

COLORADO VOLLEYBALL OFFICIALS ASSOCIATION

(CVOA) CONSTITUTION

ARTICLE I - NAME

The name of the organization shall be Colorado Volleyball Officials Association, also known as CVOA in this document.

ARTICLE II - PURPOSE

The purpose of CVOA shall be:

- 1) To maintain the highest standard of volleyball officiating possible in Colorado;
- 2) To encourage the spirit of fair play and sportsmanship;
- 3) To strive to make available an adequate number of well trained and capable officials;
- 4) To cooperate with all organizations officially connected with the game of volleyball in furthering its interest and ideals;
- 5) To insure timely communications on rule changes, practical application and knowledge of the game to CVOA officials.

ARTICLE III - MEMBERSHIP

Section 1 - Requirements

The Colorado Volleyball Officials Association offers two types of memberships - Regular and Non-participating. All individuals applying for membership must be at least 18 years old by the annual test date. Members shall comply with the respective requirements for the desired type of membership, as outlined in this constitution and bylaws.

Section 2 - Regular Membership

A Regular membership is for individuals who want to officiate during the high school volleyball season. A Regular member is classified as Certified or Provisional.

A) Each year Regular members are required to:

- 1) Pay dues and complete the membership registration form.
- 2) Attend one (1) Regional Clinic and two (2) study sessions. One study session must be during the competitive volleyball season.
- 3) Take the National Federation Volleyball Examination and score at least a 75%. Certified members may take the test open book-take home. However, Provisional and new members must take the test closed book on the test date at a designated site. Membership will be dropped if a member does not take the test or scores less than 75%.
- 4) If the member is a new member, he or she must participate in a mechanic training session arranged by the Area Director.

B) A **CERTIFIED** official must meet all requirements as outlined above and score 85% or more on the National Federation Volleyball Examination. This status will take effect from the test date for one (1) year until the next test date. A Certified member who fails to return his or her take-home test by the due date will be required to take the next year's test closed book on the test date at a designated site.

C) **PROVISIONAL** status is given for any of the following:

- 1) "Provisional/Attendance" will be assigned to any member who fails to meet clinic, study session, and/or mechanics training attendance requirements. This status will take effect immediately at the end of the regular season before playoffs and remain in force for one (1) calendar year.
- 2) "Provisional/Test" will be assigned to any member who scores less than 85% on the National Federation Volleyball Examination. This status will take effect immediately from the test date and remain in force for one (1) year until the next test date. If a NEW member scores less than 75% on the test, he/she may take Part 2 one week later. If the new member then scores 75% or better, that new member will be granted provisional status.
- 3) "Provisional/Discipline" will be assigned to any member who is placed on probation by the Executive Committee as outlined in this Constitution. The Executive Committee will determine when this status will take effect. It will remain in force for one year from the time of the violation

- 4) Provisional members have all the rights of a certified member for one year except:
 - a) They may not officiate any sub-district, district, regional, or state tournament games,
 - b) They may not be a CVOA Officer, Rule Interpreter, Area Director, Committee Chairman or Assistant Chairman.

Section 3 - Non-Participating Membership

Individuals not wishing to officiate but desiring to keep current on volleyball rules and regulations can become Non-participating members. They will receive a rulebook, membership directory and all CVOA mailings.

- A) Annually, Non-participating members must complete a registration form and pay the required dues. They are not required to, but they may attend clinics, participate in study sessions, and/or take the National Federation Volleyball Examination.
- B) Anyone desiring to go from Non-participating to Regular member status who has been Non-participating for three or more years, must go through the requirements for a new member. If a member has been Non-participating less than three years, he or she may renew with the Provisional or Certified status held at the time of the membership status change.

Section 4 Financial Obligations

- A) Annual dues for Regular members shall be equal to the sum of the fees for a sub-varsity match and a varsity match. Non-participating member dues shall be one half (½) of the Regular dues amount. Membership dues must be paid by December 20, or members will be subject to a fine for late payment. Members will be declared delinquent and unqualified to accept assignments until the dues are paid. A two-thirds (2/3) approval of the members of Executive Board will be necessary to change the dues amount, if different from that defined above.
- B) A prospective member shall pay the current dues amount at the time they receive any rulebooks, materials, or attend a clinic, half of which is non-refundable. If the prospective member fails to pass the test, the Secretary/Treasurer will refund the refundable amount of the dues paid. New members will receive a set of red and yellow cards upon passing their test.

