**NORTH COUNTRY**

**VOLLEYBALL BOARD**

**Constitution & Bylaws**

**Adopted: 1976; updated: 2005, 2006, 2008, 2010, 2012, 2014, 2106, 2023**

**Constitution**

**Article I – Definitions**

Section 1 The name of this organization shall be the North Country Volleyball Board (NCVB, or the

Board).

Section 2 This organization services New York State Public High School Athletic Association

(NYSPHSAA) sanctioned high school contests and contests at private institutions that

contract with the Board.

Section 3 The volleyball year shall begin August 1 and end July 31. The high school girls’ volleyball

season shall begin August 1 and end November 30.

**Article II – Purpose**

Section 1 The purposes of the Board shall be to: a) unite in one organization all approved officials

for volleyball in Northern New York; b) provide annual registration of officials through the

New York State Certified Volleyball Officials Association (NYSCVOA); c) provide

uniformity and efficiency in the matters of rules administration; d) provide uniform

standards in the admission, conduct, evaluation and advancement of members;

e) promote the sport of volleyball.

**Article III – Membership**

Section 1 There shall be two types of membership status on this Board: Active and Probationary,

and one sub-type status: Transfer.

Section 2 All members are bound by the Constitution and Bylaws of NCVB and NYSCVOA.

Section 3 Probationary members shall be those who have successfully passed the written and

practical examinations and paid necessary dues. Each new member must serve a

minimum of two years as a Probationary member.

Section 4 Active members shall be those who have successfully complete the examination

requirements, have paid dues as specified by the Bylaws of this Board and have

served a minimum of two years as a Probationary member (Transfer members not

included). To become Active, members must be approved by a plurality of the Active

members present at the end-of-season meeting.

Section 5 Transfer members are those who join NCVB from another recognized board of

NYSCVOA. Transfer members must follow all requirements of new members and will

lose any seniority rights, but will maintain their rating from their previous board (if the

proper paperwork is forwarded through the previous board’s President). Transfer

members who come from organizations outside of NYSCVOA will be reviewed and

accepted on a case-by-case basis by the Professional Committee.

Section 6 Only Active members shall have voting privileges and have the ability to run for and hold

office/committee positions.

Section 7 A member of NCVB may both coach and officiate, provided the member does not

officiate the same level contest he/she coaches.

Section 8 All new members who pass their tests and pay their dues shall immediately be given a

Copy of the Constitution and Bylaws of NCVB and NYSCVOA.

Section 9 All Probationary members must attend training meetings (the number of which to be

determined by the Executive Board) in order to take the rules test and begin receiving

assignments. Exceptions to this Section will be adjudicated by the Executive Board

without further appeal.

Section 10 Members of the Association who have satisfactorily completed all requirements

(meetings, training, written and practical examination, dues) shall be eligible for – but

not guaranteed assignments.

**Article IV – Officers**

Section 1 The officers of NCVB shall be the President, Vice President, Secretary/Treasurer and

Rules Interpreter.

Section 2 The officers shall each serve a term of two years, with no term limits imposed.

**Article V – Executive Board**

Section 1 The Executive Board shall consist of the elected officers, as defined in Article IV,

Section 1 of the Constitution, as well as the Assignor and two Directors.

Section 2 The Executive Board shall handle the administrative affairs of NCVB.

**Article VI – Amendments**

Section 1 This Constitution may be amended at any regular or special meeting by a two-thirds

vote of the Active members present, provided written notice of proposed amendment(s)

has been sent to each member by the Secretary/Treasurer of the Board at least five days

in advance of the date of the meeting when the amendment is to be voted upon in

accordance with Robert’s Rules of Order Newly Revised, 10th Ed. (2000).

Section 2 This Constitution may be amended at the same regular or special meeting as proposed if

100% of the Active members present at said meeting vote to suspend the rules and allow

a special vote for amendment. If the membership votes to suspend the rules, the

Constitution may be amended by a three-fourths vote of the Active members present at

said meeting without the required 5-day advance notice period.

