

**NORTHEAST FLORIDA  
VOLLEYBALL  
OFFICIALS  
ASSOCIATION  
CONSTITUTION**

**&**

**BY-LAWS  
2006**

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**ARTICLE - I**

**NAME**

This organization shall have as its official name, “The Northeast Florida Volleyball Officials Association”, (hereinafter referred to as “NFVOA”).

**ARTICLE – II**

**PURPOSE**

The purpose of this organization is to promote and advance the welfare of the interscholastic sport of volleyball in the area served by NFVOA by:

1. Developing and maintaining a membership consisting of experienced and qualified volleyball officials whose integrity is above reproach and who are actively engaged each year in officiating the sport of volleyball.
2. Promoting high standards of ethics; encouraging fair play; sportsmanship; closer cooperation and better understanding among officials, athletic directors, coaches and players.
3. Meeting together for the study, interpretation, and discussion of volleyball rules; conducting all necessary operation of this organization.
4. Cooperate with the Florida High School Athletic Association, hereinafter referred to as the “FHSAA”, in all endeavors that will best serve the interests of volleyball at all levels supervised by the FHSAA
5. Cooperate with other legitimate organizations and/or persons serving the best interest of volleyball, providing such cooperation does not represent a conflict of interest with the rules and regulations of FHSAA.

**ARTICLE – III**

**MEMBERSHIP**

Membership in NFVOA shall be granted upon the following conditions:

1. Application to on a form provided by the Secretary of , without regard to Sex, Race, Color, National Origin or Creed.

2. Certification by the Florida High School Activities Association (hereinafter referred to as FHSAA) as being duly registered to officiate volleyball.
3. Payment of all annual dues, as established by the NFVOA membership, by the date of the State Test for Volleyball. Non-payment of dues at the prescribed time will subject a member to a fine of 10.00 – except those individuals registering with the FHSSA after the date of the State Test. A \$5.00 initiation fee will be required of all individuals making application to NFVOA for the first time or a suspended member making reapplication.
4. Members of this association may also be a member of other High School, College or Professional associations.
5. All memberships in this association expire on June 30<sup>th</sup> of each year.

## **ARTICLE – IV**

### **DUTIES OF THE MEMBERSHIP**

1. All members of NFVOA are required to become familiar with and observe this Constitution and to keep this document, and all amendments thereto, as part of their personal records.
2. Every member of NFVOA is expected to adhere to the cardinal principals of officiating, including, but not limited to the following:
  - a. Knowledge of the rules and administration of them impartially.
  - b. Be on time for game assignments as specified by the current National Federation Rules of Volleyball and/or FHSAA Rules.
  - c. Wear the proper game uniform and accessories, and maintaining a neat appearance.
  - d. Be in good mental and physical condition for all game assignments. Refrain from consuming any alcoholic beverage, tobacco products or illegal drugs prior to or during a game to which assigned.
  - e. Do not fraternize with coaches, players, or spectators prior to or during games. Officials should converse with coaches to impact necessary information within the context of the rules.

- f. Do not give any information which a team may use against an opponent.
- g. Maintain a professional relationship with fellow officials; do not criticize a fellow official in the presence of coaches, players or spectators.

**VIOLATION OF ANY OF THE FOREGOING MAY CONSTITUTE IMPROPER CONDUCT AND SUBJECT A MEMBER TO DISCIPLINARY ACTION AS SET FORTH HEREAFTER IN THIS CONSTITUTION.**

- 3. All members are expected to attend all regular pre-season meetings as set forth by the President.
- 4. A member shall be considered to be in good standing if the member has no unpaid dues or fines, is not under suspension and is not faced with any pending charges of improper conduct. A member in good standing will be allowed to resign if the resignation is submitted in writing to the President or Secretary and is approved by the Board. Such resigned member may be readmitted to membership in NFVOA, with the approval of the Board, without having to pay the \$5.00 initiation fee.