Section 5 Transferred Memberships

An official moving from another state may transfer his or her membership status from that state to CVOA. The transferring official must complete a registration form, pay required dues, meet desired membership requirements, and submit to the CVOA Secretary a letter from an officer of the sending state's officials organization stating the transferring official's current membership status. The CVOA Secretary will then determine the official's CVOA membership status.

ARTICLE IV - MEMBER RIGHTS AND RESPONSIBILITIES

Section 1 Rights of Members

Regular members have the right, and are required, to wear the official uniform when officiating matches involving CHSAA member schools. Regular members may officiate in any area in the state. Certified officials can accept assignments at any level of volleyball sanctioned by the Colorado High School Activities Association. All members have the right to receive other benefits as set down in this Constitution and Bylaws.

Section 2 Official Uniform and Equipment

While officiating games under the jurisdiction of the Colorado High School Activities Association (CHSAA), members shall wear the official uniform. CVOA requires the wearing of a white, knit, polo-style shirt, from an approved vendor with the embroidered CVOA logo; black slacks (no cords or jeans); a black belt; solid black gym or officials' shoes; and black socks. Members will be neatly groomed. In the event that the volleyball match site is cold, officials may also wear a plain, white, small-knit, "V-neck" sweater from an approved vendor with the embroidered CVOA logo. Officials shall use a set of approved red and yellow cards.

Section 4 Officiating Fees

A schedule of fees for officiating games that come under the jurisdiction of the CHSAA shall be developed through cooperation between the Executive Committee and CHSAA. The fee schedule shall have no bearing on games that are not governed by CHSAA. A member may officiate for a lesser amount or gratis in games sponsored by those unable to pay the recommended fee and where the official renders a service for the good of the game.

Section 5 Governing Authority

All members shall comply with the requirements of the Constitution and Bylaws of CVOA, the guidelines of CHSAA, and the rules as outlined by National Federation. A member may be placed on probation, suspended, and/or fined for failure to comply with established authority or regulations of CVOA, or for delinquency in payment of required dues or fees, or for any other conduct determined by the Executive Committee to be contrary to the best interests of CVOA.

ARTICLE V - EXECUTIVE BOARD

Section 1

The Executive Board shall consist of the Executive Committee and the Area Directors. Each member of the Executive Board shall be entitled to one (1) vote. Terms of membership on the Executive Board shall be consistent with the appropriate terms of office. Dues will be waived for all members of the Executive Board.

Section 2 Purpose

The purpose of the Executive Board is to set policies, rules, and regulations; approve the annual budget; and act upon other business properly brought before the Executive Board.

Section 3 Quorum

A quorum shall consist of two-thirds (2/3) of the members currently serving on the Executive Board.

Section 4 Required Attendance

Members of the Executive Board shall meet at least once a year at the Annual Business Meeting.

Section 5 Vacancies

In the case of a vacancy in the office of President, the Vice-President shall become the President. The Executive Committee shall have the power to fill vacancies of other officers and Area Directors. When the Executive Committee makes an appointment for a vacancy, it shall be filled as soon as possible and such appointment shall be for the remainder of that term.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1 Membership

The Executive Committee shall be composed of the officers of CVOA.

Section 2 Quorum

A quorum shall consist of three (3) officers.

Section 3 Duties

The Executive Committee shall:

- 1) Perform individual duties and work together to administer business pertinent to CVOA;
- 2) Schedule meetings of the Executive Board, including the Annual Business Meeting.
- 3) Provide for training of officials, including scheduling dates and locations of the Regional Rules Clinics;
- 4) Approve the appointments made by the President.
- 5) Review charges of unethical and unprofessional conduct of members, then determine and administer appropriate disciplinary action;
- 6) Designate membership areas based upon need and availability of officials, monitor those divisions, and adjust them, if needed;
- 7) Make recommendations to the Executive Board concerning policies, rules, finances, Hall of Fame nominations, and other actions needed.
- 8) Recruit and nominate candidates for new officers and direct the preparation of the annual ballot.
- 9) Meet to prepare and mail the ballot, to plan the Annual Business Meeting, and at any other time necessary to perform required duties.

