

SUFFOLK BOARD OF VOLLEYBALL OFFICIALS, INC. BY-LAWS
Suffolk County, New York

I. NAME

The name of this association shall be the Suffolk Board of Volleyball Officials, Inc.

II. PURPOSE

The purpose shall be the betterment of Volleyball in Suffolk County by:

- Promoting uniform interpretation of volleyball rules,
- Maintaining a uniform standard of qualification for officials,
- Training and rating officials,
- Conducting rules interpretation clinics open to various agencies, coaches' associations, and prospective officials prior to the volleyball season,
- Providing updated information, and stressing continuity in handling problems concerning rules interpretation during the season,
- Promoting a high standard of integrity and sportsmanship among officials, coaches and players in Suffolk County.
- To be affiliated with the NYSPHSAA, Inc. through the NYS Certified Volleyball Officials Association and adhere to the 5 point program outlined with the NYSPHSAA, Inc.

III. NEW CANDIDATE

- Must be 18 years of age.
- Is required to attend the instructional clinic sponsored by the S.B.V.O.
- Upon completion of the clinic, candidate must pass both written and practical tests along with all criteria set forth by NY State and Section XI.
- Attend all mandatory meetings and Modified Rules Interpretation meetings.
- Maintain "membership in good standing"
- Agree to abide by the provisions of S.B.V.O. Bylaws and Code of Ethical and Professional Conduct.

IV. MEMBERSHIP

A. MEMBER IN GOOD STANDING

In order for a member to be classified as a "member in good standing" he/she must be:

- Current in payment of dues and or fines incurred.
- In compliance with all requirements set forth by NYS governing bodies.
- In compliance with all final decisions made by the S.B.V.O. Executive board and Ethics Committee.
- In attendance at all mandatory meetings.

Failure to attend a mandatory meeting, clinic and /or designated written test date without Board approval will result in the assessment of a penalty amount of a current varsity fee. The penalty will be paid to the treasurer within two weeks of its assessment.

¹ ByLaws revisions as of 4-19-2019

B. MEMBER NOT IN GOOD STANDING

In order to be classified as a member not in Good Standing a member would have failed to satisfy the criteria set forth for a Member in Good Standing. As a member not in good standing he/she will forfeit the right to:

- To hold office,
- Vote in association matters
- Receive a schedule in the current and/or future seasons.
- Attend regularly scheduled meetings of this association,
- Attend any other activity that this association holds or conducts.

C. ACTIVE MEMBER

Active membership shall be accorded to those members who:

- Pay annual dues, or who are active Lifetime members
- Attend required meetings,
- Pass written examinations,
- Accept assignments for the current year,
- Fulfill the criteria set forth for a Member In Good Standing,
- Are responsive to assisting the organization in ways that advance the goals and fulfill the needs of S.B.V.O.
- Fulfill all the requirements of the *New York State 5-point program*:
 1. *Observe the constitution and bylaws of their local and state officials' organization.*
 2. *Attend interpretation meetings and clinics of the local organization each year.*
 3. *Give satisfactory evidence of proficiency in the mechanics of officiating and of competent performance related to the specific sport.*
 4. *Pass the National Federation, State, or other approved rules examination.*
 5. *Be listed with NYSPHSAA, Inc. Executive Director.*
- Active Membership entitles all members to a vote at meetings attended.

D. INACTIVE MEMBER

Inactive membership shall be accorded to those members who are not able to officiate in an upcoming season. To become inactive, a member must:

- Submit written notification to the President and Secretary stating that he/she will not officiate in the upcoming season and needs to take a short term hiatus;
 - a. Inactive status may be granted for a maximum period of up to 2 years.
 - b. Any extension of inactive status shall require further written notice to the President and Secretary for review by the Executive Board.
- Dues will be 1/2 of a varsity fee per division per year.
- May attend all mandatory meetings.

Inactive members wanting to return to active status shall notify the President and CC the Secretary in writing by email. The Executive Board shall review all returns to active status. A member may retain the level attained in his/her last active season, subject to Executive Board review.

