

**By-Laws
of
Tyler-Longview Volleyball Officials Association**

**Article I
(Name)**

This organization shall be known as the Tyler-Longview Volleyball Officials Association (T-LVOA).

**Article II
(Purpose)**

The purpose of this organization shall be:

1. To assist the state association in certifying UIL/TAPPS volleyball officials.
2. To improve the quality, efficiency, consistency, and uniformity of volleyball officiating by providing practice sessions, discussions and regular meetings to instruct new officials and increase experienced official's knowledge and skills.
3. To support and promote the sport of volleyball.

**Article III
(Geographical Counties)**

T-LVOA shall service Upshur, Marion, Smith, Cherokee, Morris, Wood, Gregg, Harrison and Rusk Counties, plus others at the request of coaches.

**Article IV
(Membership)**

The membership shall be in accordance with the specifications of the Texas Association of Sports Officials (TASO) constitution/by-laws.

Section 1: T-LVOA annual membership shall begin on August 1 and end on the same date the following year. Deadline for new members shall be set by the Board of Directors for the following fall season. TASO membership dues are payable in the fall (end of season) and chapter dues are payable in the summer (beginning of season).

Section 2: Any member not complying with the organization requirements for Conduct of Officials specified shall forfeit membership, including any fees paid, when deemed necessary by a majority decision of the ethics committee. All members shall adhere to TASO Ethics Policy (www.taso.org).

Section 3: Members shall not accept games/matches other than those assigned through the chapter by the scheduling secretary.

Section 4: New members are not accepted after the time set by the TASO-Volleyball Board of Directors. To be eligible to officiate, all members must be members in good standing. A member is good standing is one who:

- (1) has paid all dues and fees both to TASO and the local Chapter.
- (2) has complied with all the membership requirements at the state and local level
- (3) has attended the state meeting and/or TASO-Volleyball regional clinic or completed an on-line clinic
- (4) has completed and passed the mandatory exam with a grade of at least 70 during regular season. A score of 90 is required for T-LVOA playoffs.

(5) is in compliance with all the policies and procedures of TASO and TASO-Volleyball

Membership renewal must be completed annually via the method determined by the TASO-Volleyball Board of Directors. The TASO volleyball membership year runs from December 1 through November 30.

Article V (Officers)

The officers shall be president, vice-president, secretary/treasurer, and scheduling secretary. All officers shall be elected for a two-year term. All officers shall be elected at a meeting by a simple majority of those present.

Article VI (Board of Directors and Committees)

Section 1: The Board of Directors shall be the governing body of T-LVOA and shall be composed of the President, Vice-President, Secretary/Treasurer, Scheduling Secretary, two members-at-large and the immediate past president. All at-large members will be appointed by the President with the majority of the Board of Directors approval. Three non-voting members (representatives of specific groups within the chapter) shall sit on the Board of Directors.

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 will be responsible to fill any vacancy until an election can be held.

Elections for President and Secretary/Treasure will occur every two years, in odd numbered years.

Elections for Vice-President and Scheduler will occur every two years, in even numbered years.

Non-Voting representatives shall be elected by a simple majority of the years-of-service group they represent. Positions available are: 1-3 year representative; 4-8 year representative and 9+ year representative. Elections will occur every two years at the time of the election of President and Secretary/Treasurer. These members will serve as liaisons for each selected group. They shall assist with communicating Chapter business to their selected group as needed or requested by the President.

In all cases, only those members in good standing may run for a position or cast a ballot in an election. Dual Chapter Members may run for a position and cast a ballot only in their primary chapter.

All elections shall be by secret ballot.

Section 2: The Ethics Committee shall be made up of the President of T-LVOA and three officials with longevity (four years or more) in the chapter with an active and proven interest in the growth and improvement of volleyball officiating. They are to be appointed by the President of T-LVOA.

Section 3: Any other committee deemed necessary to be appointed by the President of T-LVOA.

Article VII (Meetings)

T-LVOA will sponsor a minimum of five meetings and/or trainings a year. These are mandatory as is one of the following: the State Meeting, Regional Clinic or On-Line Clinic. Those not attending will be subject

to disciplinary action at the discretion of the Board of Directors. Only items on the agenda will be discussed unless prior approval of the President of T-LVOA is obtained.

Article VIII (Amendments to Bylaws)

Section 1: The T-LVOA Board of Directors may reorganize and rewrite the T-LVOA bylaws without changing its content. In an emergency situation, by majority approval of the Board of Directors, amendments to the by-laws may be made at any time. All proposed amendments must be submitted through the Board for approval.

Section 2: Any amendment of the Chapter by-laws must be submitted to the Board of Directors on or before August 1st to take effect that season, any proposed amendments submitted to the Board of Directors after August 1st would not take effect until the following season unless it is deemed an emergency situation by the Board.

Section 3: Any part of the T-LVOA constitution and by-laws may be amended by 2/3's vote of members present at a meeting called for this purpose by the Board of Directors. T-LVOA by-laws are automatically amended if TASO/UIIL/TAPPS changes its by-laws concerning the conduct of an official, classification of a member, or rates and mileage charged by the official to the schools serviced.

Article IX (Duties of Officers)

See attached addendum describing job responsibilities.

