

BYLAWS of the AUSTIN CHAPTER VOLLEYBALL (Revised 2018)

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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:

- a. Shall have integrity above reproach.
- b. Will foster high standards of ethics, fair play and sportsmanship.
- c. 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 TASO and ACV including, but not limited to, the following:

- a. Have current membership with TASO, including submission of annual dues and application
- b. Have current membership with ACV, including submission of annual dues and application
- c. Complete the annual TASO rules clinic requirement at either the State Meeting, an in-person clinic or an online clinic
- d. Complete the annual TASO rules test with a passing score per TASO and ACV requirements
- e. Attend required meetings, training sessions and scrimmages, as posted annually on the chapter website
- f. Be properly attired and equipped for all matches per TASO requirements
- g. Be current on assigning fees to be paid directly to the Assigning Secretary as billed
- h. Be current on all fines and/or late fees as directed by TASO or ACV
- i. 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 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

- a. Business shall be conducted at regular or called meetings.
- b. 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.
- c. All members, their guests, coaches, and school officials may be admitted to any regular or called meeting.
- d. 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.
- e. The date, time and location of training sessions shall be determined annually by the Board and posted to the Chapter website.

ARTICLE VI DUES, ASSESSMENTS, AND FEES

- a. All members shall pay annual dues to ACV as determined by the Board.
- b. 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.
- c. Additional fees and assessments may be made for specific purposes when it has been approved by a majority vote of the membership.
- d. The minimum match fee shall conform to the maximum fee set by TASO.

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:

- a. Votes cast at any regular or called meeting, including those delivered via email or proxy, and/or
- b. 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:

- a. Votes cast at any regular or called meeting, including those delivered via email or proxy, and/or
- b. 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 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:

- a. Set the date, time and location of regular and called meetings.
- b. Approve membership of all new and returning members.
- c. Enforce TASO regulations regarding uniforms, required equipment, appearance, and Code of Ethics.
- d. Investigate alleged violations of or non-compliance with ACV Bylaws, Policies and TASO Policies and Procedures.
- e. Review and approve the financial reports of the Treasurer.
- f. Review and keep up-to-date the Stated Policies and Bylaws.
- g. Propose ideas for improvement.
- h. Oversee match assignments and directing reassignments, if necessary.
- i. Appoint an Ethics Committee, annually.
- j. Have administrative access to the Chapter assigning software.

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

- a. Be the Chairman of the Board.
- b. 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.
- c. Appoint any committee necessary to assist in performing the duties of President.
- d. Attend meetings of TASO as required by TASO or ACV; if unable to attend, shall appoint another member to represent ACV.
- e. 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.
- f. 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:

- a. Be responsible for coordination of all aspects of training officials.
- b. 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:

- a. Receive all requests for officials.
- b. 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.
- c. In addition to administrative access to the Chapter assigning software, shall also be given access to make assignments and maintain member's profiles.

- d. Assign members to all matches and/or tournaments. If temporarily unable to make assignments, shall delegate this duty.
- e. Maintain an accurate coach's listing in the Chapter assigning software.
- f. Coordinate with the Treasurer and Recording Secretary to maintain an accurate listing of current members in the Chapter assigning software.
- g. Attend meetings of TASO as required by TASO or ACV. If unable to attend, shall appoint another member to represent ACV.
- h. Bill and collect all assigning fees.
- i. At the end of the season, or as directed by the board, report any members who have outstanding assigning fees to the Board.

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

- a. Collect dues and fees, other than assigning fees.
- b. Oversee all chapter funds.
- c. 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.
- d. 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.
- e. Maintain all necessary paperwork that needs to be reported to TASO. This duty may be shared with the Recording Secretary.
- f. Ensure an accurate official's listing is maintained.
- g. Submit copies of the monthly bank statements to the Recording Secretary for record-keeping purposes.
- h. File all mandatory Federal and State tax documents and provide copies to the Recording Secretary for record-keeping.

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

- a. 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.
- b. Ensure records of agendas, any action taken on items discussed, any business conducted, official meeting minutes and attendance are maintained.
- c. Coordinate maintenance of an accurate listing of the current membership.
- d. Ensure current Bylaws and Stated Policies are available to all members.
- e. Attend meetings of TASO as required by TASO or ACV; if unable to attend, shall appoint another member to represent ACV.
- f. 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:

- a. Serve as liaison, including communication of chapter business, for an assigned group of the membership as determined by the Board.
- b. 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. 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.

- a. **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
- b. **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.
- c. **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.

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:

- a. Odd year: President, Treasurer, At-large Representatives #1 and #3.
- b. 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 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:

- a. Failure of a member to give full cooperation to the Board in the investigation of any volleyball related matter
- b. Any action of a member which is not compatible with the Bylaws, Stated Policies or the Code of Ethics of ACV
- c. Failure to fulfill a contract except in an emergency
- d. Any other behavior of a member that the Board deems inappropriate
- e. 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) 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.

- a. 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
- b. 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.
- c. 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.
- d. 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 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.

ARTICLE XIII CODE OF ETHICS

- a. 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.
- b. A member shall not seek to influence a coach to promote his/her own officiating opportunities.
- c. 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.
- d. 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.
- e. 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.
- f. Every member's conduct, speech, and actions during, or in route to, and from the match shall be above reproach.
- g. Every member shall be correctly, completely, and neatly uniformed and equipped as required by TASO.
- h. Every member shall possess a comprehensive knowledge of the word and intent of the playing rules and officiating mechanics.
- 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 ACV.
- k. Should an official become unable to fulfill an assignment, the official shall notify the Assigning Secretary as soon as possible.
- 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 TASO rules, regulations, or guidelines.
- o. 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.

- p. 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.
- 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.