E. DISABILITY MEMBER

An active member, who becomes disabled and is unable to officiate, may continue to be a member, until he/she has recovered. The disabled member shall;

- Retain the level attained when the disability occurred.
- Pay no dues
- Work no games for the duration of the disability.

The Executive Board shall review all applications for Disability Membership. When returning to active status the member's application will be reviewed by the Executive Board.

F. LIFETIME MEMBER

Lifetime members are those who have been active members in good standing with the S.B.V.O. for at least 25 years. Said members will be excused from paying set dues except as deemed necessary by the Executive Board to cover association expenses. Such dues to be subjected to review on a regular basis as necessary for the present and future solvency of the association.

G. PROBATION

A member who has been informed by the Executive Board or the Ethics Committee that he/she is subject to guidance and/or monitoring for a stated period. During this time the probationary members:

- Cannot hold any office in the organization,
- Should be monitored by S.B.V.O. raters when applicable.

Any additional violations during the probationary period may lead to Suspension and/or fines. All decisions in regard to additional violations during probation will result in a decision rendered by the Executive Board and/ or Ethics Committee.

H. SUSPENDED MEMBER

A member notified he/she is suspended by the Executive Board and /or the Ethics Committee will be defined as a member "not in good standing." Suspended members must submit a written request to the S.B.V.O. President and CC the Secretary to return to active status, after the term of suspension. Before returning to active status, the member must complete all the following:

- Be rerated at the next available S.B.V.O. or other NYSCVOA certified Board rating session. Previous rating held may change depending on the result of the practical exam. The member will return at the level of the ratings session he/she attended and maintain that rating until a rating session occurs for his/her previously held rating. To maintain your rating, you must be rerated at your own expense.
- Be on probation for one calendar year after the re-rating. During the probationary period, the member must fulfill the requirements of an active member to avoid suspension. Another incident causing suspension may result in termination from S.B.V.O. The Executive Board will review all requests regarding return to active status.
- Must pay 2 varsity fees.

V. POOLS FOR OFFICIATING VOLLEYBALL (Section XI Guidelines)

A. Varsity Pool- Varsity or Junior Varsity officials, who have completed two years in the S.B.V.O. Inc., and at least a 3.5 rating from coaches the previous year (JV or V). Any official who has a varsity rating from another Board who joins the S.B.V.O. Inc. will be added to the bottom of the Varsity pool.

B. JV Pool- Junior Varsity or Modified officials, who have completed one year as a Modified official with the S.B.V.O. Inc. Any official who has a JV rating who joins the S.B.V.O. Inc. from another Board will be added to the bottom of the JV pool.

C. Modified Pool- Any official who has a Modified rating who joins from another Board will be added to the bottom of the Junior High pool.

D. It is strongly recommended that first year officials not be assigned to JV games until all experienced officials are working. It is also strongly recommended that first year officials be assigned Modified School games with an experienced partner. It is difficult to develop a good Modified program with brand new officials as unsupervised first referees. (Officials in Modified School matches will alternate as first and second referee as set forth by the S.B.V.O. Executive Board for each match.)

E. Playoff officials must meet Section XI guidelines for playoff assignments.

VI. MOVEMENT

A. The official must meet the following criteria:

- Be in good standing with the organization.
- Have been at the lower ranking for at least (2) two years.
- Must have worked at his/her rated pool level for (2) two consecutive seasons.
- Have been rated a minimum of 3.50 by the coaches for two consecutive years based on the officials ratings as reported by Section XI
- Recommended to have officiated a minimum of 10 Girls and 10 Boys on a continual basis.
- Must attain the minimum required rating for the applicable level at the next available SBVO rating session.

B. A list of officials will be compiled in a rank order and movement will be based on need within the organization, and performance level.

C. If an official would like to decline or request movement for any reason, a request should be made in writing. All such requests should be emailed to the President of S.B.V.O.