**Article VII – Parliamentary Authority**

Section 1 For any point of order on parliamentary procedures not covered in this Constitution or the

accompanying Bylaws, refer to Robert’s Rules of Order Newly Revised, 10th Ed. (2002).

**Bylaws**

Section 1 All meetings of NCVB shall be held at the time, date and place designated by the

President.

Section 2 There shall be a minimum of five meetings held throughout the season, with

recommended business to include beginning-of-season, rules interpretation,

written and practical examinations, elections and end-of-season business.

Section 3 Special meetings of NCVB may be called at any time by the President when the

Board has business to address.

Section 4 Members are expected to attend all meetings designated for girls’ volleyball

season. Failure to attend in-person meetings will be subject to $25 fine with the

exception of each member being allowed to attend one (1) virtual meeting per

season with no fine. Any member wishing to attend a meeting virtually must

notify the Board Secretary/Treasurer a minimum of five (5) days prior to the

meeting to allow adequate time to prepare for virtual transmission. It will be the

responsibility of the member to pay fines for missed meetings by the next scheduled

meeting or within ten (10) days of the missed meeting if it is the end-of-season

meeting. Failure to pay any fine within the allotted period will result in referral to the

Professional Committee for adjudication. Members who routinely miss in-person

meetings may be subject to referral to the Professional Committee for adjudication.

Per NYSCVOA, all members are required to attend a Rules Interpretation prior to

officiating each season. Members who miss the NCVB Rules Interpretation must

make arrangements to either attend a Rules Interpretation with another Official

Board or a special session with our Rules Interpreter, if the Rules Interpreter is

willing and available.

Section 5 Rules interpretations will be conducted as necessary.

**Article II – Election of Officers**

Section 1 The election of officers shall be at the end-of-season meeting.

Section 2 Members seeking office shall submit written intent to the Nomination Committee and

the President at least ten (10) days before the election. The President will formally

notify the membership of the candidates seven days before the election. Nominations

from the floor may be taken. On the day of the election, paper ballots will be presented

to the membership, including all candidates. Candidates will be elected by a plurality

vote of Active members. Election results shall be tallied by the Director (whose position

is not being elected) and announced to the membership at the same end-of-season

meeting.

Section 3 Elections for the offices of President and Secretary/Treasurer shall be held on even-

numbered calendar years.

Section 4 Elections for the offices of Vice President and Rules Interpreter shall be held on odd-

numbered calendar years.

Section 5 Newly elected officers shall assume duties on the day following the election.

**Article III – Duties of Officers**

Section 1 President: The President shall be the executive of the Board and an ex-officio

member of all standing committees. He/she shall also: a) preside over all meetings

of the Board; b) be charged with the duty of carrying out the purposes and policies

of the Board; c) see that notices of all regular meetings are duly served; d) maintain

information on the NYSCVOA website, send all necessary reports and fees to

NYSCVOA; e) maintain accurate records of rated officials within the categories of the

Board; f) appoint special committees and members of the special committees when

necessary; g) serve on the Executive Board; h) conduct other Board business as

necessary.

Section 2 Vice President: The Vice President shall act in place of the President during his/her

absence or disability. He/she shall also; a) render such assistance to the President as

requested; b) serve as chair of the Awards Committee; c) serve on the Executive Board;

d) conduct other Board business as necessary.

Section 3 Secretary/Treasurer: The Secretary/Treasurer shall keep accurate records of the

proceedings of all meetings of the Board and shall be custodian of all records of the

Board. He/she shall also; a) keep an accurate list of all members of the Board and

their ratings; b) when requested by the President, give due notice of all meetings of

the Board; c) conduct all correspondence of the Board; d) keep an accurate record of

the financial status of the Board; e) receive all monies of the Board and deposit them

in such bank as shall be designated by the Board; f) dispense by check signed by

themself, any duly authorized expenses of the Board; g) be prepared to give a financial

report at each meeting and submit a complete written financial report at the

organizational meeting (the annual financial report is subject to audit by an Audit

Committee appointed by the President); h) keep an accurate list of all paid-up members

of the Board and shall issue proper credentials to such members; i) serve on the

Executive Board; j) conduct other Board business as necessary.

