



## Bylaws

### Article I. Name

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

### Article II. Mission

The Greater Seattle Volleyball Official's organization is committed to providing qualified volleyball officials for member schools of the WIAA and recreation programs in the Puget Sound area.

### Article III. Purpose

This organization shall further the interest of volleyball by providing:

- A. Registered officials for volleyball competition in accordance with the rules of the National Federation of High Schools (NFHS)
- B. Interpretation of rules to players, coaches, and instructors
- C. A process for recruiting, training and retaining officials
- D. A system of assignments to matches and payment for services rendered
- E. Officers who are leaders and responsive to the needs of the members
- F. A working relationship with other organizations

### Article IV. Membership

#### Section 1. Washington Official's Association

- A. Board Membership - GSVO shall be a duly recognized official's board with the Washington Official's Association (WOA). GSVO will abide by the rules and requirements of the WOA.
- B. Individual Membership - For an individual to become an active member of GSVO, they must meet the following requirements:
  - a. Meet the requirements for a certified official with the WOA
  - b. Have attended the GSVO training for officials or be waived from this requirement by making an application to the Executive Board
  - c. Pay annual member dues to GSVO, as set by the Executive Board
- C. Individual Membership (Student) – For an individual to become a student associate member of GSVO, they must meet the following requirements:
  - a. The individual must be a current high school student
  - b. Pay any student fees to GSVO
  - c. Must attend the GSVO training for officials
- D. Individual Membership (Transfer) – For an individual to transfer from another board to GSVO, they must meet the following requirements:
  - a. In-state transfer – A member may transfer from another board within Washington State by:
    - i. Being a member in good standing with the WOA
    - ii. Providing written evidence of prior membership and release from previous board
    - iii. Being approved by the Executive Board before they may become a member of GSVO
    - iv. Pay annual members dues to GSVO, as set by the Executive Board
  - b. Out of state transfer – A member may transfer from another board outside of Washington State by fulfilling the requirements of an active member.

### Article V. Officers

#### Section 1. GSVO will have elected officers.

Section 2. Elected Officers– The positions of President and Vice President will be elected directly. Candidates for President and Vice President are required to have one term of previous experience as an officer. Other elected officer positions shall be filled by the at-large members of the Executive Board.

#### Section 3. Elections – Elections shall be held at the scheduled regular election meeting.

- A. Nominations for officers will be accepted at the meeting previous to the election meeting, and prior to the elections themselves at the election meeting.
- B. Any member may nominate a member for an officer position
- C. Only active members may vote for officers, with each member receiving one vote. All election votes shall be conducted by secret ballot.
- D. 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.
- E. Elected officers shall serve two year terms, with their term of office beginning on February 1 after their election.
- F. The other members of the Executive Board shall be elected by receiving a plurality of the votes cast.
  - a. The office of President and two of the Executive Board positions shall be elected for even years

- b. The office of Vice President and three of the Executive Board positions shall be elected for 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 4. Duties and Responsibilities of Elected Officers

- A. President – The duties and responsibilities of the President are to:
  - a. Be the official representative of GSVO
  - b. Preside over Executive Board meetings
  - c. Set the agenda for all Executive Board meetings and distribute the agenda to all Executive Board members at least one week ahead of the meeting
  - d. Act as liaison with affiliated organizations
  - e. Meet with leagues to discuss policies and procedures, along with the Assigning Secretary as an advisor
  - 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
- B. Vice President – The duties and responsibilities of the Vice President are to:
  - 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 Training contractor
  - f. Assume other responsibilities as necessary
- C. Recording Secretary – The duties and responsibilities of the Recording Secretary shall be:
  - 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 association assets and materials
  - d. Maintain records of all association business
  - e. Be the point of contact for applicants to contracted positions
  - f. Assume other responsibilities as necessary
- D. Ratings and Evaluations Chair – The duties and responsibilities of the Ratings and Evaluations Chair are to:
  - a. Update workbooks for new officials to reflect rule and board policy changes
  - b. Implement on-court observation procedures for officials
  - c. Establish dates and times for observations and ratings prior to the start of the fall season
  - 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 the members by the 2<sup>nd</sup> in-sport meeting of the season
  - f. Establish the procedure for ranking officials for post-season officiating; to be reviewed annually by the Executive Board
  - g. Assume other responsibilities as necessary
- E. Quality Assurance Chair – The duties and responsibilities of the Quality Assurance Chair are to:
  - 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 association 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
- F. Recruiting Chair – The duties and responsibilities of the Recruiting Chair are to:
  - a. Recruit new officials
  - b. Provide recruiting information for all members to use and distribute
  - c. Advertise upcoming training opportunities for new officials
  - d. Assume other responsibilities as necessary
- G. Member at Large – The duties and responsibilities of the Member at Large are to:
  - a. Be the Liaison between the Executive Board and the Apprentice/Training effort
  - b. Be the Liaison between GSVO and local college boards
  - c. Assist other officers as necessary
  - d. Be part of the review process for complaints and grievances against an official in collaboration with the Quality Assurance Chair
  - e. Assume other responsibilities as necessary