D. Any official whose Section XI coaches rating falls below 3.5 for games officiated at his/her individual rating level shall be subject to the following:.

- 1st incident – official shall be notified by the Executive Board that, as per Section guidelines, their rating level will be dropped to the next lowest level. Junior High officials may be placed on Probation as determined by the Executive Board and Section.

VII. EXECUTIVE BOARD

A. The Executive Board shall be made up of five elected Officers, and the Past President.

The elected positions will be:

1. President
2. Vice President-Boys
3. Vice President-Girls
4. Secretary
5. Treasurer

- The officers shall be elected by a majority vote at the mandatory End of Year Membership Meeting by secret ballot for a two-year term of office. The Secret Ballot may be waived if a position for election is uncontested and the Secretary will cast one vote.
- The President and Secretary shall be elected in even years. The Vice Presidents and Treasurers position shall be elected in odd numbered years.
- Each member of the Executive Board shall have one vote with a simple majority vote needed for decisions. The President will only vote in case of a tie.
- In the event, a member of the Executive Board is unable to fulfill the duties of his/her position to the end of his/her term of office, the President will seek out qualified members to fill the vacancy and compile a list of candidates and submit to the Executive Board. The President will, with the approval of the Executive Board, appoint one of the candidates to finish out the remaining term. The Secretary will notify the membership of the selection and date of transition.
- Must be "Members in Good Standing" with S.B.V.O. with five years of active status.
- A member cannot hold more than one position on the Executive Board.
- Each officer of the Executive Board will receive an S.B.V.O. email address to use during their term in office. This email address and its contents are the property of the S.B.V.O., and are considered part of the associations' records. Upon the termination of the officers' affiliation with the Executive Board, this email address will be transferred to the new incoming officer when either elected or named to the position by the President with approval of the Executive Board.

B. DUTIES OF THE EXECUTIVE BOARD

The Executive Board shall:

- Manage all business and carry out the functions of the S.B.V.O. Discuss issues, oversee finances, make decisions and report policy recommendations to the membership.
- Seek to promote professionalism and ethical conduct for officials that follow regulations set by the state or other entities serviced by S.B.V.O.
- Hold a minimum of three Executive Board meetings per year to discuss issues, make decisions and set the agenda for the mandatory membership meetings.
- Meetings of the Executive Board are to be held prior to and at the end of the JV/ Varsity Season to discuss and notify the General membership of issues occurring during the season, playoff matters and any additional business.
- A meeting should be held prior to the mandatory End of Year General Membership meeting.
- Additional Executive Board and mandatory General Membership meetings may be convened as needed by the Executive Board.
- Executive Board meetings should be held no less than two weeks prior to the mandatory Membership meetings in order to;
 - Prepare an agenda which will be available at the start of the General Mandatory membership meeting.
 - Discuss issues and events to be presented to the General membership

1. The President shall

- Oversee all Mandatory and Executive Board meetings of the Association
- Make all appointments not otherwise provided for in the By-Laws, with the approval of the Executive Board.
- Be a member ex-officio of all committees, except the Ethics Committee.
- Represent S.B.V.O. at Presidents' Council and New York State meetings or send a qualified representative from the Executive Board whenever possible.
- Set up dates and secure a facility for all general meetings, theoretical and practical exams.
Report this information to all Executive Board members. The Calendar of Meetings for the upcoming year will be completed and published for the End of Year Meeting.
- Maintain accurate records of rated officials of the Association.
- Authorize payment of bills submitted to the Treasurer with valid receipts only.
- Inform the Executive Board of all matters pertaining to allegations against Chapters/Boards or Officers of the Association.
- Appoint and dissolve committees based on the needs of the Association with Executive Board approval.
- Act as or appoint an authorized representative of the Association as deemed necessary by the Executive Board.
- Conduct other duties defined by the membership as needed.
- Act as the liaison between Section XI, the State Association and all members.
- Report the coaches' ratings and comments to the Vice-Presidents within 72 hours of receiving them from Section XI.