Section 4 Rules Interpreter: The Rules Interpreter shall be responsible for ruling on debatable

rules and rule(s) changes. He/she shall also; a) attend all rules interpretation meetings

called by NYSCVOA; b) attend other such meetings and clinics as necessary for keeping

current with the rules; c) conduct rules interpretation for the Board at least once per

season, and as requested; d) contact the state Rules Interpreter for rules questions as

necessary; d) be the Board’s liaison between the Board and the schools; f) serve on the

Executive Board; g) conduct other Board business as necessary.

**Article IV – Filling of Vacancies**

Section 1 In the event the office of President is vacated, the Vice President shall assume the

Presidency and remain in the office until the end of the former President’s unexpired

term.

Section 2 In the event of any other vacancy, the vacant position(s) shall be filled at the next

meeting by nominations from the floor and election by plurality of the Active members

present. A position will be considered vacant if the member elected to that position is

unable to fulfil the requirements of that position for any reason (i.e. requests leave of

absence, resigns from the Board or provides the President of the Board written

notification of their resignation from said position). Notification of such vacancies shall

be reported to the membership by the Secretary/Treasurer or President via email and/

or US Mail prior to the meeting. Newly elected officers shall remain in office until the

end of the former officer’s unexpired term.

**Article V – Leave of Absence**

Section 1 Any official may request and be granted a leave of absence for a period on one

Volleyball year without forfeiting any status, if all of the following steps are followed:

1. File a written request for a leave of absence. This request must be made

prior to the written exam of the volleyball season that the official wishes

to take the leave. This request shall be sent to the President.

1. Pay a leave-of-absence fee (to be determined by the Executive Board)

to cover insurance and other expenses. This fee must be paid prior to

the written exam of the volleyball season that the official wishes to take

the leave. This fee must be sent to the Secretary/Treasurer.

1. Return to the Board the following season.

Section 2 Any Actove official who requests two (2) consecutive years leave of absence must

have been an Active official for at least two (2) volleyball years.

Section 3 Any Active official who requests a leave of absence after being Active for less than

two (2) volleyball years will return to the Association as a second-year Probationary

member.

Section 4 Failure to comply with Article V, Section 1, of the Bylaws causes the member to

forfeit his/her status and the official will return to the Association as a Probationary

Member.

Section 5 Extenuating circumstances will be reviewed and adjudicated by the Executive Board

without further appeal.

**Article VI – Dues & Fees**

Section 1 Dues of the Board for each volleyball season shall be equivalent to the varsity game

fee for the current volleyball season.

Section 2 Dues for Active officials for the following volleyball year shall be paid at or before the

end-of-season meeting. Failure to pay all necessary dues shall result in a fine of one-

half a varsity match fee, equal to the amount paid for the following volleyball season.

Section 3 Dues for Probationary officials for the current volleyball season shall be paid upon

this official completing the online exam. Failure to pay all necessary dues shall result

in a fine of one-half of a varsity match fee, equal to the amount paid for the current

volleyball season.

Section 4 Should any deficit occur in the treasury, an assessment to the members of the Board

may be established by a two-thirds vote of the Active members present at the meeting

following such a deficit. Written notification of such deficit shall be reported to the

members prior to the meeting. Assessment must be paid in full within ten (10) calendar

days or the member may be subject to adjudication by the Professional Committee.

Section 5 Any member of the Board who neglects to honor an assignment made by the assignor

shall reimburse Section 10 and/or NCVB the contractual fee and may be subject to

further adjudication by the Professional Committee.

Section 6 No part of the net earnings of NCVB shall accumulate to benefit any member of the

Board. In the event of dissolution, any remaining assets after bills have been paid,

shall be distributed equally to the remaining membership in good standing at dissolution.

**Article VII – Assignor**

Section 1 The assignor shall be elected by plurality vote by the Active members present at the

end-of-season meeting either by a proposal from the Nominating Committee, or by a

nomination from the floor.

