**BYLAWS of the AUSTIN CHAPTER VOLLEYBALL (Revised 2018)**

**TABLE OF CONTENTS**

|  |  |
| --- | --- |
| **ARTICLE I NAME** | 2 |
| **ARTICLE II PURPOSE** | 2 |
| **ARTICLE III MEMBERSHIP** | 2 |
|  | Requirements, responsibilities and term of membership | 2 |
| **ARTICLE IV GOVERNMENT** | 2 |
| **ARTICLE V MEETINGS** | 3 |
| **ARTICLE VI DUES, ASSESSMENTS, AND FEES** | 3 |
| **ARTICLE VII AMENDMENTS TO THE BYLAWS** | 3 |
| **ARTICLE VIII ADMENDMENTS OF THE STATED POLICIES** | 3 |
| **ARTICLE IX Board of Directors** | 4 |
|  | Collective Responsibilities | 4 |
|  | Sections 1-7 Board Member Specific Responsibilities | 4-5 |
|  | Section 8 Expense Reimbursement Policy | 5 |
|  | Section 9 Board member membership requirement | 5 |
| **ARTICLE X ANCILLARY POSITIONS** | 5-6 |
|  | Website Administrator, Assistant Assigning Secretary, Trainer(s) | 6 |
| **ARTICLE XI ELECTIONS** | 6 |
|  | Section 1 and 2 Procedures | 6 |
|  | Section 3 Term of office | 6 |
|  | Section 4 Suspended members | 6 |
|  | Sections 5 and 6 Special election procedures | 6 |
| **ARTICLE XII Discipline** | 7 |
|  | Section 1 Board of Directors’ Investigative Responsibilities | 7 |
|  | Section 2 Board of Directors’ Sanction Options | 7 |
|  | Section 3 Process for Handling Alleged Violations | 7 |
|  | Sections 4, 5 and 6 Appeal procedures | 7-8 |
|  | Section 7 Board of Directors Missed Meeting Policy | 8 |
| **ARTICLE XIII CODE OF ETHICS** | 8-9 |

**ARTICLE I NAME**

This organization shall be known as TASO Volleyball Austin Chapter, Inc, a Texas Corporation, hereinafter also known as Austin Chapter Volleyball, or ACV.

**ARTICLE II PURPOSE**

The purpose of ACV is to provide well-trained volleyball officials to schools in the Central Texas area. ACV will provide training opportunities where both new and experienced officials can increase their knowledge and skills.

ACV officials:

1. Shall have integrity above reproach.
2. Will foster high standards of ethics, fair play and sportsmanship.
3. Will work for close cooperation and understanding between officials, school administrators, athletic directors, coaches, players and spectators.

**ARTICLE III MEMBERSHIP**

**Section 1** A member in good standing is one who complies with all policies and procedures of the State Association and ACV including, but not limited to:

1. Current membership with the State Association including submission of annual dues and application
2. Current membership with ACV including submission of annual dues and application
3. Fulfillment of the annual rules clinic requirement at either the State Meeting, an in-person clinic or an online clinic
4. Completion of the annual State Association rules test with a passing score per State Association and ACV requirements
5. Attendance at required meetings, training sessions and scrimmages, as posted annually on the chapter website
6. Properly attired and equipped for all matches per State Association requirements
7. Current on assigning fees to be paid directly to the Assigning Secretary as billed
8. Current on all fines and/or late fees as directed by TASO or ACV
9. Maintenance of active email and current physical and postal addresses and photograph in the Chapter assigning software

**Section 2** It is the responsibility of the member to explain any non-compliance with the requirements of membership. The explanation should be sent via email to the President and the member’s assigned At-Large Representative.

**Section 3** ACV membership runs concurrent with the TASO membership year.

**Section 4** Members must have current membership with both TASO and ACV to participate in pre-season training.

ARTICLE IV GOVERNMENT

The business of ACV shall be conducted by the Board of Directors, committees appointed by the President, and the membership as provided by the Bylaws and Stated Policies. The fiscal year for the business of the Austin Chapter will run from November 1 to October 31. Communications between the Board of Directors and the membership will be conducted via Chapter meetings, postings to the Chapter website, and email to the email address on file for each member.

