

# **CONSTITUTION AND BY LAWS BRAZOS VALLEY VOLLEYBALL OFFICIALS**

## **ARTICLE I**

(Name)

**This organization shall be known as the Brazos Valley Volleyball Officials, Chapter Number 04-02-71, a division of the Southwest Officials Association, Inc., Southwest Volleyball Officials Association, dba Texas Association of Sports Officials, hereinafter referred to as TASO.**

## **ARTICLE II**

(Purpose)

Our purpose is to promote amateur sports competition in the game of volleyball by:

- a) Advancing the ideals of good sportsmanship and fair play through qualified officiating in volleyball and respect for the authority of volleyball officials at all levels of competition.
- b) Providing educational programs to advance the skills of volleyball officials at all levels of competition.
- c) Placing specific emphasis on developing concepts of good sportsmanship among the youth of our nation, both as competitors and as spectators.
- d) Conducting studies and analyses of volleyball rules to identify source of officiating problems and seek solutions in cooperation with the appropriate rule making bodies.
- e) Developing and maintaining a membership consisting of experienced and capable volleyball officials whose integrity is above reproach and who are actively engaged each year in officiating matches in all levels of competition.
- f) Fostering a high standard of ethics, encouraging fair play, sportsmanship, closer cooperation, and a better understanding among coaches, players, athletic directors, and the media on any and all issues that may arise concerning the sport of volleyball.

## **ARTICLE III**

(Governing Authorization)

**Since the organization is authorized and established under the constitution of the Texas Association of Sports Officials and therefore subordinate to the constitution and by-laws of TASO, this constitution, by-laws and amendments thereto shall in no way contradict or conflict with the constitution and by-laws of TASO, and shall firstly be governed by the constitution and by-laws of TASO and secondly governed by the constitution and by-laws of the Brazos Valley Volleyball Officials.**

## **ARTICLE IV**

(AMENDMENTS to the CONSTITUTION and BY-LAWS)

1. Proposed amendments to the Constitution and By-Laws must be submitted in writing to the Board of Directors at any time and will be presented to the Chapter membership at the next Chapter meeting for a first reading and question and answer session. A final reading, formal debate, and formal ballot vote on the amendment will occur at the second Chapter meeting after which the amendment was first presented. Amendments cannot be voted on if they are further amended or changed in any way until the next Chapter meeting. Amendments to this Constitution and By-Laws must be approved by a two-thirds (2/3) majority vote of the members present in good standing with Brazos Valley Volleyball Officials.

**ARTICLE V**  
(Executive Board)

1. The Executive Board shall hereinafter be known as the Board of Directors or Officers of the Chapter consisting of eight (8) members. Members of the board will be extended all the privileges of membership on the board including the power to act and vote as a member of the executive board.

2. The Executive Board of the Brazos Valley Volleyball Officials shall be composed of one President, one Vice-President, one Recording Secretary, one Treasurer, one Assigning Secretary, and three (3) Members at Large. Members at Large shall be designated as Position 1 (Chapter Membership), Position 2 (Student Body), and Position 3 (East Texas). All members of the Board must be members in good standing with the Brazos Valley Volleyball Officials.

3. The Executive Board shall be the governing body of the Brazos Valley Volleyball Officials and shall be responsible for fulfilling the purposes of the Chapter and administering the operation of the organization. Participation in Executive Board meetings shall be limited to Board members unless invitation to participate is extended to a non-member of the board.

4. The Executive Board shall have the power to recommend By-laws change and present those to the membership for vote. The Executive Board shall also be empowered to rule on situations not covered in the By-laws.

5. The Executive Board shall have full power to adopt any and all regulations necessary to govern its own deliberations insofar as those regulations do not conflict with the policies/procedures of TASO or BVVO and accept that a majority of the Board members of the Chapter shall constitute a quorum.

6. Any member may charge an elected officer whose actions or conduct are detrimental to the best interest of the Chapter with grounds for removal at any general chapter meeting. The Executive Board will then investigate said charges at the next Executive Board meeting. If a majority of Board members vote to indict an officer on these charges, notice of such an indictment must be emailed to all members at least one week prior to the next Chapter meeting at which the removal will be considered and voted upon. The indicted Board member shall have the opportunity to rebut the charges against him/her for removal at this meeting. Once all these procedures are completed, a Board member may be removed from their position by a two-thirds vote of present members in good standing at the Chapter meeting.

