

San Diego Federation Volleyball Officials Association

BY-LAWS

I. GENERAL

Section A. The name of this organization shall be the San Diego Federation Volleyball Officials Association, hereinafter referred to as the SDFVOA.

Section B. These By-laws are published to establish rules and procedures for the conduct of the business of the SDFVOA in accordance with law and the provisions of the SDFVOA Constitution.

Section C. The Officers of the association shall abide by and uphold all the rules and regulations of the SDFVOA.

Section D. Acceptance of membership shall bind each member to abide by all SDFVOA rules and regulations.

II. MEMBERSHIP

Section A. Membership Requirements.

1. Applicants for Active Membership shall:

- a. File with the Secretary a prescribed written application;
- b. Pay the current dues;
- c. Provide proof of adequate and in-force liability insurance, as prescribed by the By-Laws. If applicant cannot provide such proof, then they must pay for coverage through the carrier used by the association.

2. Attendance at Meetings.

a. General Meetings. One such meeting shall be held near the conclusion of the Fall season for the purpose of conducting the election of the Officers. Special Meetings may be called from time to time by the Secretary at the request, in writing, of a majority of the Officers, or upon written request of five Active or Inactive Members. A request for a Special Meeting shall state the purpose of the proposed meeting and no other business shall be transacted during the Special Meeting.

b. A member missing more than one regularly scheduled meeting per season without being excused, will face disciplinary action, up to and including having their membership terminated. Thereafter, reinstatement shall be as provided for in Article II E of these By-Laws. If a member is working an association assigned match during a scheduled meeting, this will not be counted as an absence. All members must attend at least 50% of each season's General Meetings. Members absent from more than two General Meetings during a season shall not be eligible to work the Finals Match during end-of-season Play-offs.

3. Applicants for Inactive Membership must meet all the requirements of Active Members except paragraph A.1.c. of this Section.

4. Criteria for Honorary Membership shall be determined on a case by case basis. Candidates for such membership shall be proposed to the membership at a General Meeting and must be accepted by a two-thirds affirmative vote of the qualified voting members present. This is a life-time membership unless revoked by a two-thirds affirmative vote of the qualified voting members present at a General Meeting.

Section B. Resignation.

A member's resignation shall be presented to the Board of Directors by the Secretary at its next meeting following receipt. Such resignation shall not relieve the member of the obligation to pay any dues, assessments or other charges previously accrued and unpaid prior to the submission of such resignation.

Section C. Conflict of Interest

Conflicts of interest include, but are not limited to; having a relative who is a player or coach of a team, being employed by a school, having administrative capabilities of a school or school district, or having an experience with a team or a coach that may cloud judgment. Other possible conflicts of interest include other personal interests with a particular school or coaching a volleyball team. If a member is unsure of a potential conflict of interest, he or she should seek the opinion of the Board of Directors and the Assignment Secretary.

1. Prior to the beginning of the girls' and boys' season, each member shall notify the Assignment Secretary by way of the availability sheets prior to the registration deadline date, of any possible conflicts of interest that the member may have with any possible game assignments.

2. Officers, Assignment Secretary, and Instructional Chair shall be responsible for naming any possible or perceived conflict of interest while serving the association. These possible or perceived conflicts shall be brought to the next Board of Directors meeting for resolution. Failure to bring such items before the Board of Directors will result in disciplinary action, as specified by the Constitution and these By-Laws.

Section D. Discipline of Members

1. Grounds for Discipline. In addition to the requirements of the Constitution concerning discipline of members, a member missing more than one regularly scheduled meeting per season without excuse by the President or his/her designee, may face disciplinary action up to and including having their membership terminated. If membership is terminated, reinstatement shall be effected only as provided for in paragraph E of this Article.

2. Notification of Charges. A charged member shall receive written notice by certified mail, return receipt requested, of the charges against him/her, indicating the alleged violation with specific reference to the Constitution Article, By-Laws provision, rule, or regulation allegedly violated, the specific alleged violative conduct, where and when the alleged violative conduct occurred and the person or entity who filed the charge. Such member shall also be provided at that time copies of all documents related to the charges. Such member shall be referred to the Constitution and By-Laws with respect to his/her procedural rights.

