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

**ARTICLE I NAME**

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

**BYLAWS of the AUSTIN CHAPTER VOLLEYBALL (revised 2016)**

**ARTICLE I NAME**

This organization shall be known as Austin Chapter Volleyball, hereinafter will be known as Austin Chapter.

**ARTICLE II PURPOSE**

The purpose of the Austin Chapter shall be to provide a group of experienced, active, and capable volleyball officials whose integrity is above reproach. Such group of officials will foster high standards of ethics, encourage fair play and sportsmanship, and will work for close cooperation and better understanding between officials, school administrators, athletic directors, coaches, players and volleyball ~~fans in Bastrop, Blanco, Burnet, Caldwell, Comal, Fayette, Gonzales, Hays, Lee, Llano, Travis, Williamson and other counties~~ in the Central Texas area. The Austin Chapter shall continually recruit an adequate number of outstanding women and men to serve as qualified volleyball officials and to improve volleyball officiating through training experiences, where both new and experienced officials can increase their knowledge and skills.

**ARTICLE III MEMBERSHIP**

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

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

**Section 2** It is the responsibility of the member to explain any non-compliance with the membership requirements either in advance, or upon notification from the Board.. 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 III MEMBERSHIP

Section 1 A member of the Austin Chapter shall meet the following requirements to be a member in good standing:

1. Current membership with the State Association
2. Attendance at a mandatory rules clinic for the current year
3. Completion of the annual rules test with a passing score per State Association and Chapter policy
4. Compliance with the policies and procedures of the State Association
5. Current on annual dues and membership application with the Austin Chapter
6. Attendance at mandatory meetings and training sessions as posted on the Chapter website
7. Properly attired and equipped for all matches per State Association requirements
8. Current on assigning fees to the Assigning Secretary according to the schedule for the current year
9. Current on all fines and/or late fees as directed by the Austin Chapter
10. Compliance with the Austin Chapter Bylaws and Stated Policies
11. Adherence to the Austin Chapter’s Code of Ethics
12. 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 within 48 hours of the due date of any requirement listed in Section 1. The explanation should be sent via email to the President.

**ARTICLE IV GOVERNMENT**

The business of ACV shall be conducted by the Board of Directors (hereinafter also referred to as the Board), committees appointed by the President, and the membership as provided by the Bylaws and Stated Policies. The fiscal year for the business of ACV will run from November 1 to October 31. Communications between the Board 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 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 and posted to the Chapter website.

**ARTICLE IV GOVERNMENT**

The business of the Austin Chapter shall be conducted by the Board of Directors, Committees appointed by the President, and the membership of the Austin Chapter as provided by the Bylaws. 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 in the Chapter assigning software.

# ARTICLE V MEETINGS

1. The Austin Chapter shall conduct business at regular and called meetings as provided for in the Bylaws.
2. The time, place, and length 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. The annual business meeting and election of Board members shall be held during the last regular meeting of the season.
4. All members of the Austin Chapter and their guests, coaches, and school officials may be admitted to any regular meeting.
5. 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.
6. The time, place, and length of the annual off-season and regular season training sessions, meetings, and other training shall be determined 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.
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 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 majority vote of the membership.
4. The minimum match fee shall conform to the maximum fee set by the State Association.

# 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. Assigning fees to the Assigning Secretary for his/her services shall be paid directly by the individual members for matches they have been assigned or worked and shall become payable upon notice from the Assigning Secretary or their designate. The rate for assigning fees and cancellation of accepted match fees shall be set annually by the Board of Directors and posted to the Chapter website.
3. Additional fees and assessments may be made for specific purposes when it has been approved by a vote of the membership at a regular meeting.
4. The minimum fee of the Austin Chapter for officiating high school matches 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, unless necessitated by TASO, or for legal reasons. Proposed amendments should be sent to the President and Recording Secretary. The Board will post proposed amendment(s) to the chapter website. The 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.

The method for voting shall be determined, and the membership notified, a minimum of 14 days prior to commencement of voting. 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 TASO, 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, unless necessitated by TASO, or for legal reasons. Proposed amendments should be sent to the President and Recording Secretary. The Board will post proposed amendment(s) to the chapter website. The 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.