Section 2 The assignor shall have the sole power to assign officials to matches secured by the

Board. He/she shall; a) keep an up-to-date list of both Active and Probationary members

and a record of the availability of each; b) endeavor to assign officials in an equitable

manner; c) keep accurate records of all assignments; d) report, in writing to the full

membership, an accurate records of the total number of assignments given to each

member; e) serve on the Executive Board; f) conduct other business as deemed

necessary by the Executive Board.

**Article VIII – Directors**

Section 1 Directors shall be elected by plurality vote of the Active members present at the end-

of-season meeting by nominations from the floor. One director shall be elected in

even-numbered calendar years and the other shall be elected in odd-numbered

calendar years, with each serving two (2) year terms, with no term limits imposed.

Section 2 Directors shall; a) serve as members of the Nominating Committee for elections;

b) tally and report election results to the membership; c) serve on the Executive

Board; d) conduct other business as deemed necessary by the Executive Board.

**Article IX – Committees**

Section 1 Standing committees of the Association shall be: a) Executive Board; b) Probationary

Committee; c) Professional Committee; d) Awards Committee; e) Audit Committee.

Section 2 The Executive Board shall function as defined in Article V, Section 2 of the Constitution.

Section 3 All committees and their members, except the Executive Board and the Professional

Committee, shall be appointed by the President.

Section 4 The Probationary Committee shall consist of two members appointed yearly by the

President at the organizational meeting. The Committee shall be responsible for:

a)training new members; b) presenting new members to the Association for inspection

and approval; c) conducting other duties as designated by the Executive Board.

Section 5 The Professional Committee shall consist of three (3) members elected yearly by a

plurality of Active members at the organizational meeting and shall be the Board’s

discipline body responsible for adjudicating matters of inefficiency, breaches of

conduct, non-compliance with general policies and procedures, or standing policies/

procedures/standing rules as stated in the NCVB Constitution & Bylaws or Handbook of

Policies and Procedures. The Professional Committee’s findings may result in

reprimands, fines, sanctions, suspensions or expulsions and/or including the revocation

of one’s certification.

Section 6 The Awards Committee shall consist of the Vice President and a member appointed

yearly by the President at the organizational meeting. The committee shall be

responsible for; a) developing criteria for athletes, teams and Association members to

be judged for awards for character, action, service or any other type of recognition

deemed appropriate; b) disseminating these criteria to the Board and to the schools

and teams; c) collecting and tabulating the data gleaned throughout the season

Section 6 and voting on such awards if deemed necessary; d) presenting the awards to the

Cont’d winning Board members, school/teams; e) conducting other duties as designated by the

Executive Board.

Section 7 The Audit Committee shall consist of three (3) members appointed yearly by the

President at the organizational meeting and shall be responsible for; a) reviewing all

financial statements of the Association; b) reporting any and all discrepancies regarding

financial statements and records; c) conducting other duties as designated by the

Executive Board.

Section 8 Special committees may be created and appointments to said committees shall be

at the discretion of the President.

**Article X – Ratings**

Section 1 All members of NCVB must have a current rating to be assigned matches. A rating

is in effect upon completion of the certification process as required by Article III of the

NYSCVOA Bylaws.

Section 2 The Assignor has the authority to use lower rated officials on a higher level contest

when an exhausted roster exists or in extenuating circumstances.

**Article XI – Uniform**

Section 1 The uniform shall consist of: NYSCVOA approved shirt, navy blue dress slacks/

shorts, solid white gym shoes, white socks, black/blue belt (if worn), whistle, yellow/

red cards, timing piece.

Section 2 The official uniform may be modified only by NYSCVOA.

Section 3 Failure to adhere to Article XI, Section 1, of the Bylaws after one warning may result in

referral to the Professional Committee for adjudication.

**Article XII – Ethics**

Section 1 All officials will at all times represent NCVB in a professional manner.

Section 2 Respect will be shown to all members, coaches, players and spectators, on and off

the court.

Section 3 If faced with a confrontation or volatile situation, it is expected that the member will

attempt to diffuse the situation in a quick and professional manner.