**ARTICLE V MEETINGS**

1. Business shall be conducted at regular or called meetings.
2. The date, time and location of the regular business meetings shall be determined by the Board of Directors prior to the beginning of each season and posted to the Chapter website.
3. All members, their guests, coaches, and school officials may be admitted to any regular or called meeting.
4. A called meeting shall be defined as one in which all members are notified by phone, mail, or email at least seven (7) days prior to the scheduled meeting.
5. The date, time and location of training sessions shall be determined annually by the Board of Directors and posted to the Chapter website.

**ARTICLE VI DUES, ASSESSMENTS, AND FEES**

1. All members shall pay annual dues to the Austin Chapter as determined by the Board of Directors.
2. Individual members shall pay assigning fees directly to the Assigning Secretary for matches they have been assigned or worked. Assigning fees shall become payable upon notice from the Assigning Secretary or their designate. The Board of Directors shall set the rate for assigning fees and the fees for the cancellation of accepted matches. The rates will be posted to the Chapter website no later than thirty (30) days prior to the first match of the season.
3. Additional fees and assessments may be made for specific purposes when it has been approved by a vote of the membership.
4. The minimum match fee shall conform to the maximum fee set by the State Association.

**ARTICLE VII AMENDMENTS TO THE BYLAWS**

Proposed changes to the bylaws must be submitted to the board prior to July 1st.

The ACV board will post proposed amendment(s) to the chapter website. The ACV board will then notify the membership, using the email address in the chapter assigning software, a minimum of thirty (30) days prior to a regular or called meeting where there will be discussion regarding the proposals.

As determined by the board, votes on proposed amendments may occur by any, or all the following methods:

1. Votes cast at any regular or called meeting, including those delivered via email or proxy, and/or
2. Votes cast electronically.

A three-fourths (3/4) vote of the votes cast is required to amend the bylaws. Amendments to the bylaws shall take effect on December 1st, unless required to take effect sooner at the direction of the State Association, or due to legal necessity.

**ARTICLE VIII AMENDMENTS TO THE STATED POLICIES**

Proposed changes to the Stated Policies must be submitted to the board prior to July 1st.

The ACV board will post proposed amendment(s) to the chapter website. The ACV board will then notify the membership, using the email address in the chapter assigning software, a minimum of thirty (30) days prior to a regular or called meeting where there will be discussion regarding the proposals.

As determined by the board, voting on proposed amendments may occur by any, or all the following methods:

1. Votes cast at any regular or called meeting, including those delivered via email or proxy, and/or
2. Votes cast electronically.

A simple majority of the votes cast is required to amend the Stated Policies.

Amendments to the Stated Policies shall take effect immediately upon approval.

**ARTICLE IX Board of Directors**

**Section 1** The Board of Directors shall consist of President, Vice-President, Assigning Secretary, Recording Secretary, Treasurer, and three (3) At-Large Representatives. These officers shall hold office and execute the duties herein provided. The Board of Directors shall not be compensated to perform their duties as officers, except for assigning fees that are paid directly to the Assigning Secretary. If not current members of the Board, the immediate past President and State Association Representative may serve as advisors to the Board in a non-voting capacity. The duties and responsibilities of the Board of Directors shall be to take initiative and oversee the day-to-day operations regarding:

1. Date, time and location of regular and called meetings.
2. Approval of all new members.
3. The enforcement of State Association regulations regarding uniforms, required equipment, appearance, and Code of Ethics.
4. Investigation of alleged solicitation of matches by any member.
5. Reviewing the financial reports of the Treasurer.
6. Reviewing and keeping up-to-date the Stated Policies and Bylaws.
7. Proposing ideas for improvement.
8. Supervision, approval, and reassignment, if necessary, of match assignments.
9. Annual appointment of an Ethics Committee.

**Section 2** The President shall have the following duties and responsibilities:

1. Be the Chairman of the Board of Directors.
2. Call, prepare the agenda, and preside at all meetings. The tentative agenda shall be posted to the chapter website a minimum of seventy-two (72) hours prior to all meetings.
3. Appoint any committee necessary to assist in performing the duties of President.
4. Attend meetings of the State Association as required by TASO or ACV; if unable to attend, shall appoint another member to represent the chapter.
5. Have administrative access to the Chapter assigning software.
6. Appoint a Sergeant at Arms, if necessary, to maintain order at chapter meetings. The Sergeant at Arms may serve until dismissed or another is appointed.
7. Be responsible for appointing any vacancy on the Board of Directors, until a nomination and election process can be conducted.