The method for voting shall be determined, and the membership notified, a minimum of 14 days prior to commencement of voting.

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 VII AMENDMENTS TO THE BYLAWS

These Bylaws may be amended at any regular or called meetings by three-fourths (3/4) majority of the votes 1) cast of members present at the meeting 2) cast by electronic voting of eligible members for the week prior to meeting, and3) proxy votes delivered at the meeting. Electronic voting includes emailed votes, votes using web-based mechanisms, or other procedures approved by the board. Notification of the proposed amendments shall have been mailed, emailed or posted on the chapter website and said amendments made available to each voting member at least ten (10) days prior to the meeting at which the vote is to be taken. Amendments to the Bylaws will be implemented on December 1st of each year.

# ARTICLE VIII ADMENDMENTS OF THE STATED POLICIES

The Stated Policies of the Austin Chapter may be amended at any regular or called meeting by simple majority of the votes cast of members present at the meeting. Notification of the proposed amendments shall have been mailed, emailed, or posted on the chapter website and said amendments made available to each voting member, at least ten (10) days prior to the meeting at which the vote is to be taken. Amendments to the Stated Policies will take effect immediately upon approval.

**ARTICLE IX Board of Directors**

**Section 1** The Board 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 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 TASO Representative may serve as advisors to the Board in a non-voting capacity. The Board shall have the following duties and responsibilities:

1. Set the date, time and location of regular and called meetings.
2. Approve membership of all new and returning members.
3. Enforce TASO regulations regarding uniforms, required equipment, appearance, and Code of Ethics.
4. Investigate alleged violations of or non-compliance with ACV Bylaws, Policies and TASO Policies and Procedures.
5. Review and approve the financial reports of the Treasurer.
6. Review and keep up-to-date the Stated Policies and Bylaws.
7. Propose ideas for improvement.
8. Oversee match assignments and directing reassignments, if necessary.
9. Appoint an Ethics Committee, annually.
10. Have administrative access to the Chapter assigning software.

#  ARTICLE IX Board of Directors

**Section 1** The Board of Directors of the Austin Chapter shall consist of President, Vice-President, Assigning Secretary, Recording Secretary, Treasurer, and three At-Large Representatives. A Sergeant at Arms may be appointed by the President. 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 of the Austin Chapter, with the exception of the Assigning Fees that are paid to the Assigning Secretary. The past President and State Association Representative shall serve in a non-voting capacity provided they are members in good standing of the Austin Chapter and are not current members of the Board of Directors. ~~In the event of a tie vote of the Board of Directors, the State Association Representative may cast the deciding vote. In the event the State Association Representative is unavailable or does not cast the tie-breaking vote, the past President may cast the deciding vote.~~ The duties and responsibilities of the Board of Directors shall be to take initiative and oversee the day-to-day operations of the Austin Chapter in regard to:

1. Time, place, and the length of regular meetings including an end-of-season business meeting.
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 of the Austin Chapter.
7. Proposing ideas for improvement of the operation of the Austin Chapter.
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.
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 TASO as required by TASO or ACV; if unable to attend, shall appoint another member to represent ACV.
5. 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.
6. Be responsible for appointing any vacancy on the Board, 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 2** The President of the Austin Chapter shall have the following duties and responsibilities:

1. He/ She shall be the Chairman of the Board of Directors and preside at all meetings.
2. He/ She shall call, prepare the agenda, and preside at all meetings of the Austin Chapter. The tentative agenda should be provided to the chapter webmaster 48 hours prior to the meeting to be available for posting on the Austin Chapter website a minimum of 24 hours prior to each regularly scheduled meeting.
3. He/ She shall have the power to appoint any committee necessary to assist in performing the duties of President.
4. He/ She will be responsible to attend meetings of the State Association to represent the Austin Chapter. If he/she is unable to attend, he/she may appoint another member in good standing to act on his/her behalf.
5. He/ She shall have administrative access to the Chapter assigning software.
6. He/ She may appoint a Sergeant at Arms if necessary. The Sergeant at Arms may serve until they are dismissed or another is appointed.
7. He/ She will be responsible for appointing any vacancy on the Board of Directors in the event the Vice-President, Recording Secretary, Treasurer, Assigning Secretary, and/or At-large Representative resigns or is recalled before or during the volleyball season, until a nomination and election process can be conducted.