2. The Vice-President – Boys /Girls shall:

- Perform all duties of president in the absence of the President. The acting president will be mutually agreed upon by the two Vice Presidents.
- Assist the Rules Interpreter in arranging training clinics for their division of the Association.
- Administer the theoretical and practical examinations. This duty is to include obtaining raters and being in contact with the appropriate coaches running the event. The results of these practical exams will be made available to the President, Secretary, and the Treasurer.
- Lead the scheduled Modified rules meetings with the officials to address the State modified rules.
- Report the coaches' ratings to the Officials within four weeks of receiving them from the President.
- May serve on any committee, except the Ethics Committee.

3. The Secretary shall:

- Perform the duties of the President if the President and both Vice-Presidents are absent or if both Vice Presidents are unable to agree as to who will preside.
- Record, maintain and mail/email agendas and minutes of Association meetings to all members, officers and other designated parties. Agendas should be available to members prior to General Membership meetings.
- Post the minutes of the general Membership meetings within 30 days of the meeting.
- Must be approved by the Executive Board before sending out the minutes.
- Remind members in advance of meeting dates at least one month prior, to be followed with a reminder notification at two weeks prior to the meetings.
- Keep a full list of members and notify candidates of their election.
- All notices and correspondences must be approved or ordered by the President, Vice-Presidents or the Executive Board before sending copies to appropriate members of the S.B.V.O.. The Secretary cannot send out any information without proper approval of President, Vice-Presidents or the Executive Board.
- Send out notices and correspondences requested by the President, Vice-Presidents or the Executive Board and send all copies to appropriate members of the board.
- Supply the President with an updated roster twice a year for submission to the State at the Summer/Fall and Spring meetings.
- Notify members by e-mail of all needed correspondence regarding individual level changes.

- Maintain all Ethics documents for the sole use of the Ethics Committee and Executive Board as described in the Code of Ethics.
- Will keep all official emailed records in print form or PDF form to maintain the official integrity of the S.B.V.O., Inc records.
- May serve on any committee, except the Ethics Committee.

4. The Treasurer shall:

- Perform the duties of the President if the President, vice-presidents, and Secretary are absent.
- Be responsible for the fiscal integrity of S.B.V.O. The fiscal year shall be from July 1st to June 30th of the following calendar year.
- Furnish the membership with a Financial Report at each mandatory membership meeting,
- Furnish the Executive Board with a detailed financial report at all Executive Board meetings.
- Be responsible for the collection of all dues and fines imposed by S.B.V.O., Inc. and email any delinquent member stating the amount owed, the reason and the due date the delinquent funds **must** be received by. The President along with the Secretary will be copied on the email. The Secretary will retain the email for the record.
- May serve on any committee, except the Ethics Committee.

5. The Past President shall:

- Serve as a consultant to the Executive Board by bringing his/her knowledge and expertise to handling Association issues
- Serve as the Chairperson of the Nominating Committee and elections.
- May assume a vacant position on the Board if directed by the President until an Executive Board approved appointment is made.
- Will be invited to all Executive Board meetings.
- May serve on any committee.

C. STIPENDS: The stipends for the Executive Board are as follows:

- President: the sum of 5X the current season's combined varsity and JV fee
- Secretary: the sum of 4X the current season's combined varsity and JV fee
- Treasurer: the sum of 4X the current season's combined varsity and JV fee
- Vice Presidents: the sum of 2X the current season's combined varsity and JV fee

Positions will get a raise each year as per the contract.

D. COMMITTEES:

Shall consist of S.B.V.O. Members in Good Standing of any rating appointed by the President with approval of the Executive Board

- Rulers Interpreter
- The Sportsmanship Chair
- The Ethics Committee
- Any Committee deemed necessary by the President with approval of Executive Board.

