

Northeast Volleyball Officials Association



Constitution & Bylaws

2011

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ARTICLE I NAME

This organization shall have as its official name, "The Northeast Volleyball Officials Association," (hereinafter referred to as "NVOA").

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 NVOA 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. Cooperating 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. Cooperating 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 the FHSAA.

ARTICLE III MEMBERSHIP

Membership in NVOA shall be granted upon the following conditions:

1. Application on a form provided by the Secretary, without regard to sex, race, color, national origin, or creed.
2. Certification by the FHSAA as being duly registered to officiate volleyball.
3. Payment of all annual dues, as established by the NVOA 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 FHSAA after the date of the State Test.

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 30th of each year.

ARTICLE IV DUTIES OF THE MEMBERSHIP

1. All members of NVOA 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 NVOA is expected to adhere to the cardinal principles 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 maintain 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 impart 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. All members are expected to attend a minimum of four (4) on-court training sessions (summer league). Officials must be present for a minimum of one (1) hour to be counted as present. Attendance at an FHSAA Field Clinic shall count as one (1) on-court training session.

5. 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.

ARTICLE V OFFICERS

1. The elected officers of NVOA shall be members of the Executive Board as hereinafter provided:
 - a. President
 - b. Vice President
 - c. Commissioner
 - d. Secretary
 - e. Treasurer
 - f. Member-at-Large
 - g. Sergeant-at-Arms
2. The elected officers of NVOA shall have the following minimum qualifications:
 - a. The officers shall be at least a Rank 2 official as described in the FHSAA guidelines at the time of the election.
 - b. The officers shall have been a member of this association for at least three (3) successive years prior to the year of the election.
3. The term of office for each officer shall be four (4) years.
4. An officer may not hold more than one elected office during the term of office.
5. An officer shall hold office until a successor is selected. Officers of NVOA shall be elected at the scheduled election meeting as hereafter provided in this document. Vacancies in office shall be filled as provided elsewhere in this document.
6. There shall be no limitation on the number of terms an officer may serve.
7. 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 with the Board annually by August 1st.
 - c. All officers shall have their annual membership dues waived.
 - d. All officers shall be fully compensated for legitimate expenses incurred on behalf of NVOA upon prior approval of the Board.
 - e. Members of the association who incur legitimate expenses on behalf of NVOA shall be fully compensated upon prior approval of the Board.
8. An officer of NVOA 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 NVOA, 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.
 - b. 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 NVOA 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 NVOA, or at a special meeting called by the President.
 - c. 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.
9. 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 NVOA shall be treated as any other member of NVOA, 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 members of the standing committees and review committee membership annually.
 - d. To appoint ad hoc committees as the need arises.
 - e. To appoint a member to serve as rules interpreter for the pre-season meetings and/or other meetings and/or clinics of NVOA.
 - f. To represent NVOA in all dealings with outside agencies or persons, except for those powers specifically delegated herein to the Commissioner, or other officers.
 - g. Upon request, to assist the Commissioner in dealing with outside agencies or persons.
 - h. 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 NVOA.
 - i. To serve as an ex-officio member of any committee of the NVOA. The President will have no voting rights on any committee.
 - j. 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.
 - k. To perform such duties of the office of President as are set forth elsewhere, or shall be set forth elsewhere in this document.
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. To serve as an ex-officio member of the Education/Training Committee.
 - c. 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.
3. The duties of the Commissioner shall be:
- a. In the 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 NVOA.

- c. To provide officials with criteria used when scheduling game assignments.
 - d. 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 NVOA, but to the coaches and players of the schools served by NVOA.
 - e. To cooperate with the FHSAA Office in assignments of officials to post-season tournaments and to give the FHSAA Office, upon request, unbiased information concerning the capabilities of NVOA officials for post-season tournaments.
 - f. To represent NVOA 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 NVOA shall act cooperatively in such matters as the situation shall demand, including, but not limited to, acts of controversy between members of NVOA and coaches and/or officials of schools served by NVOA.
4. 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 NVOA 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 NVOA 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 NVOA.
 - g. To duly record any petition filed by any member against another member of the association and to 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.