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

1. He/ She shall be responsible for coordination of all aspects of training officials.
2. He/ She shall 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 meeting by prior request. Such records may be maintained in an electronic format.
3. In addition to administrative access to the Chapter assigning software, shall also be given access to make assignments and maintain member’s profiles.
4. Assign members to all matches and/or tournaments. If temporarily unable to make assignments, shall delegate this duty.
5. Maintain an accurate coach’s listing in the Chapter assigning software.
6. Coordinate with the Treasurer and Recording Secretary to maintain an accurate listing of current members in the Chapter assigning software.
7. Attend meetings of TASO as required by TASO or ACV. If unable to attend, shall appoint another member to represent ACV.
8. Bill and collect all assigning fees.
9. At the end of the season, or as directed by the board, report any members who have outstanding assigning fees to the Board.

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

1. He/ She shall receive all requests for officials for the Austin Chapter.
2. He/ She shall be responsible for keeping 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. He/ She will make all match assignments. If he/she is temporarily unable to make assignments, he/she may delegate this duty.
4. He/ She will be responsible for maintaining an accurate coach’s listing in the Chapter assigning software.
5. He/ She will coordinate with the Treasurer and Recording Secretary on maintaining an accurate listing of current members in the Chapter assigning software.
6. He/ She will be responsible to attend meetings of the State Association to obtain any and all information for the upcoming volleyball season. If he/she is unable to attend, he/she may appoint another representative to act on his/her behalf.
7. He/ She shall be responsible for collection of all assigning fees and reporting to the Board of Directors any members who have outstanding assigning fees at the end of the season.

**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. All records may be submitted and/or maintained electronically.
4. Present to the Board, a yearly financial statement for the fiscal year ending. After the financial statement has been accepted by the Board, it shall be made available to all members.
5. Maintain all necessary paperwork that needs to be reported to TASO. 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.

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

1. He/ She will be responsible for collecting dues and fees other than assigning fee.
2. He/ She shall be in charge of all chapter funds.
3. He/ She shall keep complete records to show the financial condition of the chapter at all times. These records shall be available to any member upon request.
4. He/ She shall present the Board of Directors a yearly financial statement for the fiscal year ending October 31. After the financial statement has been accepted by the Board of Directors, copies shall be made available to each member of the retiring and newly elected officers.
5. He/ She shall be responsible for all necessary paperwork that needs to be reported to the State Association. This duty may be shared with the Recording Secretary.
6. He/ She will be responsible for ensuring that an accurate official’s roster is maintained.
7. He/ She will submit copies of the monthly bank statements to the Recording Secretary for record-keeping purposes.
8. File all mandatory IRS and State tax documents and provide copies to the Recording Secretary for Chapter Records.

**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 TASO as required by TASO or ACV; if unable to attend, shall appoint another member to represent ACV.
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.
2. Assist the Recording Secretary in maintaining accurate meeting attendance records.

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

1. He/ She shall record the minutes of all chapter meetings and prepare a written report to the President at the following chapter meeting. An unofficial version of the minutes should be made available to be posted to the Austin Chapter website within four (4) days of conclusion of each General Meeting.
2. He/ She shall ensure that records of business and attendance at all regular and called meetings of the Chapter and Board of Directors is maintained.
3. He/ She shall keep records of agendas and any action taken on specific items discussed.
4. He/ She shall coordinate maintenance of an accurate roster of the current membership.
5. He/ She shall make complete copies of the current Austin Chapter Bylaws and Stated Policies available to all members.
6. He/ She will be responsible to attend meetings of the State Associate to represent the Austin Chapter. If he/she is unable to attend, he/she may appoint another representative to act on his/her behalf.
7. Maintain copies of all mandatory IRS and State tax documents submitted.