Section 4 If an official works for a school district or has a child who plays volleyball at a school

the official is assigned to, the official will be assigned to work as the second official

for the appropriate match. This policy will be upheld subject to the needs of the

Assignor, and does not apply to modified matches.

Section 5 Failure to comply with Article XII of the Bylaws may result in referral to the Professional

Committee for adjudication.

**Article XIII – Discipline, Grievance & Appeal**

Section 1 The Professional Committee shall initiate disciplinary procedures in matters of

inefficiency, breaches of conduct or non-compliance with general policies and

procedures as stated in the Board Constitution & Bylaws, Handbook of Policies and

Procedures or any standing rules.

Section 2 The Professional Committee shall open any inquiry into the matter in question

within five (5) business days and shall notify the member via certified US Mail an

investigation has been initiated. Failure to initiate an inquiry within five (5) business

days and notify the member in question renders the issue in question null and void.

Section 3 The Professional Committee will caucus to render a decision within ten (10)

business days from the date the certified mail was sent to the member in question.

By a majority vote, the committee may impose penalties/sanctions in the form of

reprimands, fines, suspensions or expulsions and/or including the revocation of a

member’s certification. The committee will announce such sanctions to the disciplined

party in writing via certified US Mail within five (5) business days of the adjournment

of the committee meeting.

Section 4 Members have the right and privilege to appeal decisions made or sanctions levied

by the Professional Committee. All appeals of decisions made by the Professional

Committee must be submitted in writing to the Executive Board via certified US Mail

within five (5) business days of receipt of notification of a penalty/sanction.

Section 5 The Executive Board will address the appeal in the form of a scheduled hearing

within ten (10) business days of receipt of the appeal. A review of the penalty and

the rationale for judgment will initiate the proceedings. The appellant will be allowed

to rebut the charges, present evidence and substantiate their appeal. The Executive

Board will caucus (the same day as the scheduled hearing) and by a majority vote,

shall render a decision. The Board will announce its decision to the appellant in

writing by certified US Mail within five (5) business days of the adjournment of the

appeals heading. The decision of the Executive Board shall be final.

Section 6 Participation by all parties in the procedures set forth for addressing inefficiencies

and misconduct are bound by the provisions and result of this procedure, without

further recourse, including arbitration or lawsuit.

Section 7 A member, having been issued a penalty or suspension or expulsion, shall petition

the Executive Board in writing via certified US Mail for reinstatement. The Executive

Board will caucus to render a decision concerning reinstatement, which must be a

majority vote of the Executive Board. The Board will announce its decision to the

petitioner in writing via certified US Mail within five (5) business days. The decision

of the Executive Board shall be final.

Section 8 If a member of the Professional Committee is a member involved in a disciplinary

proceeding, the member shall not be involved in the committee for that proceeding

and a new committee member shall be appointed (for that proceeding only) by the

President within one (1) business day. If a member of the Executive Board is a member

involved in a disciplinary proceeding involving an appeal, the member shall not be

involved in the appeal hearing and shall not vote on the proceeding.

**Article XIV – Quorum**

Section 1 A quorum for the transaction of business shall be one-half of the Active members of the

Board and must include at least two (2) members of the Executive Board.

**Article XV – Amendments**

Section 1 These Bylaws may be amended at any regular or special meeting by a majority vote of

the Active members present, provided written notice of proposed amendment(s) has

been sent to members by the Secretary/Treasurer of the Board at least five (5) days

in advance of the date of the meeting when the amendment is to be voted upon in accordance with Robert’s Rules of Order Newly Revised, 10th Ed. (2002).

Section 2 These Bylaws may be amended at the same regular or special meeting as proposed if

100% of the Active members present at said meeting vote to suspend the rules and

allow a special vote for amendment. If the membership votes to suspend the rules, these

Bylaws may be amended by a two-thirds vote of the Active members present at said

meeting without the required 5-day advance notice period.

**Article XVI – Parliamentary Authority**

Section 1 For any point of order on parliamentary procedures not covered in these Bylaws or the

Accompanying Constitution, refer to Robert’s Rules of Order Newly Revised, 10th Ed.

(2002).