



## **BYLAWS**

### **Article I. Name**

The name of this organization shall be Greater Seattle Volleyball Officials (GSVO).

### **Article II. Mission**

This organization is committed to providing trained and qualified volleyball officials for member schools of the Washington Interscholastic Activities Association (WIAA), non-member schools, and recreation programs in the Puget Sound area.

### **Article III. Purpose**

This organization shall further the interest of volleyball by providing:

1. Certified officials for volleyball competition in accordance with the rules of the National Federation of High Schools (NFHS).
2. Interpretation of rules to players, coaches, and instructors.
3. A process for recruiting, training, and retaining officials.
4. A system of assignments to matches and payment for services rendered.
5. Officers who are leaders and responsive to the needs of the members.
6. A working relationship with other organizations.

### **Article IV. Membership**

*Section A.* GSVO is a member of the Washington Officials Association (WOA). GSVO will abide by the rules and requirements of the WOA.

*Section B.* To become an active member of GSVO, an individual must meet the following requirements:

1. Become a Certified Official with the WOA.
2. Complete the GSVO training as required by the Executive Board.
3. Pay annual member dues to GSVO, as set by the Executive Board.

*Section C.* To become an active member of GSVO by transfer from another volleyball board to GSVO, an individual must meet the following requirements:

1. In-state transfer: A transfer from within Washington State must:
  - a. Be a member in good standing with the WOA.
  - b. Provide written evidence of prior membership and release from previous board.
  - c. Be approved by the Executive Board.
  - d. Pay annual member dues to GSVO, as set by the Executive Board
2. Out-of-state transfer: A transfer from outside of Washington State must fulfill the requirements of an active member under Article IV, Section B.

*Section D.* A Member in Good Standing with GSVO is a WOA certified official who has:

1. Taken and passed all required tests and clinics from the WIAA/WOA with the required passing score(s).
2. Passed the WOA Criminal History Background Check.
3. Attended 75 percent of the required in-sport meetings.
4. Signed and turned in an Independent Contractor Agreement.
5. Abided by the Official's Code of Ethics as defined by the NFHS Volleyball Rules Book.

## Article V. Officers

*Section A.* GSVO will have the following officers: President, Vice President, Recording Secretary, Ratings and Evaluations Chair, Quality Assurance Chair, Recruiting and Retention Chair, and Mentor Chair.

*Section B.* All officers must be Members in Good Standing as defined in Article IV, Section D.

*Section C.* Assignment of Positions.

1. President and Vice President.
  - a. The positions of President and Vice President will be elected directly by the membership.
  - b. Candidates for President and Vice President are required to have one term of previous experience as an officer.
2. Other Officer Positions.
  - a. The other officer positions shall be filled by the at-large members of the Executive Board.
  - b. Assignments will be filled by seniority based on consecutive years of service on the Executive Board.
  - c. The Ratings and Evaluations Chair should be filled by a Tier III official, or if one is not available, a Tier II official with guidance from a Tier III official appointed by the Executive Board.

*Section D.* Elections shall be held at the annual business meeting. (See Article VII, Section B.)

1. Nominations for officers will be accepted at the meeting previous to the election meeting, and prior to the elections themselves at the election meeting.
2. Any member may nominate a member for an officer position.
3. Only active members may vote for officers, with each member receiving one vote. All election votes shall be conducted by secret ballot.
4. The President and Vice President are elected by receiving a majority of votes for the position. If no candidate receives a majority, the vote must be re-taken.
5. The other members of the Executive Board shall be elected by receiving a plurality of the votes cast.
6. Elected officers shall serve two-year terms, with their term of office beginning on February 1 after their election.
  - a. The office of President and two of the Executive Board positions shall be elected for a term starting in even years.
  - b. The office of Vice President and three of the Executive Board positions shall be elected for a term starting in odd years.
  - c. In the event of a vacancy, the vacant position shall also be elected during the election meeting, but only for a one year term.

*Section E.* Duties and Responsibilities of Elected Officers.

1. The President shall:
  - a. Be the official representative of GSVO.
  - b. Preside over Executive Board meetings.
  - c. Set the agenda for all Executive Board meetings.
  - d. Act as liaison with affiliated organizations.
  - e. Meet with leagues to discuss policies and procedures, along with the Assignor as an advisor, or designate a member to meet with leagues.
  - f. Be the only officer authorized to sign contracts in the name of GSVO, after review by the Executive Board.
  - g. Ensure that the responsibilities of the Executive Board positions are being executed appropriately.
  - h. Assume other responsibilities as necessary.
2. The Vice President shall:
  - a. Assume the duties of the President if the President is unable to fulfill them.
  - b. Set the agenda and preside over all in-sport meetings.
  - c. Chair the elections committee.
  - d. Preside over the election for elected officers.
  - e. Be the point of contact for the Training contractor.
  - f. Assume other responsibilities as necessary.