3. Right of Hearing. A member charged with any violation shall have the right to be heard in person or by written statement made by him/her in their defense before the Discipline Committee. Such right shall be afforded prior to the imposition of any fine, penalty or any other disciplinary action. A member may seek a personal hearing within fourteen days of the receipt of written notification of a violation provided the request is made in writing to the Secretary. At the hearing the person or entity bringing the charges shall be present and both sides may present any information or documents related to the charge. Each party may ask

questions of the other party and the other party's witnesses. Legal counsel may be present and fully participate if the SDFVOA is notified at least three days prior to the date of the hearing so it can have legal counsel present. The hearing shall be audio tape recorded and all documents retained. The Discipline Committee shall determine whether the charges are valid and if so will determine any penalty to be imposed. A written decision shall be made and sent to both parties by certified mail, return receipt requested, within fourteen days of completion of the hearing. A majority vote of the members of the Discipline Committee shall determine its decision.

4. Appeals

a. A member penalized by action of the Discipline Committee shall have the right to appeal to the Board of Directors by giving the President written notice within seven days of the receipt of the Discipline Committee's decision. The Board of Directors shall decide the appeal on the record before the Discipline Committee and on review of any further written arguments to be submitted by both parties and received by the President not later than fourteen days prior to the date set for oral arguments. Notice of the date for oral arguments shall be sent by certified mail, return receipt requested, by the President not later than thirty days before the date set for oral arguments. Legal counsel may participate. A majority vote of the Officers shall determine the decision. The decision shall be sent in writing to both parties by certified mail, return receipt requested, not later than fourteen days of the date on which oral arguments were completed. A member filing an appeal shall retain all membership rights and privileges until the appeal is heard and acted on by the Board of Directors.

b. A member whose penalty action of the Discipline Committee is upheld by the Board of Directors shall have the right to appeal to the membership by giving the President written notice within seven days of the receipt of the Officers decision. The membership shall decide the appeal on the record before the Officers and on review of any further written arguments to be submitted by both parties and received by the President not later than fourteen days prior to the date set for oral arguments. Notice of the date for oral arguments shall be sent by certified mail, return receipt requested, by the President not later than thirty days before the date set for oral arguments. Legal counsel may participate. A majority vote of the qualified voting members present shall determine the decision. The decision shall be final. A member filing an appeal shall retain all membership rights and privileges until the appeal is heard and acted on by the membership.

Section E. Reinstatement.

Upon written request signed by a former member, filed with the Secretary, the Board of Directors may, by majority vote, reinstate such former member to membership upon such terms as the Board of Directors may deem appropriate. A member expelled or suspended may request reinstatement by the same process except that such reinstatement shall require an affirmative vote of two-thirds of the Board of Directors.

III. BOARD OF DIRECTORS

Section A. Board of Director Meetings

1. Regular Meetings. The Board of Directors shall meet as scheduled by the Officers and approved by a majority.

2. Special Meetings. Additional or Special Meetings may be held at any time on the call of the President or at the request, in writing, of a majority of the Officers. Notice of each Special Meeting shall be provided to each member of the Officers by the Secretary not less than seven days before the day on which the meeting is to be held. Notice may be waived by the Officers either before or after the meeting. Any meeting of the Board shall be a legal meeting without notice having been given if all members of the Officers are present, except where a member attends a meeting for the express purpose of objecting to the

transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Officers need be specified. in the notice or waiver of notice of such meeting.

Section B. Officers.

