by the Secretary/Treasurer for presentation to the Board or Association.
- (d) In order to be elected as President, Secretary/Treasurer or SCVOA Instructional Chairman/CIF-SS Representative the nominee must receive a majority of the votes cast. In the event that a majority vote is not achieved, the two nominees with the most number of votes (or more in the case of a tie for the top two positions) will follow this same procedure (Section 5.01(b) through Section 5.01(d)) in a run-off election until a winner is determined.

Article VI. Meetings

The Association shall meet a minimum of four (4) times per year. These dates will be established by the President as necessary. The President or a majority of the Association may call a special meeting. A quorum is defined as six (6) or more unit representatives present of the Association. No business can be conducted unless a quorum is present.

Article VII. Committees and Councils

The Association may establish committees and councils to administer programs within the SCVOA.

Section 7.01 Standing Committees

The following standing committees shall be established:

- Tally Committee - a committee appointed by the President (or designated representative) to tally the results of any ballot by the Association. The Secretary/Treasurer is the chairman of this committee and will certify all election results to the Board or Association.

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- SCVOA Joint Advisory Committee - a committee between the Association and the Southern California Collegiate Council
 - This committee shall have three (3) representatives from the Association appointed by the President (or designated representative) each year.

Article VIII. CIF State Certification of Member Units

The Association shall complete and submit all certification requirements required by the CIF State office when directed by the CIF State office. Each member unit shall receive their membership and training certification under the umbrella of the SCVOA. This does not preclude member units from attaining individual unit certification from the CIF State office.

Article IX. Certification Classifications and Requirements

Classifications and requirements of officials for each unit's members shall be as stipulated below. These are the minimum requirements. Each member of a unit must successfully satisfy the minimum requirements as set forth annually by the CIF State and the SCVOA. Each unit may establish additional certification requirements in order to attain a certain classification within the individual unit.

Section 9.01 Classification Designation

- (a) C1* -- This official is capable of working a CIF Girl's or Boy's final as the R1 (up official and crew chief for a match) or the R2 (down official). They are competent and knowledgeable in the NFHS rules and the SCVOA and NFHS mechanics.
- (b) C1 -- This official is capable of working a CIF Girl's final or a Boy's semi-final as the R1 (up official and crew chief for a match) or the R2 (down official). They are competent and knowledgeable in the NFHS rules and the SCVOA and NFHS mechanics.
- (c) C2 -- This official is capable of working a CIF Girl's or Boy's quarter-final as the R1 (up official and crew chief for a match) or a CIF Girl's or Boy's semi-final as the R2 (down official). They are competent and knowledgeable in the NFHS rules and the SCVOA and NFHS mechanics.
- (d) C3 -- This official is capable of working any high school varsity match as the R1 (up official and crew chief for a match) or the R2 (down official). Additionally, they could work as a single R1 (no down official present) on any high school varsity match. They have met the minimum requirements set forth by the CIF State and are proficient in their knowledge of the NFHS rules and SCVOA and NFHS mechanics.
- (e) C4 -- This official is capable of working some high school varsity matches as the R1 (up official and crew chief for a match) or R2 (down official). Additionally, they could work as a single R1 (no down official present) on some high school non-varsity matches. They have met the minimum requirements set forth by the CIF State and are proficient in their knowledge of the NFHS rules and SCVOA and NFHS mechanics.

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- (f) C5 -- This official is capable of working some high school non-varsity matches as the R2 (down official). They have met the minimum requirements set forth by the CIF State and are proficient in their knowledge of the NFHS rules and SCVOA and NFHS mechanics.

Article X. Amendments

Amendments to this Constitution and Bylaws may be amended at any regular meeting of the Association by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Article XI. Grievance

Units may appeal in writing any grievance decision to the Association. The Association shall answer such grievance within thirty (30) days of receipt of the appeal.

Article XII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws and any special rules of order the Association may adopt.