**Section 3** The Vice-President shall have the following duties and responsibilities:

1. Be responsible for coordination of all aspects of training officials.
2. Perform the duties of the President in his/her absence, or in the case of alleged violations of the Bylaws or Code of Ethics by the President.

**Section 4** The Assigning Secretary shall have the following duties and responsibilities:

1. Receive all requests for officials.
2. Maintain records, for the current and prior season, of all requests and related correspondence and game assignments. Such records are to be available to any member at a Board of Directors’ meeting by prior request. Such records may be maintained in an electronic format.
3. Make all match assignments. If temporarily unable to make assignments, shall delegate this duty.
4. Maintain an accurate coach’s listing in the Chapter assigning software.
5. Coordinate with the Treasurer and Recording Secretary to maintain an accurate listing of current members in the Chapter assigning software.
6. Attend meetings of the State Association as required by TASO or ACV. If unable to attend, shall appoint another member to represent the chapter.
7. Bill and collect all assigning fees.
8. At the end of the season, or as directed by the board, report any members who have outstanding assigning fees to the Board of Directors.

**Section 5** The Treasurer shall have the following duties and responsibilities:

1. Collect dues and fees, other than assigning fees.
2. Oversee all chapter funds.
3. Maintain complete records to show the financial condition of the chapter at all times. These records shall be available to any member upon request at any regular or called meeting.
4. Present to the Board of Directors a yearly financial statement for the fiscal year ending. After the financial statement has been accepted by the Board of Directors, it shall be made available to all members.
5. Maintain all necessary paperwork that needs to be reported to the State Association. This duty may be shared with the Recording Secretary.
6. Ensure an accurate official’s listing is maintained.
7. Submit copies of the monthly bank statements to the Recording Secretary for record-keeping purposes.
8. File all mandatory Federal and State tax documents and provide copies to the Recording Secretary for record-keeping.
9. All records may be submitted and/or maintained electronically by the Treasurer.

**Section 6** The Recording Secretary shall have the following duties and responsibilities:

1. Record the minutes of all meetings. An unofficial version of the minutes should be made available to the President and posted to the chapter website within fourteen (14) days of conclusion of the meeting.
2. Ensure records of agendas, any action taken on items discussed, any business conducted, official meeting minutes and attendance are maintained.
3. Coordinate maintenance of an accurate listing of the current membership.
4. Ensure current Bylaws and Stated Policies are available to all members.
5. Attend meetings of the State Association as required by TASO or ACV; if unable to attend, shall appoint another member to represent the chapter.
6. Ensure records of all submitted Federal or State tax documents are maintained.

**Section 7** At-large Representatives of the shall have the following duties and responsibilities:

1. Serve as liaison, including communication of chapter business, for an assigned group of the membership as determined by the Board of Directors.
2. Assist the Recording Secretary in maintaining accurate meeting attendance records.

**Section 8** Board members shall be reimbursed for mileage and lodging expenses to attend the annual chapter officer’s meeting as required by TASO and/or ACV. Reimbursement requests must be submitted within thirty (30) days of the expense.

**Section 9** Board members must be active members of TASO and ACV to participate in any chapter function. Failure to maintain active membership may result in removal from office.

**Article X ANCILLARY POSITIONS**

The listed positions are to assist, advise and perform their duties as directed by the Board of Directors. They must be members in good standing with ACV. Members of the Board of Directors are eligible to be appointed to these positions. The duties listed are not considered part of the normal duties of the Board of Directors. If not a member of the Board of Directors, they are considered an ex-officio member and may attend board meetings as a non-voting member. Members will be appointed annually to these positions by the Board of Directors. Appointments may be revoked at any time by a majority vote of the Board of Directors. Compensation for these positions is determined annually by the Board of Directors.