1. President.

The President shall be the Chairman of the Board and shall be responsible for all management functions. The President shall have executive authority to see that all orders and resolutions of the Board are carried out, and, subject to the control vested in the Board by statute, by the Constitution, or by these By-laws, shall administer and be responsible for the overall management of the business affairs of the SDFVOA. Additionally, the President shall:

- a. Preside at all Membership Meetings and Board Meetings.
- b. Appoint committees as specified in Article VII of the Constitution.
- c. Act as the primary contracting and negotiating agent. Act as principle representative for all association business. Authority to negotiate or represent the SDFVOA may be delegated, in writing, to other members of the Board of Directors or special committees.
- d. Assume or assign the duties of the Secretary, Treasurer, Assignment Secretary, and Instructional Chair during his/her absence.
- e. Be accountable to the Board of Directors for all actions.

2. Vice President.

The Vice President shall assist the President in the performance of his/her duties by performing such duties as are individually assigned by the President. During the absence or inability of the President to act, the Vice President shall perform the duties of the President. The Vice President shall be responsible for Recruiting and Public Relations.

3. Secretary.

- a. Keep complete, accurate minutes of each membership meeting and each Board meeting. Such minutes shall be in writing and shall be retained for not less than seven years or as otherwise provided for by law.
- b. Prepare and publish an Agenda for each scheduled General Meeting of the membership and the Board.
- c. Shall make available copies of the minutes of the previous membership meeting at the next meeting of the membership. Shall have available for perusal by any Active or Inactive Member the minutes of previous Board meetings but shall not read them unless directed by the President.
- d. Ensure that all notices are duly given in accordance with the Constitution, these By-laws, or as required by law.
- e. Have charge of membership records and maintain a current roster of the membership which shall include name, address, telephone numbers, email, Social Security Number, and effective date of membership.
- f. Primarily responsible for preparing, maintaining file copies, mailing, receiving, and delivering all correspondence and written matter of record. Maintenance of financial records is not included.
- g. Call the roll at all General and Special Meetings.
- h. Maintain a current listing of all committee members appointed.
- i. Maintain a current inventory of all SDFVOA equipment and property.
- j. Publish annually, not later than the first day of July, the amount of annual dues and fines to be collected during the following year.
- k. Perform such other duties as are related to this position or as directed by the President.

4. Members-at-Large.

a. Represent the individual member at all levels. With no vested interest of office, each Member-at-Large shall provide the Board of Directors with a conduit for the transmission of ideas, desires and current information on the wishes of the membership.

b. Perform other such duties as are related to this position or as assigned by the President.

Section C. Ex-Officio Officers.

1. Treasurer.

a. Receive and be responsible for the funds of and securities owned or held by the SDFVOA. In connection therewith, among other things: Keep, or cause to be kept, full and accurate records and accounts; deposits, or cause to be deposited, to the credit of the SDFVOA all monies, funds and securities so received in a bank or other depository insured by the FDIC; and disburse, or supervise the disbursement of, funds as may be authorized by the Board of Directors.

b. During the month of June each year meet with the Audit Committee for the purpose of auditing the financial records.

c. Render a report of the status of funds at each Board meeting and at each membership meeting as requested by the President. A special audit may be directed at any time by the President, Board of Directors, or the Audit Committee.

d. Prepare and submit to the Board of Directors an annual Statement of Operations and Net Worth Report at the end of each operating year.

e. Prepare and submit local, state and federal tax forms required by law.

f. Perform other duties as are related to this position or as assigned by the President.

2. Assignment Secretary.

a. Assign officials in accordance with their qualifications as attested by the Instructional Chair and the Rating and Evaluating Committee. Maintain complete and-accurate records of assignments made for the current year and retain those records for the current year plus the two previous years.

b. Inform the Treasurer of all fines levied on members for violations of the Constitution and By-laws which fall under his/her purview.

c. Perform such other duties as are related to this position or assigned by the President.

3. Instructional Chair

a. Prepare and administer the instructional program. The instructional program shall include clinics, written examinations, and field practical examinations.

1) Clinics

a) The number of clinics held shall be determined by the Instructional Chair and approved by the Board.

b) Attendance, minimum and maximum, at clinics shall be set by the Instruction Chair and approved by the Board of Directors. A record of attendance shall be maintained by the Instructional Chair.