7. The recording secretary shall maintain minutes of all Board meetings and shall submit the minutes of each meeting to the members of the Executive Board at the next scheduled Board meeting.

8. The Executive Board shall audit the financial report of the treasurer on or before each general meeting or at any time the Board may deem necessary. The prompt and complete payment of all expenses, the collection of all monies will be completed before the end of every calendar year to ensure the financial integrity and stability of our chapter, the payment of our assigning secretary and reimbursements of expenses to our officers.

9. The President shall be the Chairman of the Board; the Vice-President shall be the Vice-Chairman and preside in the absence of the President/Chairman; and the Recording Secretary shall preside if the President/Vice-President is absent. One of these three (3) officers must be present at any board meeting.

10. The Executive Board member elections will be held at the last general meeting of each season by a majority vote of eligible members present. New officers will take office on January 1<sup>st</sup> immediately following the election. Nominations will be held for board positions at the October meeting. Nominations will not be accepted at any other time or meeting during the season unless there is an unexpected vacancy. At that time the executive board will determine the need for filling the vacancy at the earliest and most suitable time. An interim may be appointed by a majority vote of the executive board members until one is elected at the next scheduled chapter meeting. Nominations will be accepted in the following order:

1. President
2. Assigning Secretary
3. Vice President
4. Recording Secretary
5. Treasurer
6. Members At Large (Executive Board will assign the Member at Large responsibilities)

11. Any vacancies occurring during the season and at a time when regularly scheduled general meetings are being conducted will be filled from nominations made by any member present in a regular scheduled general meeting and in accordance with Article V, Section 10. The officer or board member will assume the elected position immediately and shall serve until the last general meeting of the season.

12. State and local dues for all executive board members shall be refunded by BVVO chapter funds at the end of the fiscal year, December 31, providing they have attended 80% of the executive board meetings.

## **ARTICLE VI**

### **(Duties of the Executive Board)**

1. The Chapter shall hold regular general meetings at such time and place as the president, with the advice and assistance of the Board of Directors shall designate. During the season, general meetings shall be held to discuss and interpret volleyball rules, revisions, mechanics, and business matters of the Chapter. The Chapter should conduct an annual on/off court training clinic for the members. No general meeting can be conducted without a majority of the Board of Directors or Officers present in accordance with Article X, Section 9. An attendance roll shall be taken at each meeting. All meetings shall be conducted according to the Robert's Rule of Order following the suggested agenda from TASO Constitutional Policy and Procedures:

- A. Call meeting to order.
- B. Complete the sign in sheet.
- C. Review of the previous meeting minutes, and call for acceptance or discussion of the minutes.
- D. Reports from the Executive Board/Officers:
  - a) President
  - b) Vice-President
  - c) Secretary (completion and collection – TASO/BVVO Chapter paperwork)
  - d) Treasurer (financial report, collection of dues, receipts, fines, fees, etc.)
  - e) Members at Large
  - f) Assigning Secretary (Discussion at his/her discretion for an appropriate time concerning scheduling issues)
- E. Old business/tabled items
- F. New business
- G. Game fee issues (Non-payments, scheduling errors, travel, etc.)
- H. Nominations/Elections
- I. Adjourn Meeting

2. The Executive Board shall act in accordance with the constitution and by-laws established within the TASO/BVVO guidelines, policies, directives and desires of the majority of the membership.

## **ARTICLE VII – DUTIES of the OFFICERS**

### **(President)**

1. The President shall be elected by a majority vote of the eligible members present at the last general meeting of the season for a one year term. The President may serve and succeed consecutive terms as the chapter membership so votes.