1. **The Chapter Website Administrator** may be compensated for maintenance of the Chapter website and will have duties including, but not limited to keeping current all required forms and communications on the Chapter Website
2. **The Assistant Assigning Secretary** may be compensated for assisting the Assigning Secretary with his/her duties including, but not limited to: assigning matches if the assigner is unable, adjustments to assignments, payroll, and communication of ACV information to members. The Assistant Assigning Secretary will be given the necessary access, including the ability to assign or re-assign matches at the direction of the Assigning Secretary, to the Chapter assigning software and chapter records as needed to perform these duties.
3. **The Chapter Trainer(s)** shall be a member or members of the Austin Chapter and may be compensated for training officials. The Trainer(s) will have duties including, but not limited to: “hands on” training of new officials, conducting classroom and on-court training sessions and other duties as directed by the Board of Directors.

**ARTICLE XI ELECTIONS**

**Section 1** The President will appoint the nominations chairman. All nominations for the Board of Directors must be made to the chairman beginning with the commencement of the second regular chapter meeting. Nominations may be made in the following ways: at meetings; via email; from the floor at the end-of-season meeting. Nominations will be posted to the ACV website as received. In the event no candidate receives over 50% of the eligible vote, a new vote will be taken between the top 2 (with ties) candidates receiving the most votes. As determined by the board, voting may occur by any, or all the following methods: a) votes cast at any regular or called meeting, including those delivered via email or proxy, and/or b) votes cast electronically. Current board members not seeking re-election will oversee the tallying of votes.

**Section 2** Members of the Board of Directors shall be elected in the following order:

1. Odd year: President, Treasurer, At-large Representatives #1 and #3.
2. Even year: Vice-President, Recording Secretary, Assigning Secretary, At-large Representative #2.

**Section 3** The term of office for all members of the Board of Directors shall be for a period of two (2) years beginning December 1st immediately following the election.

**Section 4** Members who have been suspended are ineligible to vote.

**Section 5** Any vacancy, including temporary appointments as defined in Article IX, Section 2, in the Board of Directors will be filled through an election whereby the members are given at least twenty-one (21) days prior notice to a regular or called meeting. Nominations may be made beginning with the date of the notice of the election to the nominations chairman, as appointed by the President. Voting will be conducted as determined by the board following the procedures listed in Article XI, Section 1.

**Section 6** Any officer is subject to recall upon a signed petition by three-fourth (3/4) of the membership. Members must be notified at least twenty-one (21) days prior to a recall election. Voting will be conducted as determined by the board following the procedures listed in Article XI, Section 1.

**Article XII DISCIPLINE**

**Section 1** The Board of Directors shall have the power to make full investigations of any alleged violations of ACV or State Association Bylaws, Policies, Guidelines or the Code of Ethics by any member. The President will appoint a committee to review and/or investigate such allegations. ACV is not required to investigate or consider any alleged violation after 1 year has passed since the alleged violation occurred. In the event of an investigation of a member of the Board of Directors, said Board Member shall not participate in any duties related to the investigation until the investigation is concluded and the outcome is determined.

**Section 2** The Board of Directors may recommend verbal reprimand, probation, suspension, and/or termination of any member from ACV to include, but not limited to the following instances:

1. Failure of a member to give full cooperation to the Board of Directors in the investigation of any volleyball related matter
2. Any action of a member which in not compatible with the Bylaws, Stated Policies or the Code of Ethics of ACV
3. Failure to fulfill a contract except in an emergency
4. Any other behavior of a member that the Board of Directors deems inappropriate
5. Failure to comply with any or all the requirements in Article III of these Bylaws

**Section 3** Process for Handling Alleged Violations

A committee (not comprised of any member of the Board of Directors) appointed by the President will investigate the alleged violation. In the case of a member who fails to comply with any or all the requirements of Article III of these Bylaws, a member of the Board of Directors may act in place of an appointed committee. In the case of a member of the Board of Directors acting on failure to comply with the requirements of Article III, the member will be notified of the alleged violation to allow for an explanation as to their non-compliance prior to a determination of any recommended actions.

1. Upon conclusion of the investigation, the committee will make recommendations to the President as to the actions that should be taken against the member in violation
2. The member will be notified by certified mail, or by email when confirmation of receipt is received within forty-eight (48) hours, of the violation and the recommendations of the committee as to any actions or sanctions to be taken.
3. If the member agrees with the recommended actions or sanctions and notifies the President or Vice President of their acceptance, they will be enacted, and no further action is needed.
4. If the member disagrees with the recommended actions or sanctions, they must notify the President or Vice President within ten (10) days of receipt of the notification that they wish to proceed with Section 4 below.