ARTICLE VII - OFFICERS

Section 1 Titles

The officers of CVOA shall be President, Vice-President, Secretary-Treasurer, Training and Development Director. The President-Elect will serve in even-numbered years only.

Section 2 Terms of Office

All officers shall serve a two (2) year term, except for the President-Elect, which shall be a one-year term. The President and Secretary-Treasurer shall be elected in odd numbered years. The Vice-President, Training and Development Director, and the President-Elect shall be elected in even numbered years. A member desiring to run for President shall have previously served on the Executive Board. The election shall be by mailed ballots. A candidate shall be elected by a plurality of the votes returned. In the case of a tie, the Executive Committee shall break the tie. The newly elected officers shall assume office by January 15th following their election.

Section 3 Duties of the Officers

- A) The President shall:
 - 1) Preside over and schedule as necessary, all meetings of the Executive Board and Executive Committee;
 - 2) Appoint and supervise the activities of committees;
 - 3) Share with the Executive Committee the nature of any CVOA correspondence;
 - 4) Manage any other activity deemed to be necessary and in the best interest of the association;
 - 5) Conduct an investigation of any complaints directed towards a CVOA official and submit recommendations to the Executive Committee.
- B) The Vice-President shall:
 - 1) Direct publication of the newsletter;
 - 2) Review, update, and interpret the CVOA Constitution and Bylaws;
 - 3) Coordinate the election of officers, including the preparation and mailing of the ballot;
 - 4) Act in the capacity of the President in the absence of the President.
- C) The Secretary-Treasurer shall:
 - 1) Disburse all monies under direction of the Executive Committee;
 - 2) Keep a record of all meetings of the Executive Board and Executive Committee;
 - 3) Make financial reports to the Executive Committee at their meetings and present an annual financial report to the Executive Board at the Annual Business meeting.
 - 4) Prepare an annual budget for the calendar year beginning the following January 1. This budget will be approved by the Executive Board at the Annual Business Meeting;
 - 5) Coordinate presentation and tracking of service awards to CVOA members;
 - 6) Ensure adequate supplies of red/yellow cards, envelopes, and letterhead stationary are on hand;
 - 7) Utilize the services of additional help as needed to meet the responsibilities of the office.
- D) The Training and Development Director shall:
 - 1) Organize and oversee Regional Rules Clinics in coordination with the Executive Committee and will be responsible to:
 - 1) Recruit and train and supervise clinicians;
 - 2) Plan and organize materials and schedule for Regional Clinics;
 - 3) Coordinate with the Executive Committee to determine and publicize dates and locations of Regional Clinics;
 - 4) Submit an annual report to the Executive Board at the Annual Business Meeting;
 - 5) Recruit the services of additional help as needed to meet responsibilities of the office.
 - 2) Coordinate the distribution of educational materials to the Executive Board;
- E) The President-Elect shall:
 - 1) Work with other Executive Committee members as determined by the President;
 - 2) Assist the President as requested.

ARTICLE VIII - AREA DIRECTORS

Section 1 Election

Area Directors shall be elected to a two (2) year term of office by members in their respective areas. In those areas where only one Area Director is elected, even numbered areas will elect their Area Director in even numbered years and odd numbered areas during odd numbered years. Those areas, which are represented by two (or more) Directors, one (or two) will be elected every year on an alternating basis.

The Area Directors shall assume office by January 15th following their election. Voting will coincide with the election of officers.

Section 2 Area Designation

CVOA shall be divided into Areas based upon the need and availability of officials as approved by the Executive Committee.

Section 3 Duties

The Area Director shall:

- 1) Establish mechanics training and required study sessions within the area according to CVOA policies and procedures;
- 2) Administer the National Federation Volleyball examination to all new and renewing members by the specified date and return all results as specified in the by-laws;
- 3) Assist with Regional Clinic organization and site location when held in respective area;
- 4) Attend the Annual Business Meeting of the Executive Board;
- 5) Provide CHSAA with a list of members not meeting requirements for membership by the CHSAA deadline.

ARTICLE IX - APPOINTMENTS

Section 1 Committees

Committee appointments shall be made by the President and approved by the Executive Committee when needed to assist the Executive Committee and/or the Executive Board in carrying out the purposes of CVOA. Any member or group of members may petition the President for the creation of a committee. The Executive Committee will determine the length of each appointment. All members of committees shall be CVOA members. Committee reports shall be made to the Executive Board at the Annual Business Meeting.