The President shall;

- a. Govern his/her actions on behalf of the chapter in accordance with the constitution and bylaws of the Chapter, shall follow the directives and desires of the majority of the members of the Chapter and with the advice and assistance of the Board.
- b. Preside over all the general meetings and Board Meetings.
- c. Prepare an agenda, call to order, and make every effort to conduct the meetings to further the policies and procedures set forth by TASO and the BVVO.
- d. Shall receive, investigate, and report on complaints, criticisms, problems, pay issues, scheduling issues and performance of members and coaching staffs.
- e. The President shall attend the annual TASO State Meeting and represent the chapter as liaison to TASO the governing body pertaining to the operation and responsibilities of the BVVO.
- f. The President in conjunction and with the knowledge of the Board, shall conduct all

negotiations on behalf of the Chapter concerning any and all matters that may arise during his/her term of office to further the policies of the BVVO Chapter.

g. The President's state and local dues shall be paid by the BVVO Chapter. Also any excess expenses accumulated in the performance of the position of the Presidency, will be reviewed by the Board, and reimbursements will be made by a majority vote with all members of the Board present.

h. The President shall serve as the Chairperson of the Grievance Committee.

i. In the event the Assigning Secretary is unable to perform their duties, the President will assume the responsibilities.

(Vice-President)

1. The Vice-President shall perform the duties of the President in his/her absence or inability to act.
  - a. He/She shall act in accordance with the constitution and by-laws established within the TASO BVVO guidelines, policies, directives and desires of the majority of the membership and the advice and assistance of the Executive Board.
  - b. In the event of a vacancy occurring in the President's position, the Vice-President shall perform the duties of the President until such time that a new President is elected in accordance with the constitution.
  - c. The Vice President shall prepare an agenda, organize, coordinate and or delegate, in conjunction with the Board, all on and off court training of officials and evaluations of officials.
  - d. The Vice President shall be a member of the Grievance Committee.

(Recording Secretary)

1. The Recording Secretary shall be responsible for the following.
  - a. He/She shall act in accordance with the constitution and by-laws established within the TASO BVVO guidelines, policies, directives and desires of the majority of the membership and the advice and assistance of the Executive Board.
  - b. He/She shall maintain a membership list of all members in good standing, and such list shall be checked with the records of TASO and the BVVO to determine that all BVVO Chapter members are in good standing with the TASO BVVO. No member shall be on the list that has not fulfilled the requirements of a member in good standing.
  - c. Record the minutes of each general chapter meeting.
  - d. Record the minutes of each Executive Board meeting.
  - e. Record attendance of all general chapter and Executive Board meetings.
  - f. The Recording Secretary shall produce for the president a summary of the minutes of each meeting to be presented to the chapter at the next general meeting for their discussion and approval.
  - g) He/She shall preserve and maintain all membership records, recorded minutes and have charge of all of the printed documents, policy, procedure, constitution, by-laws and publications of the BVVO Chapter, TASO and all state governing bodies.
  - h) In the event of the absence of the Recording Secretary the minutes and attendance will be recorded by the Treasurer and then the Member at Large Position 1 (Chapter Membership).
  - i) The Recording Secretary shall be a member of the Grievance Committee.
  - j) Provide the Assigning Secretary an attendance roster.

(Treasurer)

1. The Treasurer shall be responsible for the following:
  - a. He/She shall act in accordance with the constitution and by-laws established within the TASO BVVO guidelines, policies, directives and desires of the majority of the membership and the advice and assistance of the Executive Board.
  - b. The Treasurer shall have custody of all the monies of the Chapter and deposit them in such bank or trust company as shall be designated by the Executive Board.
  - c. The Treasurer shall have the right, together with such other officers designated by the Executive Board to countersign all checks, drafts, notes or order for the payment of

money.

- d. The Treasurer shall carry the funds of the Chapter in the name of the Chapter and shall issue checks on this fund, and this fund alone.
- e. The Treasurer shall have charge of the collections and disbursements of all fees and dues authorized by Chapter and shall place all receipts of the Chapter into the general fund.
- f. The Executive Board shall authorize all disbursements over \$200.00 by a majority vote of all Board members present. Recurring expenses require a one-time yearly approval.
- g. The Treasurer shall keep or supervise the keeping of an accurate account of the finances of the Chapter, which shall be open for inspection, examination and audit by the Executive Board. The Treasurer shall provide proof of a balanced bank statement at the Executive Board meeting immediately following the receipt of the statement.
- h. The Treasurer shall collect dues (State and Local) from the membership associated with the operation of the Chapter and submit a members list to the Assigning Secretary.
- i. The Treasurer shall notify members and collect all fines and fees assessed by the chapter.
- j. The Treasurer shall collect all scrimmage fees.