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

1. He/ She shall serve as liaison for a selected group from the membership of the Austin Chapter. Each group will be determined by the Board of Directors.
2. He/ She shall assist the Recording Secretary in keeping an accurate role of attendance of each local chapter meeting.
3. ~~He/ She shall assist with communicating Chapter business to their selected group of members as needed or requested by other members of the Board.~~

**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.

 **~~Section 8~~** ~~The Sergeant at Arms of the Austin Chapter, if appointed, will be a non-voting member of the board and shall have the following duties and responsibilities:~~

~~a. He/ She shall maintain order of all chapter meetings.~~

**Section 12** The Austin Chapter shall reimburse Board Members for mileage and lodging expenses to attend the State Meeting or other meetings as required by TASO or these Bylaws.

**Article X ANCILLARY POSITIONS**

The listed positions are to assist, advise and perform their duties as directed by the Board. Members of the Board are eligible to be appointed to these positions. The duties listed are not considered part of the normal duties of the Board. If not a member of the Board, 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. Appointments may be revoked at any time by a majority vote of the Board. Compensation for these positions is determined annually by the Board. Members appointed to these positions must be active members in good standing with TASO and ACV and maintain that status throughout their term.

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)** 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.

**Section 9** The Chapter Website Administrator shall be a member of the Austin Chapter and 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. This member shall be appointed by the Board of Directors on an annual basis. This member may be a member of the Board of Directors and the said duties are not considered part of their normal duties as a member of the Board of Directors. The Chapter Website Administrator, if not already a member of the Board of Directors, is considered an ex-officio member and may attend Board Meetings as a non-voting member.

**Section 10** The Assistant Assigning Secretary shall be a member of the Austin Chapter and may be compensated for assisting the Assigning Secretary with his/her duties including, but not limited to: adjustments to assignments, payroll, and communications of pertinent Austin Chapter business to members. This member shall be appointed by the Board of Directors annually, based upon, but not limited to the recommendation of the Assigning Secretary. This member may be a member of the Board of Directors and the said duties are not considered part of their normal duties as a member of the Board of Directors. The appointed member will otherwise be referred to as the Sub-assigner and will be given the necessary access to the Chapter assigning system and records as needed to perform their duties. The Sub-assigner, if not already a member of the Board of Directors, is considered an ex-officio member and may attend Board Meetings as a non-voting member.

**Section 11** The Chapter Trainer(s) shall be a member or members (hereafter collectively referred to as member) of the Austin Chapter and may be compensated for training officials and will have duties including, but not limited to: “hands on” training of new officials, conducting classroom and on-court training sessions. This member shall be appointed by the Board of Directors on an annual basis. This member may be a member of the Board of Directors and the said duties are not considered part of their normal duties as a member of the Board of Directors. The appointed member will otherwise be referred to as a Chapter Trainer. The Chapter Trainer, if not already a member of the Board of Directors, is considered an ex-officio member and may attend Board Meetings as a non-voting member.

**Section 12** The Austin Chapter shall reimburse Board Members for mileage and lodging expenses to attend the State Meeting or other meetings as required by TASO or these Bylaws.

**ARTICLE XI ELECTIONS**

**Section 1** The President will appoint the nominations chairman. All nominations for the Board 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 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 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 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 X ELECTIONS

**Section 1** The election of the Board of Directors shall be by secret ballot. All nominations for the Board of Directors will be made through a nominating committee assigned by the President, or can be made from the floor at the end-of season business meeting. Suspended members and members on probation are ineligible to run for a position or nominate a member to the Board of Directors. All nominations must be made to the chairman of the nominating committee, at called meetings or via email, beginning with commencement of second regular meeting prior to the end-of season business meeting. The chairman of the nominating committee will announce all candidates at each of these meetings. A listing of all nominations will be posted to the Austin Chapter website as received. Nominations to be printed on the ballot must be received four (4) days prior to the end-of-season business meeting. A sample ballot will be posted to the Austin Chapter website no later than forty-eight (48) hours prior to the

end-of-season business meeting. The chairman of the nominating committee will prepare a written ballot with all acceptable names and a place for write-in candidates. Elections will be held at the

end-of-season business meeting. 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.

**Section 2** Members of the Executive Board 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** Members who have been suspended or placed on probation are ineligible to vote.

**Section 4** The term of office for the President, Vice-President, Assigning Secretary, Recording Secretary, Treasurer, and the three At-large Representatives shall be for a period of two (2) years beginning December 1st of each year.