3. The Recording Secretary shall:
  - a. Record, distribute, and maintain the minutes of Executive Board and in-sport meetings.
  - b. Maintain attendance records of the Executive Board and in-sport meetings.
  - c. Maintain records of GSVO assets and materials.
  - d. Maintain records of GSVO business.
  - e. Ensure all policies and procedures are current and up to date.
  - f. Ensure GSVO website is current and up to date.
  - g. Be the point of contact for applicants to contracted positions.
  - h. Assume other responsibilities as necessary.
4. The Ratings and Evaluations Chair shall:
  - a. Update workbooks for new officials to reflect rule and Executive Board policy changes.
  - b. Implement on-court observation procedures for officials.
  - c. Establish dates and times for observations and ratings in collaboration with Assignor as soon as possible (test results required) after the testing window opens.
  - d. Establish the procedure for rating of officials to be used in assignment of regular season play, to be reviewed annually by the Executive Board.
  - e. Present the schedule and process for observation and ratings to members seeking a rating session prior to the start of the first match of the season.
  - f. Oversee and coordinate with the Officials Evaluator and Assignor to have Tier III evaluations conducted as needed.
  - g. Assume other responsibilities as necessary.
5. The Quality Assurance Chair shall:
  - a. Be the point of contact for all quality assurance issues.
  - b. Review feedback received regarding officials.
  - c. Review complaints and grievances against an official.
  - d. Make recommendations to the Executive Board for fines and/or other actions deemed appropriate.
  - e. Establish procedures for due process of complaints and grievances. These procedures shall be approved by the Executive Board and published to all members.
  - f. Ensure that all quality assurance issues are dealt with respect to the privacy of the official, as appropriate
  - g. Assume other responsibilities as necessary.
6. The Recruiting and Retention Chair shall:
  - a. Recruit new officials.
  - b. Provide recruiting information for all members to use, distribute, and reference.
  - c. Promote upcoming training opportunities for new officials.
  - d. Coordinate efforts to provide recognition opportunities for current officials.
  - e. Assume other responsibilities as necessary.
7. The Mentor Chair shall:
  - a. Be the point of contact for officials wanting to be paired with a mentor, or those officials recommended for mentoring by the Executive Board.
  - b. Recruit mentors from Members in Good Standing with GSVO.
  - c. Communicate the goals and objectives of mentoring with the officials recruiting to be Mentors.
  - d. Communicate with officials being mentored to determine effectiveness and progress.
  - e. Be part of the review process for complaints and grievances against an official in collaboration with the Quality Assurance Chair.
  - f. Assume other responsibilities as necessary.

#### **Article VI. Contracted Positions**

- Section A.* Contracted positions are to be made available when needed. All interested parties must contact the Recording Secretary by May 1.
- Section B.* Letters of Interest must be reviewed by the Executive Board during the June meeting. The approved applicant's contract will be effective July 1 – June 30, or for a term as necessary for the position as determined by the Executive Board.
- Section C.* All approved contracts must be kept by the Recording Secretary, and copies must be made available for review by any member upon request.

*Section D.* GSVO contracted positions include Treasurer, Assignor, Trainer, Official Evaluator, and any other position necessary for fulfilling the mission and purpose of this organization as determined by the Executive Board. Contract positions will be filled by non-Executive-Board members whenever possible.

*Section E.* Duties and Responsibilities of Contracted Positions.

1. The Treasurer shall:
  - a. Be responsible for the safeguarding and disbursement of monies as designated by the Executive Board.
  - b. Pay all association bills.
  - c. Pay officials upon receipt of payment vouchers and draw requests from the Assignor.
  - d. Prepare and keep annual financial statements.
  - e. Prepare or delegate preparation of 1099 forms.
  - f. Perform an audit as directed by the Executive Board
  - g. Assume other responsibilities as directed by Executive Board.
2. Assignor (Assigning Secretary) shall:
  - a. Report to the President as the Executive Board point of contact.
  - b. Communicate with schools regarding match schedules.
  - c. Assign officials to scheduled matches, using the ratings provided by the Ratings and Evaluations Chair, with input from the Trainer, and taking into account the availability and location of officials.
  - d. Bill schools for matches officiated.
  - e. Establish deadlines for officials' payment vouchers and draw requests.
  - f. Verify and submit payment vouchers and draw requests to the Treasurer.
  - g. Prepare and submit reports and pay membership dues to the WOA.
  - h. Prepare all association bills for payment.
  - i. Refer all changes in services to the Executive Board for approval.
  - j. Accept officiating duties or assignments only with Executive Board approval.
  - k. Assume other responsibilities as directed by the Executive Board.
3. The Trainer shall:
  - a. Report to the Vice President (or designated Board Member) as the Executive Board point of contact.
  - b. Organize and conduct new officials training.
  - c. Establish training dates in collaboration with Executive Board.
  - d. Be the point of contact for trainees until the trainer (or designee) has released the trainee for assignments.
  - e. Assist Assignor in distributing and collecting paperwork for new officials, i.e., W9 forms, background checks, WOA registration, etc.
  - f. Update Executive Board with Status Reports after classroom sessions and on-court sessions.
  - g. Set agenda and preside over meetings for new officials held prior to in-sport meetings.
  - h. Keep attendance records for new officials' meetings.
  - i. Assume other responsibilities as directed by Executive Board.
4. The Official Evaluator shall:
  - a. Report to the Ratings and Evaluations Chair.
  - b. Conduct all evaluation sessions for Tier III officials as indicated by the Ratings and Evaluation Chair.
  - c. After evaluation session, review the results of the session with the Tier III official.
  - d. Write up review of the evaluation sessions, using the standard Rating and Evaluation Form. Completed form to be given to the Ratings and Evaluation Chair within one week after the evaluation.
  - e. Update Rating and Evaluations Chair with status reports after evaluation sessions.
  - f. Whenever possible make a video recording of the evaluation match.
  - g. Assume other responsibilities as directed by the Executive Board.