(Assigning Secretary)

- 1. The Assigning Secretary shall meet the following requirements and be responsible for:
  - a. The Assigning Secretary must be a member in good standing with TASO BVVO Chapter.
  - b. He/She shall act in accordance with the constitution and by-laws established within the TASO BVVO guidelines, policies, directives and desires of the majority of the membership and the advice and assistance of the Executive Board.
  - c. It is strongly advised by the Executive Board that the Assigning Secretary should have and possess a working knowledge of the sport of volleyball, the assigning process, assigning software, officials, schools, and coaches served in our region.
  - d. The Assigning Secretary must possess or provide the necessary communication utilities (i.e., fax, e-mail, internet capabilities, etc.) for effective information exchange with all parties associated with the operation of the chapter's membership and business.
  - e. The Assigning Secretary must submit his/her choice of assigning programs to the Executive Board, and upon approval of the Executive Board it shall be accepted and used. In such cases, the assigning program's feasibility, financial cost, and annual maintenance will be considered.
  - f. The assigning secretary will be provided with a cell phone purchased by the chapter and will remain the sole possession of the BVVO.
  - g. The Assigning Secretary will be solely responsible for the assigning of officials to pre-season, regular season, and post season playoff matches at all levels of competition contracted by the BVVO.
  - h. The BVVO Chapter will provide officials at the schools request for varsity, junior- varsity and freshman matches will be scheduled in the following order: UIL Varsity District Matches, UIL Varsity Non-District Matches, TAPS, non-affiliated schools. If the BVVO Chapter has an adequate qualified roster of officials; we will also provide officials for 7th and 8th grade matches.
  - i. He/She must maintain a database, open to the Board, consisting of but not limited to: daily, weekly, monthly schedules of officials, schedule changes of officials, records and reports concerning the scratch and preferred list of all officials, rankings, contact information of the contracted schools, and coaches.
  - k. Matches will be assigned based upon the following criteria:
    - 1. Scratch and Preferred List
    - 2. Member in good standing within TASO BVVO
    - 3. Level of Competition
    - 4. Availability
    - 5. Regional and Travel Considerations
    - 6. Chapter Evaluation
    - 7. Division Level 1 – 5 (Certified, Approved, Registered)

- l. He/She shall be guaranteed as remuneration for services performed, a fee, as set by a majority vote of the eligible membership present at a general meeting.
- m. In addition to the assigning fee in Article XI, Section 1, all expenses and accurate estimates for pending expenses accumulated by the Assigning Secretary will be submitted to the Executive Board by October 31<sup>st</sup>. The Executive Board will review the expenses and make full payment of verified expenditures to the assigner prior to the end of the fiscal year.
- n. All fines/fees accessed by the assigning secretary concerning scheduling issues will be forwarded to the Treasurer for collection and the President notified. The member will be contacted by the Treasurer and if necessary a follow up in writing of fines/fees due. Such fines or fees will be paid to the Chapter Treasurer within 10 working days of the notification. If the fines/fees are not paid in full, the member will not be a member in good standing and forfeit their schedule until said fines/fees are paid.
- o. The fines/fees concerning scheduling, mentioned in Article XI, Section n, will be directed/dispensed by the Executive Board to the appropriate office/officer.

(Member at Large)

1. The BVVO Chapter will have three (3) member at large positions to better represent our organization. Diversity within our membership and geographic concerns are our rationale and our member at large officers should be proactive in their involvement and representation of their respective positions as stated in Article V, Section 2.
  - a. He/She shall act in accordance with the constitution and by-laws established within the BVVO guidelines, policies, directives and desires of the majority of the membership and the advice and assistance of the Executive Board.
2. A Member at Large shall act as liaison between their respective position and the Executive Board and the Chapter.
3. A Member at Large shall not only represent, but set an example for others to follow.
4. Members at Large will coordinate with the Assigning Secretary the scheduling of officials for scrimmages.
5. Members at Large will coordinate with the Vice President in the recruitment, evaluation and training of officials.
7. Members at Large will communicate with Chapter Members in regards to questions, concerns and issues.