**Section 5** Any vacancy, including temporary appointments as defined in Article IX, Section 2, in the Board of Directors shall be filled at a regular or called meeting. All members shall be notified at least ten

1. days prior to the meeting of the proposed election. Nominations will be made during the meeting prior to the election.

**Section 6** Any officer is subject to recall upon a signed petition by three-fourth (3/4) of the membership. Notification of the proposed recall election must be received by the general membership ten (10) days prior to the meeting at which the vote will be taken.

**Article XII DISCIPLINE**

**Section 1** The Board shall have the power to make full investigations of any alleged violations of ACV or TASO Bylaws, Policies, Guidelines or the Code of Ethics by any member. The President will appoint a committee to review and/or investigate such allegations. In the event of allegations of violations by the President, the Vice-President may appoint the committee to investigate. 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, 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 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 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 deems inappropriate
5. Failure to comply with any or all the requirements in Article III of these Bylaws

**Article XII Discipline**

**Section 1** The Board of Directors shall have the power to make full investigations of any alleged violations of the Austin Chapter or State Association Bylaws, Policies, or the Code of Ethics by any member. The President will appoint a committee to review and/or investigate such allegations. The Austin Chapter is not required to investigate or consider any alleged violation after 1 year has passed since the alleged violation occurred.

**Section 2** The Board of Directors shall recommend verbal reprimand, probation, suspension, and/or termination of any member from the Austin Chapter 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 the Austin Chapter
	3. Failure to fulfill a contract except in an emergency situation
	4. Any other behavior of a member of the Austin Chapter that the Board of Directors deems inappropriate
	5. Failure to comply with any or all of 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) 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 may act in place of an appointed committee. In the case of a member of the Board 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 3** Process for Handling Alleged Violations

1. 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.
2. 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
3. The member will be notified by certified mail, or by email when confirmation of receipt is received within 48 hours, of the violation and the recommendations of the committee as to any actions or sanctions to be taken.
4. 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.
5. 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 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 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 will vote on the matter. A majority of the Board 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 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 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 with mutual agreement of the board, this 10 day requirement may be waived in order to expedite the matter. Upon conclusion of the meeting with 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 the 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 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 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. 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 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, may appeal to TASO according to the regulations of TASO.

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

**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 Executive Board. This notice of meeting must be by certified mail, or by email when confirmation of receipt is received within 48 hours. The Board of Directors will then have fifteen (15) calendar days from the date of the meeting to take action and inform said member of the final decision. Notice of the final decision must be made by registered mail. 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 called Board meetings may be immediately replaced by a majority vote of the Board of Directors. ~~The President then will be responsible to fill any vacancy until an Election can be held per Article X, Section 5.~~

**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 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, with the exception of a dual member’s assignment by their other chapter.
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 TASO.
8. Every member shall possess a comprehensive knowledge of the word and intent of the playing rules and officiating mechanics.

# ARTICLE XII CODE OF ETHICS

1. All members of the Austin Chapter shall understand, wholeheartedly support, and comply with the principals 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 for the purpose of promoting 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 Executive Board or other member of the Austin Chapter 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

his/her physical or mental performance.

1. A member shall not compromise the integrity of ACV.
2. Should an official become unable to fulfill an assignment, the official shall notify the Assigning Secretary as soon as possible.
3. A member shall not falsify records or reports for personal gain.
4. A member shall not engage in scouting activities or discuss officiating assignments with coaches.
5. A member shall not violate any TASO rules, regulations, or guidelines.
6. Any complaint concerning the violation of this Code of Ethics shall be presented to any member of the Board or to the Chairman of the Ethics Committee.
7. 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.
8. 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.

i. A member shall not partake of any substance prior to working a match which would impair his/her physical or mental performance.

j. A member shall not compromise the integrity of the Austin Chapter.

k. Should an official become unable to fulfill an assignment, the official shall notify the Austin Chapter Assigning Secretary as soon as possible in order that a replacement may be obtained.

l. A member shall not falsify records or reports for personal gain.

m. A member shall not engage in scouting activities or discuss officiating assignments with coaches.

n. A member shall not violate any State Association rules, regulations, or guidelines.

o. 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 Standing Ethics Committee.

p. Any official, who is representing the Austin Chapter, 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.

q. 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.