Section 2 Rule Interpreter

The President shall appoint a member to serve as the Rule Interpreter for the association. This appointment must be approved by the Executive Committee. CVOA will pay expenses for the Rule Interpreter to attend the annual National Federation Rule Interpreter's meeting. The Rule Interpreter will submit an annual report of interpretations made to the CVOA President and CHSAA Liaison and will not be required to pay dues during his or her term of service.

Section 3 CVOA Distinguished Service Award

The Executive Board has outlined a selection policy for the CVOA Hall of Fame. The criteria allows for all members to be considered; however, a nominee must have been inactive from the Executive Board for more than one year to be considered. Nominations can be made by any CVOA member. Nominees should have dedicated time and energy to not only the sport of volleyball but to our organization. Selections will be made by the Executive Board and discussion on the nominee(s) will take place at the annual business meeting.

ARTICLE X - DISCIPLINE OF MEMBERS

Section 1 Grounds for Discipline

A member may be placed on probation, suspended, and/or fined for failure to comply with established authority or regulations of CVOA, or for failing to pay required dues or fees, or for any other conduct determined by the Executive Committee to be contrary to the best interests of CVOA.

Section 2 Due Process

An allegation against an official must be in writing, signed and dated by the complainant, and submitted to the Executive Committee. The charged official will be notified within ten (10) days of the Executive Committee's consideration of the complaint. The official will have the option of responding within a week in person at a hearing, and/or submits his or her

written rebuttal to the Executive Committee. The official involved and the complainant will be notified within ten (10) days of the Executive Committee's final decision.

Section 3 Notice of Disciplinary Action

The Executive Committee may dismiss all charges, reprimand the official either verbally or in writing, place the official on probation, suspend and possibly terminate the member's membership.

- A) When a member is placed on probation, suspended, or terminated, the Executive Committee shall notify the official, potentially affected Area Directors, and CHSAA of such status.
- B) Probation shall be in the form of a written warning and shall be in effect for one year from the time of the violation. Such official may continue to officiate regular season matches under the supervision of his or her Area Director.
- C) Suspension shall result in the loss of all membership privileges for at least one year from the time of the violation. A suspended official must reapply to the Executive Committee for membership. Suspension becomes effective immediately and such member is no longer able to accept assignments or officiate as a member of CVOA. A suspension does not have to be preceded by a warning or probation.

ARTICLE XI - DISSOLUTION

Upon the dissolution of the CVOA, the Executive Board shall, after paying or making provisions for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association, in such manner, or to such organization or organizations organized and operated so as at the time, to qualify as an exempt organization or organizations under any provision of the United States Internal Revenue Law, as the Executive Board shall determine.

ARTICLE XII - AMENDMENTS

Amendments to the Constitution may be made by a two-thirds (2/3) vote of the members of the Executive Board, who are present at an Annual Business Meeting, or by a two-thirds vote of the Executive Board members who respond if voting is done by a mailed ballot, provided proposed amendments are presented to members of the Executive Board in writing at least one (1) week prior to the time a vote is taken.