## ARTICLE VIII

(Members)

1. All members shall meet or exceed the necessary requirements for membership in the TASO Brazos Valley Volleyball Officials and shall strictly adhere to the Constitution and By-Laws of the Chapter.
2. All members shall strictly adhere to the BVVO Code of Ethics, Conflict of Interest, Scheduling and Assignment Policy, U.I.L. Constitution and Contest Rules concerning Athletic Contest, and comply with the schedule of fees and travel allowances adopted by the BVVO.
3. All TASO members transferred to the chapter from another TASO chapter in good standing may be accepted upon application and approval by a majority vote of the Board of Directors.
4. A member in good standing in the chapter shall be:
  - a. Free of payment of all State and Local dues by September 1st of the current season. If previous arrangements for non-payment or late payment have not been approved by the Board, the member's schedule will be forfeited until such payments are received.
  - b. Free of any and all financial obligations to the chapter.
  - c. In attendance for at least **3 out of the 5** of the general chapter meetings of the calendar year and must attend the district clinic or must appeal for a non-attendance waiver from the Executive Board.
  - d. Have fulfilled all requirements for membership set forth by the BVVO.
  - e. Abide by all provisions of the constitution and by-laws.
5. A member who is not in good standing with BVVO shall not participate in any matter or manner of business within the Chapter.
6. All members of the BVVO shall conform to the adopted uniform policy as stated in the uniform policy guidelines. Jewelry worn by a chapter member during a match should be conservative, discrete and not distract from the professional appearance of the official. First violation of the uniform policy will be a

warning. Any subsequent violation of the uniform policy will result in a fine in accordance with the Scheduling and Fine Policy, Section J, 1 thru 7.

7. As an "Independent Contractor", you as an official are entering into a contractual agreement to fulfill your schedule and represent the chapter in positive and professional manner.

8. If any member of the chapter is dissatisfied for any reason with any portion of their commitment to the policy, procedure, scheduling, etc., the "Grievance Procedure" is as follows:

- A. Contact and discuss the situation with their respective Member at Large
- B. If still unsatisfied, contact and discuss the issue with the Assigning Secretary.
- C. If still unsatisfied, contact and discuss the issue with the chapter President.
- D. If still unsatisfied, petition the Executive Board with your grievance.
- E. If still unsatisfied, call for a chapter membership vote on the issue.

9. At "NO TIME or UNDER ANY CIRCUMSTANCES," may a member/official of the BVVO personally contact any school representative concerning chapter business, payments, or personal conflicts, without prior approval of the President. If a member has an issue to resolve he/she will contact the President immediately. Any breach or circumvention of this policy will result in the member's immediate suspension pending notification and investigation by the executive board.

## **ARTICLE XIV**

(Grievance Committee)

1. The Grievance Committee shall be comprised of the President, Vice President, and Recording Secretary. As allowed by TASO the guidelines for the grievance committee process is as follows:

a. A grievance must be lodged in writing to the Grievance Committee within 48 hours of the grievance.

b. A grievance lodged against any member will be verbally reported to that member within 48 hours and a written notice (Certified Mail Return per TASO guidelines) will be sent to the respondent at the most recent address furnished to the Chapter Secretary or hand delivered to the respondent that shall contain the following:

- 1) Date or dates of alleged infraction(s);
- 2) Description of alleged infraction(s);
- 3) Name of person initiating action unless determined to be confidential in accordance with the following rules governing the same;
- 4) Identification of provision of constitution, by-laws or rules involved;
- 5) The day, time and location of the hearing;
- 6) The range of action that may be taken as a result of the proceedings;
- 7) In the absence of good cause shown, that failure to attend the hearing will terminate the respondent's rights to appeal any disciplinary decision of the committee.
- 8) A respondent shall be given not less than 5 days notice of any chapter hearing which might result in action adversely affecting the respondent.

c. The Grievance Committee has the authority to make the disciplinary decision as allowed within TASO guidelines.

d. The respondent has the right to appeal the decision to the full Executive Board.

e. Further appeals may be made to the Volleyball Division as provided in the TASO Due Process procedures.

## **ARTICLE XV**

(Annual Awards)

A. The Noel Orr "Rookie of the Year" Award, in memory and honor of Noel Orr, was established in 2003. This award is voted on by the "EXECUTIVE BOARD" and presented to the official who has best represented the chapter in their first year of service. The criteria to qualify for this nomination and award are as follows:

- 1. Must be a first year official.
- 2. Must be a member in good standing within the chapter.
- 3. Must meet and exceed all the requirements of BVVO.
- 4. Must meet and exceed the requirements of a P-R-O-F-E-S-S-I-O-N-A-L.

