**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).