Revised July 28, 2001

CVOA BYLAWS

1. The Executive Committee shall set the date and make the necessary arrangements for the Annual Business Meeting. The date should be in July or the beginning of August. The President will be responsible for notifying all the members of the Executive Board by May 15th.
2. Members will pay dues through the CHSAA Officials' Office each year by December 20. The CHSAA administrative assistant may use discretion in charging late fees for dues received late in special circumstances. The late fee is \$20.
3. No late fee will be charged to transferring officials if his or her transfer prevented him or her from paying the dues on time. When the transferring state association validates the number of years of continuous membership, that experience will transfer also.
4. In special circumstances, the Executive Committee may excuse an official from a Regional Clinic. The request for such consideration must be submitted in writing to one of the officer's prior to August 15, except in the case of an emergency.
5. An Area Director may use his or her discretion in excusing a new member from the Mechanics training session requirement when the new member's previous experience may warrant it or other alternative arrangements can be made. The Area Director must inform the President of any exceptions made.
6. After a member has been Provisional for two years, he or she must achieve certified status the third year, or the next year go to Non-Participating status or be dropped from CVOA membership. At that time he or she may start over and make application again as a new official.
7. Members will be charged a minimum of \$20 for checks that are returned. Repeated offenses may be grounds for disciplinary action.
8. The Treasurer may refund dues paid, if requested by May 1. A member may drop his or her membership, or change the membership status to Non-Participating, and receive a refund of half the dues paid if requested prior to the annual test date.
9. Within reason, replacement red and/or yellow cards may be requested and obtained from the Secretary - Treasurer at no additional cost.
10. Assigning is an independent activity left to the schools and the respective areas to coordinate.
11. A *Whistle Talk*, the ballot for the election of new Board members, and membership renewal information will be sent to members by December 1 each year by the Vice-President.
12. The Vice President may spend up to \$50 per issue of the *Whistle Talk* for typesetting and graphics work.
13. An Area has the option of adding additional Area Directors in a ratio of one per 30 members, based on that area's membership on September 1. The addition of Area Directors must be approved by the Executive Committee.
14. CVOA will reimburse officers, Area Directors, clinicians, and the Interpreter for the following travel expenses incurred while fulfilling the duties of his or her position. The Treasurer will pay a rate of \$.40/ mile one-way for driving; and reimburse for receipts for lodging and meals for one night, up to \$60, if more than 125 miles are traveled, or two

nights, up to \$120, if more than 275 miles are traveled. Clinicians may be compensated \$50 per clinic for their time and effort spent as a clinician.

15. CVOA will reimburse Area Directors for area expenses according to the most recently approved guidelines. The guidelines will be ratified each year at the Annual Business Meeting. Reimbursable expenses may include phone, postage, printing, and supplies.

16. The Executive Board may adopt and implement an evaluation system, which may include a practical test to evaluate the practical skills of officials and aid assignors in selecting the best possible officials. The standards, required scores, and rating scales will be determined by the Executive Board and shall be communicated to the membership prior to the time the test may be required.

17. Members are to abide by the National Federation Code of Ethics for Officials and CHSAA guidelines. CVOA members are expected to represent the association in a professional manner at all times, especially during a match and while traveling to and from it. Misconduct may be grounds for disciplinary action as outlined in the constitution. Some examples of misconduct are:

- Using abusive or foul language or using distasteful gestures;
- Degrading fellow CVOA members;
- Providing derogatory news media releases and/or interviews;
- Using mood-altering substances on the day of the game;
- Failing to notify school authorities when unable to work a contest after previously agreeing to work the contest;
- Deviating from the enforcement of National Federation Rules other than those allowed by State or CVOA adoption;
- Wearing an improper uniform or wearing it when not officiating or traveling to or from an official assignment.

18. Area directors must offer a Mechanics training session and at least four (4) study sessions, at least three (3) during the season. The last study session must be completed at least one week before the district tournaments. (An official must have attended the required study sessions to be able to officiate a district tournament.)

19. The Area Director shall administer the National Federation examination by the date listed in the Directory. Area Directors shall submit the Test Report form to the CHSAA Officials' Office by the specified date. Area Directors must also provide the CHSAA Officials' Office, prior to the end of the regular season, the names of all officials who are provisional and the reason.

20. The Executive Board has outlined a selection policy for the CVOA Hall of Fame. The criteria allows for all members to be considered; however, a nominee must have been inactive from the Executive Board for more than one year to be considered. Nominations can be made by any CVOA member. Nominees should have dedicated time and energy to not only the sport of volleyball but to our organization. Selections will be made by the Executive Board and discussion on the nominees(s) will take place at the annual business meeting.

21. Each nominee will be contacted by the CVOA Secretary-Treasurer. Nominees will be asked various questions in order to create a biography of the awards, service, and experience in CVOA. Upon acceptance to the Hall of Fame, each member will receive a plaque and will be invited to the State banquet.

22. An official may wear his or her most recent CVOA service pin on the right collar of the uniform shirt. An official may also wear his or her CHSAA 20-year pin, state championship pin from the previous season, or a flag pin on the left collar of the uniform shirt. No official will wear more than one pin on either collar.

23. Amendments to these Bylaws may be made by a two-thirds (2/3) vote of the members of the Executive Board present at an Annual Business Meeting or by a majority of Executive Board members who respond if voting is done by a mailed ballot.