**ARTICLE – V**

**OFFICERS**

1. The elected officers of NFVOA, shall be members of the Executive Board as hereinafter provided, shall be:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Commissioner
- f. Member at Large
- g. Sergeant-at-Arms

- 2. The term of office for each officer shall be two (2) years.
- 3. An officer may not hold more than one elected office during the term of office..
- 4. An officer shall hold office until a successor is selected. Officers of NFVOA shall be elected at the annual election meeting as hereafter provided in this

document. Vacancies in office shall be filled as provided elsewhere in this document.

5. There shall be no limitation on the number of terms an officer may serve.
6. Compensation of officers shall be as follows:
  - a. The Commissioner shall receive as compensation, all booking fees and all late booking fees collected.
  - b. The Treasurer shall receive compensation at a rate negotiated annually by August 1<sup>st</sup> with the Board.
  - c. All officers shall be fully compensated for legitimate expenses incurred on behalf of NFVOA upon prior approval of the Board.
  - d. Members of the association who incur legitimate expenses on behalf of NFVOA shall be fully compensated upon prior approval of the Board.
7. An officer of NFVOA may be removed from office under the following conditions:
  - a. A written petition for removal of an officer shall be filed with the Secretary by any member or group of members of NFVOA, in good standing, alleging improper conduct, malfeasance, misfeasance, dishonesty, gross neglect of duty, gross incompetence, or conflict of interests that may arise in connection with the performance of the officer's duties.

The Board shall conduct a due process hearing on the petition after giving reasonable notice of such hearing to the petitioner(s) and the respondent officer. The Board, by majority vote, shall make a written recommendation to the membership of NFVOA as to whether the removal shall be upheld or denied, with reasons for the recommendation being set forth. The recommendation of the Board shall be considered at the next regular meeting of NFVOA, or at a special meeting called by the President. After due explanation of the recommendation and debate thereon, the decision as to whether the respondent shall be removed from office shall be made by two-thirds (2/3) vote of those members present at said meeting.

8. The foregoing sections of this Article relate solely to the action, which may be taken against an officer in connection with the Officer's performance of duties of office held. For other disciplinary purposes, an officer of NFVOA shall be treated as any other member of NFVOA, and shall be subject to same disciplinary actions as any other member, as provided elsewhere in this document.

## ARTICLE – VI

### DUTIES OF OFFICERS

1. The duties of the President shall be:
  - a. To preside at all meetings of the Association and of the Executive Board meetings.
  - b. To call such special meetings of the association and/or the Executive Board as the President shall deem necessary.
  - c. To appoint ad hoc committees of the Association as the need arises.
  - d. To perform such duties of the office of President as are set forth elsewhere, or shall be set forth elsewhere in this document.
  - e. To represent NFVOA in all dealings with outside agencies or persons, except for those powers specifically delegated herein to the Commissioner, or other officers..
  - f. Upon request, to assist the Commissioner in dealing with outside agencies or persons.
  - g. To conduct such correspondence with outside agencies or persons as shall be necessary in the best interest of the association, or to assign same to the Secretary of NFVOA.
  - h. Is an ex-officio member of any committee of the NFVOA. The President will have no voting rights on any committee.
  - i. When any officer is temporarily unable to perform the duties of their office, due to injury, illness, misfortune, or other temporary cause, these duties shall be temporarily reassigned by the President.
2. The duties of the Vice President shall be:
  - a. In absence of the President, to perform the functions of the office of the President as set forth in section 1 of this Article.

