

NORTH COUNTY VOLLEYBALL BOARD



Constitution & Bylaws

***Adopted: 1976; Updated: 2005, 2006, 2008, 8/23/2010, 8/20/2012, 9/21/2014, 9/21/2025
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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 of 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 completed 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 examinations, 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. (2000)*.

Bylaws

Article I – Meetings

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 four meetings held throughout the season, with recommended business to include beginning-of-season business, 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 a meeting will be subject to a \$25 fine. The Secretary/Treasurer will notify the member of the fine within 10 business days after the meeting missed. The member must pay the fine within 10 business days of receiving the fine notice. Failure to pay fine by the deadline will result in referral to the Professional Committee for adjudication.

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-volleyball-season meeting.

Section 2 Members seeking office shall submit written intent to the Nominating Committee and the President at least 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 Directors (whose position is not being elected) and announced to the membership at the same end-of-volleyball- 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) receive exams and send 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 himself/herself 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 rules 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;

e) 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 Active members present. Notification of such vacancies shall be reported to the membership by the Secretary/ Treasurer or President via confirmation email and/or U.S. 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 of 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 meeting of the volleyball season that the official wishes to take the leave. This request shall be sent to the President.
2. 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 examination meeting of the volleyball season that the official wishes to take the leave. This fee must be sent to the Secretary/Treasurer.
3. Return to the Board the following season.

Section 2 Any Active official who requests two consecutive years of leave of absence must have been an Active official for at least two volleyball years.

Section 3 Any Active official who requests a leave of absence after being Active for less than two 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 year shall be 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-volleyball-season meeting. 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 following volleyball season.

Section 3 Dues for Probationary officials for the current volleyball year shall be paid at the test night meeting. 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 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-volleyball-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 an accurate record of all assignments;
- d) report, in writing to the full membership, an accurate record 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-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 and examining 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 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 girls volleyball season, and voting on such awards if deemed necessary;

d) presenting the awards to the winning Board members, schools and teams;

e) conducting other duties as designated by the Executive Board.

Section 7 The Audit Committee shall consist of three 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 games. 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, time 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 XIII – 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 committee shall open an inquiry into the matter in question within five business days and shall notify the member via Certified U.S. Mail that an investigation has been initiated. Failure to initiate an inquiry within five business days and notify the member in question renders the issue in question null and void.

Section 3 The committee will caucus to render a decision within 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 U.S. Mail within five 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 U.S. Mail within five 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 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 his/her 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 U.S. Mail within five business days of the adjournment of the appeals hearing. 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 of suspension or expulsion, shall petition the Executive Board in writing via Certified U.S. 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 U.S. Mail within five 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 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 appeals 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 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 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 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. (2000)*.