E. DUTIES OF THE COMMITTEE

The Rules Interpreter shall:

- Be appointed by the President with the approval of the Executive board.
- Seek to clarify all rules, mechanics and/or related problems that may arise.
- Coordinate yearly training clinics for S.B.V.O. members and instructional classes for prospective new members of the association.
- Attend NYSCVOA state interpreters meetings.
- May not be an officer of the Executive Board.
- Handle any questions regarding the Interpretation of Rules. Any additional clarification needed will be referred to the President who will seek guidance through the State Rules Interpreter.
- May be invited to Executive Board meetings.

The Sportsmanship Chairperson shall:

- Be appointed by the President with the approval of the Executive Board.
- Be responsible for the computation of all of the official sportsmanship ratings submitted by the officials.
- Compute and determine award winners for the Varsity, Junior Varsity and Modified season for both Boy's and Girl's divisions.
- May be invited to Executive Board meetings

The Ethics Committee Chairperson and Committee shall:

- Be appointed by the President with the approval of the Executive Board
- Review and take appropriate action on all matters pertaining to alleged violations of the Suffolk Board of Volleyball Officials, Inc. By-Laws and Suffolk Board of Volleyball Officials, Volleyball Officials Code of Ethical and Professional Conduct.
- Cannot be a member of the Executive Board.
- The Ethics Chairperson and/or Committee may be invited to Executive Board meetings.

VIII. ETHICS CODE AND PROCEDURES

As an organization, we support and promote general ethical and professional guidelines that are detailed in the documents "Suffolk Board of Volleyball Officials, Inc. By-Laws and Suffolk Board of Volleyball Officials, Inc. - Volleyball Officials Code of Ethical and Professional Conduct" - a copy of which is attached to the by-laws and labeled as Appendix 1. To ensure adherence to such by-laws and guidelines, the President shall appoint an Ethics Committee, with the Executive Board approval consisting of at least three association members, who are not part of the association's

executive board. In addition, an S.B.V.O. Inc. executive board member shall be a non-voting spectator at all hearings. The president shall designate one member to be the Ethics Committee Chairperson. All matters pertaining to alleged ethical or professional misconduct shall be referred to such chairperson for review. If the chairperson deems an investigation is necessary because disciplinary action may be needed, then the process outlined in document "Suffolk Board of Volleyball Officials, Inc. – Volleyball Officials Code of Ethical and Professional Conduct" will take place.

IX- DUES

The annual dues will be determined yearly by the Executive Board and will not exceed one Varsity match fee per division and will be payable to the Treasurer by March 1st of each year.

A late fee of a Modified match fee will assessed after this date. If dues and late fees are not paid within thirty days of the aforementioned date, the Secretary will notify said member by certified mail. If dues and late fees are not paid within thirty days of the certified letter, it will be understood by all parties to be a resignation by the delinquent member. The Treasurer will notify the Secretary by email of the resignation for non-payment.

- Board Members (Girls or Boys) will receive free dues
- Board Members (Girls and Boys) will pay for ½ of the combined dues

X- MISCELLANEOUS

- A quorum, which shall consist of 25% of the active membership, shall be necessary for business to be conducted at any mandatory membership meeting. A majority vote of the membership present at any meeting shall be necessary to pass any measure, provided this does not conflict with any other portion of these By-Laws.
- E-mail is considered the acceptable means of communication to and from the S.B.V.O. Members not in possession of email or those that choose regular Post should notify the Secretary in writing. It is the responsibility of all members to keep all contact information updated.
- Members wanting to speak or make a formal presentation at a General membership meeting must submit a written request to the President no later than 2 weeks prior to the scheduled general meeting.

XI- AMENDMENTS

A proposed amendment to these By-Laws must be submitted in writing to the Secretary at least two weeks in advance of the next scheduled mandatory meeting. The Secretary must send copies of the proposed amendment to all members and shall notify all members of the date on which the vote will be taken on the proposed amendment. It shall require a 2/3 vote of the membership present to pass an amendment to the By-Laws.

XII- BY-LAWS REVISIONS

Except in extreme cases, Submitted to the Executive Board for approval, By-Law changes will be voted on by the general membership on a three year cycle.

XIII- PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall be the authority on all questions of procedure not set forth in these By-Laws.