## Article VII. Meetings

- Section A.* In-Sport Meetings: In-sport meetings will be held during the fall season. The dates, times, and locations of in-sport meetings will be determined by the Vice President with approval by the Executive Board. The number of in-sports meetings held should be based on the organization's need for training and to conduct GSVO business.
1. To be eligible to officiate in WIAA state tournaments, a member may miss up to one (1) in-sport meeting during the current season.
  2. To be eligible for a tier rating evaluation, a member may miss up to one (1) in-sport meeting during the prior season.
- Section B.* Annual Business Meeting: Annual elections for officers will be held at the second to the last in-sport meeting.
- Section C.* Special Meetings: A special meeting may be called by the Executive Board or by a written request of at least one-quarter ( $\frac{1}{4}$ ) of active members.
- Section D.* Quorum: For all meetings of this organization, a quorum shall be defined as one-third ( $\frac{1}{3}$ ) of active members of the organization as of October 1. This number will be used for the next year, until the following October 1.

## Article VIII. Executive Board

- Section A.* The duties and powers of the Executive Board are to:
1. Act as the governing body and have power and authority over the affairs of GSVO.
  2. Review and approve contracted positions and establish their compensation.
  3. Appoint ad hoc committees as deemed necessary.
  4. Appoint members to fill vacant offices until the next election meeting.
- Section B.* The Executive Board shall be comprised of the officers of GSVO. (See Article V, Section A.)
- Section C.* The Executive Board must meet at least ten (10) times per fiscal year.
1. A quorum shall be defined as a majority of voting members (non-contracted members) of the Executive Board.
  2. Executive Board members must attend at least 80 percent of Executive Board meetings for the fiscal year. Exception may be granted by approval of the other members of the Executive Board.
  3. Paid contractors shall have voice without vote at Executive Board meetings.

## Article IX. Committees

- Section A.* Quality Assurance Committee.
1. The Quality Assurance Committee will be comprised of the President, Vice-President, and Quality Assurance Chair. This committee is responsible for developing and maintaining the quality assurance procedures to be reviewed by the Executive Board.
  2. In the event that a member's action or disciplinary decision must be undertaken, a special committee will be created. The membership of this committee shall be:
    - a. A member selected by the Quality Assurance Chair.
    - b. A member selected by the member under review.
    - c. One of the members of the standing Quality Assurance Committee, who shall chair the special committee.

## Article X. Finance

- Section A.* Fiscal Year: The fiscal year shall be defined as July 1 – June 30th.
- Section B.* Audit: Audits authorized by the Executive Board must be completed by the next meeting of the Executive Board.
- Section C.* Draws: Draws may be requested once per calendar month. A service charge will be attached for each request paid.
- Section D.* Dues: Annual dues and the date to be paid shall be determined by the Executive Board.
- Section E.* Operating Expenses: A percentage of all members' earnings to cover operating expenses shall be established by the Executive Board and deducted from vouchers.
- Section F.* Fees: Fees for annual membership with the WOA as established by the WOA shall be deducted from vouchers.



#### **Article XI. Parliamentary Authority**

Robert's Rules of Order, latest edition, shall be the parliamentary authority for all meetings of GSVO.

#### **Article XII. Voting**

*Section A.* Only active members may vote.

*Section B.* Proxy and absentee votes may not be accepted.

#### **Article XIII. Amendments**

These bylaws may be amended at any in-sport meeting by a two-thirds ( $\frac{2}{3}$ ) vote of the members in attendance, provided that the amendment was submitted in writing or electronically at or prior to the previous in-sport meeting.

#### **Article XIV. Dissolution**

In the event of the dissolution of GSVO, any funds remaining after payment of all expenses will be applied to the benefit of women's amateur athletics, as determined by the membership.

Updated and approved by the Executive Board on 10/02/16

Approved by membership on 10/23/16