2) Examinations shall be administered by the Instructional Chair. He/she shall establish and publish the minimum standards which must be attained to qualify for assignments.

b. Chair the Rating and Evaluating Committee.

1) With the assistance of the Rating and Evaluating Committee, evaluate and rate each member.

2) Provide copies of evaluations/ratings to the rated members and the Board of Directors. A file copy shall be retained by the Instructional Chair and passed on to his/her successor.

c. Based on the results of the instructional program and the evaluating/rating system, provide a listing of members to the Assignment Secretary indicating their qualifications.

d. Determine the criteria for officiating varsity, play-off, championship, and any other game deemed important by virtue of team standings.

e. Suspend any member, with the approval of the Board of Directors, deemed not capable of representing the SDFVOA in a creditable manner. Such suspension shall be made in writing to the member concerned with copies to the Discipline Committee and the Board. These suspensions may be revoked only by the Instructional Chair, the Discipline Committee, or the Board. Notice of such revocation shall be made in writing to the member concerned with copies to the Instructional Chair, Discipline Committee, and the Board.

f. Publish annually, not later than the first day of July, with the approval of the Board, the prescribed uniform and equipment to be worn during the following year.

g. Inform the Treasurer of all fines levied on members for violations of policy which fall under his/her purview.

h. Perform other such duties as are related to this position or as assigned by the President.

Section D. Elections.

Officers shall be elected every year at the last meeting of the Fall Season. The President, Secretary and two Members-at-Large shall be elected on even years; and the Vice-President and two Members-at-Large shall be elected on odd years. Nominations for election shall be taken by members eligible to vote at the first October General Meeting. Nominations shall be closed two weeks before the election. Voting by absentee ballot is authorized if the member is excused by the President. Voting shall be by secret written ballot. Voting by absentee ballot is authorized; however, those absentee ballots must be received by the Secretary prior to the election date. Election shall be by majority of votes cast. Should two or more candidates receive an equal number of votes, voting shall continue until a majority is reached. Officers may not be chosen for an appointed position and shall not hold more than one elected position. Officers shall hold office for two years commencing on or before December 15th of their election year.

Section E. Appointments.

Application criteria for appointment to each position shall be established and published by the Board annually not later than February 15th. Written application from members applying for appointment to any of the positions must reach the Officers not later than the first day of March. Appointees will be selected not later than the first day of April for the following year. The Treasurer, Assignment Secretary, and Instructional Chair shall serve for two years commencing on the first day of June of their appointment year. No more than one appointed position shall be held by any one appointee. If the Board fails to meet these deadlines, the current appointees will be renewed one year.

Section F. Term of Office.

Officers shall hold office for two years commencing on or before December 15th, or until their death, resignation, or removal. The Treasurer, Assignment Secretary and Instructional Chair shall serve for two years commencing the first day of June, or until their death, resignation, or removal.

Section G. Suspension.

1. Elected Members. An elected Officer may be suspended by a two-thirds vote of a quorum present at any meeting of the Board. This suspension shall only be in effect pending the removal action provided for in paragraph H of this Article.

2. Appointed Members. An appointed member of the Board may be suspended by a two-thirds vote of a quorum present at any meeting of the Board.

Section H. Removal.

1. Elected Members. An elected Officer may be removed by a majority vote of the Active and Inactive Members present at any General Meeting whenever in their judgment the best interest of the SDFVOA will be served thereby.

2. Appointed Members. An appointed member of the Board may be removed by the two-thirds vote of a quorum present at any meeting of the Board whenever in their judgment the best interest of the SDFVOA will be served thereby.

Section I. Board Vacancies.

1. Elected Officers. A vacancy of an elected Officer position shall be filled by a majority vote of the members qualified to vote present at the next General Meeting or at a Special Meeting called for that purpose.

2. Appointed Officers. A vacancy of an Ex-Officio Officer position shall be filled by a majority vote of the Officers at the next regularly scheduled Board Meeting or at a Special Meeting called for this purpose.

Section J. Standing Committees.