#### Section 5. Contracted Positions

- A. Contracted positions are to be made available for applications on an annual basis. All applications will be due to the Recording Secretary by May 1.
- B. Applications must be reviewed by the Executive Board during the June meeting. The approved applicant's contract will be in effect July 1 – June 30.
- C. All approved contracts must be kept by the Recording Secretary and copies made available for review by any member upon request.
- D. Treasurer – The duties and responsibilities of the Treasurer are to:
  - 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 Assigning Secretary
  - d. Prepare and keep annual financial statements
  - e. Prepare or delegate preparation of 1099 forms
  - f. Be bonded to an amount deemed necessary by the Executive Board
  - g. Perform an audit as directed by the Executive Board
  - h. Assume other responsibilities as directed by Executive Board
- E. Assignor – The duties and responsibilities of the Assignor are to:
  - a. Communicate with schools regarding match schedules
  - b. Assign officials to scheduled matches using the ratings provided by the Ratings and Evaluations Chair, with input from the Trainer, and include the availability and location of officials
  - c. Bill schools for matches officiated
  - d. Establish deadlines for officials' payment vouchers and draw requests
  - e. Verify and submit payment vouchers and draw requests to the Treasurer
  - f. Prepare and submit reports and pay membership dues to the WOA
  - g. Refer all changes in services to the Executive Board for approval
  - h. Accept officiating duties or assignments only with Executive Board approval
  - i. Assume other responsibilities as directed by the Executive Board
- F. Trainer – The duties and responsibilities of the Trainer are to:
  - 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 trainee is 'approved' to accept assignments
  - e. Assist Assignors in distributing and collecting paperwork for new officials, i.e. W-9 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

## **Article VI. Meetings**

*Section 1. 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. A minimum of six (6) in-sport meetings must be held during the fall season.

- A. To be eligible officiate in WIAA state tournaments, a member may miss up to one (1) in-sport meeting during the current season.

*Section 2. Election Meeting* – Annual elections for officers will be held at the second to the last in-sport meeting.

*Section 3. Special Meetings* – A special meeting may be called by the Executive Board or by a written request of at least ¼ of the active members.

*Section 4. Quorum* – For all in-sport, election, and special meetings of this organization, a quorum shall be defined as one third ( $\frac{1}{3}$ ) of the active members of the organization as of October 1. This number will be used for the next year, until the following October 1.

## **Article VII. Executive Board**

*Section 1. Duties and Powers* – The duties and powers of the Executive Board are to:

- A. Act as the governing body and have power and authority over the affairs of GSVO
- B. Review and approve contracted positions and establish their compensation
- C. Appoint ad hoc committees as deemed necessary
- D. Appoint members to fill vacant offices until the next election meeting

*Section 2. Membership* – The Executive Board shall be comprised of the officers of GSVO.

*Section 3. Meetings* – The Executive Board must meet at least ten (10) times per fiscal year.

- A. A quorum shall be defined as a majority of voting members of the Executive Board.
- B. Executive Board members must attend at least 80% of Executive Board meetings for the fiscal year.

## **Article VIII. Committees**

### **Section 1. Quality Assurance Committee**

- A. 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.
- B. In the event that a review of 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 IX. Finance**

*Section 1. Fiscal Year* – The fiscal year shall be defined as July 1 – June 30<sup>th</sup>.

*Section 2. Audit* – Audits authorized by the Executive Board must be completed by the next meeting of the Executive Board.

*Section 3. Draws* – Draws may be requested once per calendar month. A service charge will be attached for each request paid.

*Section 4. Dues* – Annual dues shall be determined by the Executive Board.

*Section 5. Operating Expenses* – A percentage of all members' earnings to cover operating expenses shall be established by the Executive Board and deducted from vouchers.

*Section 6. Fees* – Fees for annual membership with the WOA as established by the WOA shall be deducted from vouchers.

## **Article X. Parliamentary Authority**

*Section 1.* Robert's Rules of Order, latest edition, shall be the parliamentary authority for all meetings of GSVO.

## **Article XI. Voting**

*Section 1.* Only active members may vote.

*Section 2.* Proxy and absentee votes may not be accepted.

## **Article XII. Amendments**

*Section 1.* These bylaws may be amended at any regular in-sport meeting by a  $\frac{2}{3}$  vote of the members in attendance, provided that the amendment was submitted in writing or electronically at or prior to the previous regular in-sport meeting.

## **Article XIII. Dissolution**

*Section 1.* 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.

These bylaws presented at the GSVO in-sport meeting of September 11, 2011 for adoption on September 18, 2011.