**Section 4** In the case of a member not in agreement with the actions or sanctions as recommended in Section 3 above, the member will have the opportunity to meet with the Board of Directors regarding the alleged violation. Once the President or Vice President has been notified, the member will be notified of the time and the location of the regular or called meeting of the board. This member must be notified via email and/or certified mail a minimum of ten (10) days prior to the Board of Directors’ meeting.

The member may waive the notification requirement if notified in person. At the request of the member and agreement of the board, the ten (10) day requirement may be waived to expedite the matter. Upon conclusion of the meeting with the member, the Board of Directors will vote on the matter. A majority of the Board of Directors must be in attendance and a majority of votes cast is required for the recommended verbal reprimand, probation, suspension, and/or termination to take effect. The member will be notified of the decision of the board by certified mail, or by email when confirmation of receipt is received within forty-eight (48) hours.

**Section 5** In the case that a member has been verbally reprimanded, placed on probation, suspended, or terminated, said member will have up to thirty (30) calendar days from the date of notice to appeal the decision. Any appeal must be in writing and submitted to the President or his/her designee. The Board of Directors will set up a meeting within fifteen (15) calendar days from the date of the appeal with said member and allow that member to present any further information to the Board of Directors. This notice of meeting must be by certified mail, or by email when confirmation of receipt is received within forty-eight (48) hours. The Board of Directors will then have fifteen (15) calendar days from the date of the meeting to act and inform said member of the final decision. Notice of the final decision will be made by certified mail, or by email when confirmation of receipt is received within forty-eight (48) hours. Failure to follow any portion of the appeals process, by either party, will result in the probation, suspension, and/or termination being upheld or dismissed.

**Section 6** A member who has appealed a probation, suspension, or termination and a final decision has been confirmed by the Board of Directors, may appeal to the State Association according to the regulations of the State Association.

**Section 7** Any member of the Board of Directors that misses two or more board meetings may be removed from office by a majority vote of the Board of Directors.

**ARTICLE XIII CODE OF ETHICS**

1. All members shall understand, wholeheartedly support, and comply with the principles of good officiating as developed and promoted by the National Federation of State High School Associations and the University Interscholastic League.
2. A member shall not seek to influence a coach to promote his/her own officiating opportunities.
3. A member shall not criticize any other official in the presence of a coach, player, spectator, or by any other forms of media either during or following a match. In addition, no member shall criticize any member of the Board of Directors or any other member during or after any regular or called meeting.
4. A member shall not accept a request for assignment to a match from anyone other than the current Assigning Secretary or his/her designee.
5. A member shall not accept any other officiating duty once he/she has accepted his/her schedule, without prior approval of the Assigning Secretary. This includes, but is not limited to, college volleyball, recreation league matches, and/or any other sport.
6. Every member’s conduct, speech, and actions during, or in route to, and from the match shall be above reproach.
7. Every member shall be correctly, completely, and neatly uniformed and equipped as required by the State Association.
8. Every member shall possess a comprehensive knowledge of the word and intent of the playing rules and officiating mechanics.
9. A member shall not partake of any substance prior to working a match which would impair
10. his/her physical or mental performance.
11. A member shall not compromise the integrity of ACV.
12. Should an official become unable to fulfill an assignment, the official shall notify the Assigning Secretary as soon as possible.
13. A member shall not falsify records or reports for personal gain.
14. A member shall not engage in scouting activities or discuss officiating assignments with coaches.
15. A member shall not violate any State Association rules, regulations, or guidelines.
16. Any complaint concerning the violation of this Code of Ethics shall be presented to any member of the Board of Directors or to the Chairman of the Ethics Committee.
17. Any official, who is representing ACV, will not discuss any non-UIL volleyball related matters before, during or after any match or tournament to which they have been assigned with any players, parents or coaches involved in the match or tournament.
18. Officials should neither avoid nor seek out coaches and school authorities after the match. They should transact the necessary match business and move out of the match vicinity with no unnecessary delay.