These committees shall be appointed annually by the President, with the advice and consent of the Board of Directors, as soon as practical after election and shall function until the next annual election or until successors are named. Each committee shall determine the time and place of meetings, rules of order and procedure, and shall keep a written record of all proceedings.

IV. CODE OF CONDUCT, ETHICS, AND DRESS

Section A. No member may knowingly accept an assignment to officiate any volleyball game that is contracted with the SDFVOA unless so assigned by the SDFVOA Assignment Secretary. No member may assign volleyball games that are in conflict with the Association's stated purpose.

Section B. A member who makes himself/herself unavailable after accepting SDFVOA assignments for the purpose of accepting assignments from another association, group or individual, shall be liable to censure, fine and/or expulsion. Such censure, fine and/or expulsion shall be in accordance with the Constitution and these By-laws. At the discretion of the Board of Directors, assignments may be withheld during the period such charges are filed and hearings held.

Section C. No member shall make any wager or bet on a game which is administered or officiated by SDFVOA members.

Section D. No member shall partake of alcoholic beverages on the same day he/she is assigned to officiate until that assignment is completed, or, at a minimum, 12 hours prior to their assigned game, which ever comes first.

Section E. No member shall by their actions or conversations cause public embarrassment to a fellow official and/or the SDFVOA. No member shall grant an interview or make comments to a newspaper, television or radio reporter concerning any game officiated by members of the SDFVOA without prior approval of the President of the Board of Directors.

Section F. Each member must possess and wear the uniform and use the equipment prescribed by the Instructional Chair and approved by the Board of Directors. Uniforms and equipment will be maintained in good condition and worn/used correctly. All officials shall arrive at the site with the equipment necessary to officiate the assigned match.

V. DUES AND FINES

Section A. Dues.

Dues shall be published annually not later than the first day of July for the following year, and are payable in full prior to receipt of game assignments or participation in any SDFVOA business. Dues collected shall be used to defray SDFVOA expenses, to acquire and provide group and individual instructional material, to compensate the President, Secretary, Treasurer and the Instructional Chair, and to procure Directors and Officers insurance. The Officers, Secretary, Treasurer, Instructional Chair and Honorary Members are not required to pay dues.

Section B. Fines.

The Board shall establish and publish, not later than the first day of July each year, a schedule of fines for violations of the dress code, missing game assignments, arriving late for game assignments, and game assignment turn-backs. These fines shall be collected by the Treasurer or Assignment Secretary. Fines must be paid prior to receipt of game assignments.

VI. MISCELLANEOUS PROVISIONS

Section A. Fiscal Year. The fiscal year shall end on the last day of May each year.

Section B. Depositories. The Officers shall designate banks, trust companies, or other depositories in which shall be deposited from time to time monies or securities of the SDFVOA. Any depository so designated shall be insured by the F.D.I.C.

Section C. Gifts. The Officers may accept on behalf of the SDFVOA any contribution, gift, bequest or device for general purposes or for any special purpose of the SDFVOA.

Section D. Insurance. Each member shall be responsible to secure, at their expense, no less than \$1,000,000.00 liability insurance coverage for the current year. Proper insurance coverage shall be verified by the Board and the information maintained by the Secretary. No member shall receive game assignments prior to securing the prescribed insurance coverage.

VII. AMENDMENTS TO BY-LAWS

These By-laws may be amended at any meeting of the Board of Directors by a majority vote of the quorum present. Proposed amendments must be submitted, in writing, to the President not less than ten days prior to the next scheduled Board Meeting. When the By-laws are amended a copy of the amendment shall be provided to all members at the next membership meeting. Amendments made by the Board may be voided by a majority vote of the membership eligible to vote. A request for a vote of the membership on the amendment to the By-laws shall be submitted to the President not later than fourteen days prior to the next membership meeting. Special Meetings shall not be called for the purpose of amending the By-laws.

These San Diego Federation Volleyball Officials Association By-Laws were modified by a majority vote of the Active and Inactive Members present at a General Meeting held this 19th day of October, 2009.

President

Vice President

Secretary