- b. As an ex-officio member of the Training Committee, to be in charge of the training of new members, and other relatively inexperienced officials, including supervision of the pre-season clinics as set forth elsewhere in this document.
  - c. Serve as rules interpreter for the pre-season meetings and/or other meeting and/or clinics of NFVOA.
3. The duties of the Secretary shall be:
- a. In the absence of the President, Vice President and Commissioner, to preside at meetings of the Association and Executive Board.
  - b. To maintain the official records of the Association, including copies of the Constitution and amendments thereto.
  - c. To give notice of all regular and special meetings of NFVOA to all members.
  - d. To record and keep minutes of all meetings of the Association and the Executive Board, and to present same for appropriate approval.
  - e. To correspond with members of NFVOA, and outside agencies and persons as directed by the President or Commissioner or, in the absence of the President, the Vice President.
  - f. To maintain copies of all correspondence from the association by any officer to any outside agency or individuals. Said records shall be available for inspection by members of NFVOA.
  - g. To duly record any petition filed by any member against another member of the association and notify the Grievance committee of said petition.
  - h. To duly record any petition filed by any member against a Board Member of the Association for removal from office and notify the President of said petition.
  - i. To perform other such duties as are provided, or shall be provided, elsewhere in this document.
4. Duties of the Treasurer shall be:
- a. In absence of the President, Vice President, Commissioner, and Secretary, to preside at a meeting of the Association and Executive Board.

- b. To collect all dues, fines and other monies due from the membership of NFVOA.
- c. To deposit all dues, fines and other monies due from the membership of NFVOA as well as booking and late fees billed by the Commissioner in a bank account as directed by the Board, in a timely fashion.
- d. To faithfully keep a true record of all financial transactions of NFVOA and to report same as required by the Board.
- e. To present a written financial report on NFVOA financial condition at each regular meeting of NFVOA.
- f. To pay all obligations of NFVOA, as directed by the Board, in a timely fashion.
- g. To provide to each member and the IRS, all required documentation for taxation as required by the IRS, in a timely fashion.
- h. To annually submit (as outlined in Article VII) all financial records to the Board for review and audit.
- i. To perform such other duties as shall be set forth elsewhere in this document.

5. Duties of the Commissioner shall be;

- a. In absence of the President and Vice President to preside at meetings of the Association.
- b. To assign all games to be booked at the senior high and middle school levels for volleyball. To assign games to be booked by any other organization that is served by NFVOA.
- c. To strive to develop a schedule of game assignments that will be as fair and equitable as humanly possible, not only to the members of NFVOA, but to the coaches and players of the schools served by NFVOA.
- d. To cooperate with the Executive Secretary of FHSSA in assignments of officials to post-season tournaments and to give said Executive Secretary of FHSSA, upon request, unbiased

information concerning the capabilities of NFVOA officials for post-season tournaments.

- e. To represent NFVOA in negotiations with coaches and/or other school officials on matters concerning game fees, scheduling of games, contracts, booking fees, late fees, and other appropriate issues. The Commissioner and the President of NFVOA shall act cooperatively in such matters as the situation shall demand, including, but not limited to, acts of controversy between members of NFVOA and coaches and/or officials of schools served by NFVOA.
6. Duties of the Member at Large shall be:
- a. In the absence of President, Vice President, Commissioner, Secretary and Treasurer and all other officers, to preside at meetings of the NFVOA.
  - b. To represent members of the NFVOA in matters of conflict and/or controversy with the Commissioner and the Board and to attempt to resolve such issues in privacy and in consultation with the individuals involved.
  - c. Serves as an ex-officio member of the grievance committee.
7. Duties of the Sergeant-at-Arms shall be:
- a. To assist the presiding officer at meetings and other functions of NFVOA in maintaining order, as designated by the presiding officer.
  - b. Serves as an ex-officio member of all committees of NFVOA.

## **ARTICLE – VII**

### **THE EXECUTIVE BOARD AND ITS DUTIES**

- 1. The Executive Board shall consist of all the elected officers of NFVOA, as set forth in ARTICLE V of the document. A quorum for a meeting of the Board shall be four (4) members.