B. The Executive Board will discuss, nominate, and select the recipient on the second to last meeting before the last scheduled meeting of the season, and present the award at the last general

meeting of the year.

C. The Bruce Sanders “Veteran of the Year” Award, in memory and honor of Bruce Sanders, was established in 2003. This award is voted on by the “CHAPTER MEMBERSHIP” and presented to the veteran official who has best represented the chapter as mentor and co-official.

The criteria to qualify for this nomination and award are as follows:

1. Must have completed at least 4 years of consecutive service in the BVVO Chapter.
2. Must be a member in good standing within the chapter.
3. Must meet and exceed all the requirements of BVVO.
4. Must meet and exceed the requirements of a P-R-O-F-E-S-S-I-O-N-A-L.

D. All nominations for this award will be submitted to your Member at Large on or before the second to last meeting of the season. After collection and tabulation of the votes, the Members at Large will announce his/her recipient to the Executive Board. The President will then present their award on the last general meeting of the season.

## **ARTICLE XVI**

### **(CODE OF CONDUCT AND ETHICS FOR OFFICIALS)**

1. The official should arrive at the game site with sufficient time to inspect facilities and equipment, discuss ground rules, instruct scorers, timers and line judges, and to discuss any pertinent information with the coaches and other officials.
2. The official’s uniform adopted by the Chapter shall be worn.
3. No official shall partake of any substance prior to officiating or while in uniform which would impair physical or mental performance.
4. Every members conduct, speech and actions during or enroute to and from a match shall be above reproach and should always demonstrate an example of sportsmanship, courtesy, and self-control.
5. The official shall report any unsportsmanlike conduct, speech, action or misconduct of a flagrant nature by coaches, players, or spectators to the Chapter in accordance with the Incident Reporting Procedures.
6. No official shall criticize any other official in the presence of coaches, players, spectators, or the news media before, during or after a match.
7. No official shall cancel an officiating assignment to accept another more advantageous assignment.
8. No member shall seek to influence a coach for the purpose of promoting personal officiating opportunities.
9. Every member shall seek to possess a comprehensive knowledge and understanding of the letter and intent of the playing rules and officiating techniques.
10. No official shall solicit matches unless he/she is operating as an individual contracting agent in an area without an assigning secretary.
11. No official shall falsify records or reports for personal gain.
12. No official shall engage in scouting activities or engage in conversation with coaches regarding officiating assignments.
13. Any official violating these provisions may be placed on probation, fined, suspended or terminated from membership by the Executive Board.

## **ARTICLE XVII**

### **(CONFLICT OF INTEREST)**

1. An official **SHALL NOT KNOWINGLY ACCEPT ASSIGNMENT OF ANY CONTEST** if any of the following conditions exist:
  - a. If there is a TASO chapter that makes assignments through an assignment secretary/director and the assignment did not come through the assignment secretary/director.  
**ANY TASO CHAPTER MEMBER GUILTY OF NON-COMPLIANCE WITH THIS PROVISION WILL NOT BE CONSIDERED A MEMBER IN GOOD STANDING AND WILL NOT BE ELIGIBLE FOR PLAY-OFF REGIONAL OR STATE TOURNAMENT ASSIGNMENTS.**
  - b. If any official assigned to the contest is not a member in good standing of the appropriate division.
  - c. If the official or the official’s spouse is employed by any school fielding a team involved in a contest,
  - d. If the official is related by blood or marriage as follows: (parent, grandparent, child, grandchild, brother, sister, brother-in-law, son-in-law, etc.) to a person affiliated with a team involved in a contest.

- e. If the official or anyone affiliated with a team involved in a contest are former or present team mates, roommates, classmates, business associates or close personal friends.
- f. If the official or the official's spouse attended or worked at either school within the last 5 years.
- g. If the official has a child in school in one of the involved schools, or a child who graduated from one of the schools within the previous 5 years. It shall be a violation of the Officials Code of Ethics for an official to work a contest in violation of these provisions.
- h. Any official violating these provisions may be placed on probation, fined, suspended or terminated from membership by the Executive Board.