5. The 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 NVOA.
 - c. To deposit all dues, fines, and other monies due from the membership of NVOA 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 NVOA and to report the same as required by the Board.
 - e. To present a written financial report on NVOA financial condition at each regular meeting of NVOA.
 - f. To pay all obligations of NVOA, 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.
6. The 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 NVOA.
 - b. To represent members of the NVOA 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. To serve as an ex-officio member of the Grievance Committee.
7. The duties of the Sergeant-at-Arms shall be:
 - a. To assist the presiding officer at meetings and other functions of NVOA in maintaining order, as designated by the presiding officer.
 - b. To serve as an ex-officio member of any committee of NVOA.

ARTICLE VII THE EXECUTIVE BOARD AND ITS DUTIES

1. The Executive Board shall consist of all the elected officers of NVOA, 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 NVOA 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 (3) working days of said hearing.
 - d. The respondent member has the right to appeal the disciplinary action to the FHSAA Office, in writing, for review and final adjudication. Such an appeal must be made within three (3) days of any action taken by the Board.
 - e. To conduct an annual audit of NVOA's financial condition, said audit to be completed by June 1. A report on the audit shall be given to the membership at a subsequent regularly scheduled meeting.
 - f. To perform all functions specifically assigned to the Board in other Articles of this document.

ARTICLE VIII MEETINGS

1. All meetings of NVOA 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 NVOA 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 NVOA shall be held at an hour and site to be determined by the President.
4. At the organizational meeting, the President shall designate two (2) 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, hours, and site(s) for those clinics in cooperative consultation with the Vice President.
5. There shall be weekly pre-season meetings of NVOA, 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 FHSAA for one of the pre-season meetings herein provided.
6. Regular season meetings shall be held as needed during the months 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 NVOA, as he shall determine at his discretion to be advisable. Reasonable notice of such meetings 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 NVOA.

ARTICLE IX ELECTION OF OFFICERS

1. During the last regularly scheduled meeting of NVOA in October, after officers have served their four (4) 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 in November, with those individuals elected taking office the first day of April of the following year.

2. There shall be a minimum ten (10) 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 (3) members to count the ballots at the close of voting; one (1) judge and two (2) 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 election of officers, a member shall request, in written or electronic form, a copy of the official ballot from the Secretary. Secretary will send ballot by email (unless specifically requested otherwise). Absentee ballot must be received by the Secretary by email or postal mail no later than noon on 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 they will be added to the ballots of those present and voting at the meeting. Absentee ballots will only be counted in the event there is more than one nominee for an office.
 - 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

1. Standing Committees:

The following are standing committees as prescribed by the FHSAA: Evaluation, Assignment, Recommendations, Grievance, and Education/Training.

2. 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 (3) or five (5) members.

3. Appointment of Committees:

The President shall appoint members of all standing committees, and committee membership shall be reviewed annually.

4. Responsibilities of Committees:

- a. 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 (2) 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 mini-clinics may be offered, if necessary, to reinforce good officiating skills.
- b. 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.
- c. 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.
- d. Grievance Committee is responsible for hearing complaints and appeals made or brought by one or more of its member officials.

- e. 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 & BYLAWS**

1. An amendment to the Constitution & Bylaws may be proposed by any member or group of members of NVOA in good standing.
2. A proposed amendment to this document shall be submitted, in writing, clearly legible, to the Secretary of the NVOA at any duly called meeting of NVOA. 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 ten (10) 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 (2/3) vote of the members present and voting at a duly called meeting of NVOA.
5. The Secretary shall send every member in good standing a copy of the proposed amendment(s) within three (3) days of the meeting where the amendment was read to the membership.

Constitution and Bylaws approved on Monday, June 13, 2011.

SIGNED BY:

President: _____

Vice President: _____

Commissioner: _____

Secretary: _____

Treasurer: _____

Member-at-Large: _____

Sergeant-at-Arms: _____