2. The Duties of the Executive Board shall be:
  - a. To meet at such times as the President shall deem advisable or on a call for such a meeting from the majority of the Executive Board members.
  - b. To enforce all provisions of this document, particularly with respect to those provisions contained in ARTICLE V.
  - c. Whenever a charge of improper conduct is brought against a member as set forth in ARTICLE V of this document, to hold a due process hearing prior to the next Board meeting after having given the respondent member due notice of the written charges and the time and place of the hearing. If the respondent member does not appear for the hearing and has no legitimate reason for the absence, the Board may proceed to consider the charges. Upon consideration of all relevant facts, the Board, by a majority vote, shall decide to approve or reject the charges. If the decision is to approve, the Board, by majority vote, shall set such disciplinary action as it deems just and proper. Such disciplinary action may be one or more of the following: Probation, Fine, or Suspension from game assignments and/or participation in NFVOA for a stated period of time. The respondent who is the subject of the disciplinary action shall be notified by the Secretary, in writing, within three working days of said hearing.
  - d. The respondent member has the right to appeal the disciplinary action to the Executive Secretary of FHSSA, in writing, for review and final adjudication. Such an appeal must be made within (3) three days of any action taken by the Board.

To conduct an annual audit of NFVOA's financial condition, said audit to be completed prior to the first meeting in September. A report on the audit shall be given to the membership at

- e. To perform all functions specifically assigned to the Board in other Articles of this document.

## **ARTICLE – VIII**

### **MEETINGS**

1. All meetings of NFVOA shall be conducted in accordance with the Rules contained in Robert's Rules of Order, except when such rules conflict with

specific provisions of this document. A copy of Robert's Rules of Order shall be held in custody of the Sergeant-at-Arms and will be available at each meeting.

2. A quorum for a meeting of NFVOA shall be a majority of the active members, except that a minimum ten (10) day notice of a meeting will cancel the need for such quorum.
3. The annual organizational meeting of NFVOA shall be held at an hour and site to be determined by the President.
4. At the organizational meeting, the President shall designate two dates to hold training clinics for officials. The Vice President shall be in charge of those clinics and shall make arrangements for them. The President shall set the dates, hour and site(s) for those clinics in cooperative consultation with the Vice President.
5. There shall be weekly pre-season meetings of NFVOA, with rules study to be the primary order of business. The President shall set dates, hours and sites for these meetings, and the Secretary shall give written notice to the membership of such meetings. The President is authorized at his discretion, to substitute the annual rules clinic conducted by FHSSA for one of the pre-season meetings herein provided.
6. Regular season meetings shall be held during alternate weeks of August, September and October. The President shall set the dates, hours and sites for these meetings, and the Secretary shall give written notice to the membership of such meetings.
7. The President is authorized to call such special meetings of NFVOA, as he shall determine, at his discretion, to be advisable. Reasonable notice of such meeting shall be given by the Secretary, in accordance with Section 2 of this Article, which governs the subject of quorum.
8. Voting by proxy shall not be allowed at any meeting of NFVOA.

## **ARTICLE – IX**

### **ELECTION OF OFFICERS**

1. During the last regularly scheduled meeting of NFVOA in October after officers have served their two years, nominations for the officers of the organization will be opened. At the end of this meeting nominations will be closed and may only be reopened at the election meeting in November if, due

to withdrawals, there is, at that time, no nominee for a particular office. Election of those in nomination shall take place at the last regular scheduled meeting of NFVOA, in November, with those individuals elected taking office the first day of April of the following year.