Article X (Loss of LVOA Membership)

Section 1: Failure to pay local dues.

Section 2: If a member is absent from meetings the Board of Directors shall take appropriate action based on their discretion.

Section 3: Failure to comply with TASO/T-LVOA constitution and bylaws.

Section 4: Failure to adhere to Standard of Conduct and Code of Ethics.

Section 5: Failure to complete and pass exam with minimum grade per TASO.

Article XII (Conduct of Officials)

Section 1: All members of T-LVOA 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, the University Interscholastic League and TAPPS.

Section 2: No official shall partake of intoxicating beverages prior to the officiating of a match, or while in uniform after a match.

Section 3: The official shall conduct themselves in a sportsmanlike manner at all times and always adhere to the Code of Ethics and Standards of Conduct. See both items at www.taso.org.

Section 4: The officials shall report any unsportsmanlike conduct of coaches, players, or spectators

to the President of T-LVOA or scheduling secretary. The officials involved in the contest will file an incident report with UIL/TAPPS if necessary.

Section 5: No official shall criticize any other official in the presence of a coach, player or spectator either during or following a match.

Section 6: No official shall cancel an officiating duty to accept another assignment more to his or her liking. No official shall accept any games outside of the scheduling secretary without prior approval of the president or scheduling secretary. Local chapter games assigned by the scheduler have priority. If an official cannot fulfill an officiating assignment, they should notify the scheduler at least 24 hours in advance. If time is short, the official should notify the coach or school if they will be late for a match.

Section 7: No member shall seek to influence a coach for the purpose of promoting personal officiating opportunities.

Section 8:

Paragraph 1: When an Ethics Committee Member is notified by the President that a particular official is receiving serious criticism from a number of coaches or officials, the situation shall be investigated and a report shall be sent to the President. If necessary, a representative of the Ethics Committee may be sent to observe the official and have a conference with them. Whatever action is necessary to resolve the situation shall be taken by the Ethics Committee.

Paragraph 2: The penalty for soliciting games and turning down assigned games for matches that are more profitable or convenient to the official could be expulsion from T-LVOA. The official has the opportunity to express him/herself on this issue before the Ethics Committee.

Paragraph 3: Any valid and legitimate complaint concerning the violation of the Code of Conduct for officials shall be presented to the Ethics Committee without delay. TASO will be notified of the violation in certain cases. The member against whom the complaint is lodged, the complainant, and other pertinent witnesses shall be given a reasonable opportunity to write, telephone, or visit Ethics Committee Members to state their position. The course of action decided by the Ethics Committee shall be final.

The Board of Directors upon recommendation by the Ethics Committee, shall recommend verbal reprimand, probation, suspension and/or termination of any member from T-LVOA as a result of an Ethics Violation. Procedures outlined in TASO's policies should be followed for discipline and the appeals process.

Written explanation of expulsion shall be sent to the District Director and TASO.

Section 9: Officials have the right and opportunity to choose which schools they prefer not to officiate. Similarly, coaches have the right and opportunity to choose which officials they prefer not to use.

**Article XIII
(Fees)**

Fees shall be in accordance with UIL Rules and Regulations, as stated in the UIL Constitution and Contest Rules. The official's fees shall be in accordance with the 1204 of the UIL Constitution and Contest Rules, Volleyball Section.

Officer Descriptions

PRESIDENT

- Oversee all Chapter business
- Make decisions on matters directly relating to the chapter and not included in bylaws
- Oversee secretary-treasurer, scheduler, all committees, officials and other officers
- Handle complaints
- Examine records when necessary
- Write letters, etc. when necessary
- Preside over all meetings
- Draft agenda for all meetings
- Offer suggestions
- Assist in workshops, training sessions, scrimmages, etc.
- Assist in evaluation of officials
- Assist with budget
- Appoint committees
- Assist scheduler as necessary
- Determine site location for meetings

VICE PRESIDENT

- Reports to the President
- Assist with budget
- Assist with workshops, scrimmages, training sessions, etc
- Conduct evaluations of officials when necessary
- Handle duties of the President in his/her absence

SCHEDULER

- Reports to the President
- Schedules officials to matches based on their competency and qualifications
- Informs President of any complaints involving officials or coaches
- Assist in meetings, clinics, workshops, and scrimmages
- Assist secretary/treasurer as necessary with getting current names, addresses, telephone numbers, etc. of officials and coaches
- No tournaments to officials joining chapter solely for the purpose of calling only tournaments.
- Maintain availability and preference sheets via scheduling system
- Maintain phone log of all cancellation of games or rescheduling made by officials or coach with all pertinent information (such as date, time, purpose and response)

SECRETARY/TREASURER

- Reports to President
- Informs President of complaints involving officials
- Responsible for collecting dues and fees
- Handle chapter correspondence with officials and TASO in a timely, precise and efficient manner.
- Assist President with workshop, chapter meetings, district clinic, etc.
- Prepare annual budget
- Maintain chapter checking account and the disbursement of funds authorized by the President
- Send application, availability and letter to new officials
- Responsible for maintaining all clerical supplies (name tags, envelopes, signs, stamps, etc.)
- Send out thank you cards and confirmation letters when called upon
- Maintain all chapter files
- Make available to the membership, bank statements for review at each chapter meeting.