2. There shall be a minimum ten day written notice of the elections, said notice to be given by the Secretary stating the date, hour, the location, and the nominees for each office.
3. The procedure for elections shall be:
  - a. The Secretary shall prepare the Official Ballots.
  - b. The President shall appoint three members to count the ballots at the close of voting; one judge and two counters. The judge will report to the membership the results of the balloting.
  - c. The vote shall be by secret ballot.
  - d. If any candidate for a specific office fails to receive a simple majority of all votes cast on the first ballot; there shall be a runoff for that office, with the candidates receiving the highest and second highest number of votes. A second ballot shall be taken with the candidates receiving the highest total of ballots cast being elected to that office.
  - e. All members in good standing can vote by absentee ballot for all officers if they cannot attend the meeting the day of the election. To exercise this option for absentee voting in the annual election of officers, a member shall request, in writing, a copy of the official ballot from the Secretary. Said ballot shall be returned to the Secretary by mail on or before the date of the election. Absentee ballots received after this time will be void. Said ballots will be kept sealed in the custody of the Secretary until the election, at which time the ballots of those present and voting at the meeting. Absentee ballots will only be counted in the event a member nominated is in a runoff election.
  - f. Should a member who has submitted an absentee ballot be at the election meeting, the member will be allowed to vote. The absentee ballot submitted by that member will be null and void.
  - g. The Secretary will maintain a list of those members who have requested an absentee ballot. After the election, this list will be destroyed by the Secretary.
4. In the event of a vacancy in the ranks of the offices during their term of office, the vacancy shall be filled as follows: For a vacancy of President, this office

will be filled by the Vice President. For any other office, the vacancy will be filled by appointment, by the President.

## **ARTICLE X COMMITTEES**

- A. **Standing Committees:** The following are standing committees as prescribed by the FHSAA: Evaluation, Assignment, Recommendations, Grievance and Education/Training Committee.
  
- B. **Composition of Committees:** Neither an executive board member nor the assignment officer (booking commissioner) may serve as a voting member of any committee established herein. Only one of these officers may serve on a committee in an ex-officio capacity. No member may serve on more than one committee. An executive board member must recuse himself/herself if he/she is party to or otherwise involved in an appeal. Committees must consist of three or five members.
  
- C. **Responsibilities of Committees:**
  - 1. **Evaluation Committee** is responsible for setting up the process and selecting those individuals who will assist with the evaluation of member officials within the local officials association. Each official with two or more years experience should be evaluated at least once during each season. First year officials should be evaluated periodically throughout the season so that min-clinics may be offered, if necessary, to re-enforce good officiating skills.
  
  - 2. **Assignment Committee** is responsible for overseeing the entire contest assignment procedure within the local officials association. This includes ensuring compliance with requirements on the composition of officiating crews, reviewing and approving each member official's schedule of assigned contests, and making the assigning officer aware of any corrections that need to be made before the assignment schedule is submitted to the membership. It is not implied that the assignment committee is to make assignments.
  
  - 3. **Recommendations Committee** is responsible for reviewing the evaluations of each member official during the regular season. This committee is also responsible for preparing and submitting to the FHSAA

Office a list of member officials who deserve consideration for assignment to State Series contests. The assignment officer (booking commissioner) should act on the recommendations of this committee.

4. **Grievance Committee** is responsible for hearing complaints and appeals made or brought by one or more of its member officials.
5. **Education/Training Committee** is responsible for the planning, content and implementation of training sessions, including on-the-court training. This also includes educating local officials on FHSAA policies and procedures, NFHS rules and mechanics, and developing a curriculum that is current and effective in both content and methodology.

## ARTICLE – XI

### AMENDMENTS TO CONSTITUTION & BY-LAWS

1. An amendment to the Constitution & By-Laws may be proposed by any member or group of members of NFVOA in good standing.
2. A proposed amendment to this document shall be submitted, in writing, clearly legible, to the Secretary of the NFVOA at any duly called meeting of NFVOA. The proposed amendment(s) shall be read to the membership at this meeting.
3. A proposed amendment to this document shall be voted upon at a meeting to be held not less than 14 days after the proposed amendment is first read to the membership. The proposed amendment will be read to the membership and then opened for debate prior to a vote being taken.
4. A proposed amendment to this document shall require a two-thirds vote of the members present and voting at a duly called meeting of NFVOA.
5. The Secretary shall mail every member in good standing a copy of the proposed amendment(s) within days of the meeting where the amendment was read to the membership.

Constitution and By-Laws approved on May 15, 2006.

SIGNED BY:

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Member at Large: \_\_\_\_\_

Sergeant-at-Arms: \_\_\_\_\_

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