BYLAWS
Of the Corpus Christi Area Chapter
Texas Association of Sports Officials – Volleyball

ARTICLE i. NAME

SECTION 1 This organization shall be known as C.C.A.C.-T.A.S.O. – Volleyball, hereinafter to be referred to as the Chapter, a non-profit organization, known as the Corpus Christi Area Chapter of the Texas Association of Sports Officials – Volleyball.

ARTICLE II. PURPOSE

SECTION 1. The purpose of this chapter shall be to provide a group of experienced, active and capable volleyball officials whose integrity is above reproach. Such a group of officials will foster high standards of ethics, encourage fair play and sportsmanship and will work for close cooperation and better understanding between officials, school administrators, athletic directors, coaches, players and volleyball The Chapter shall continually recruit an adequate number of outstanding women and men to serve as qualified volleyball officials and to improve volleyball officiating by providing a series of planned preseason clinics, study meetings, and on the court training experiences, where both new and experienced officials can increase their knowledge and skills. This Chapter will encourage the selection of only TEXAS ASSOCIATION OF SPORTS OFFICIALS members to officiate district varsity games and state playoff games.

ARTICLE III. COMPOSITION

SECTION 1. The Chapter will be composed of members and officers as provided in the Bylaws.

ARTICLE IV. GOVERNMENT

SECTION 1. The business of the Chapter shall be conducted by the Officers, Board of Directors, committees appointed by the President and the membership of the Chapter as provided in the Bylaws.

ARTICLE V. AMENDMENTS TO THE BYLAWS

SECTION 1. These Bylaws may be amended at any regular or called meeting by two-thirds (2/3) of the membership present and voting, provided that a copy of the proposed amendments have been mailed/emailed to each current member at their address/email address of record with the notification of the meeting at which the vote is to be taken, or such proposed amendments are distributed or read at any Regular Meeting provided the distribution/reading is held at least 14 days prior to the Regular or Called Meeting where the vote is to be taken and those members not present at the reading be notified by mail (postmarked)/email at least 10 days prior to the Regular or Called Meeting where the vote is to be taken.

ARTICLE VI. MEMBERSHIP

SECTION 1. Members shall be classified according to the requirements established by the TASOVolleyball Board of Directors in accordance with TASO policies and procedures. Applicants for regular membership must be at least seventeen (17) years of age. Applications will be processed in accordance with procedures established by the Board of Directors. Each TASO-Volleyball official will be ranked each year. The rankings to be used for this purpose are:

A) State Certified (C)
B) State Approved (A)
C) State Registered (R)
D) Auxiliary (X)

SECTION 2. Rankings will be determined according to the number of completed years of experience as a high school official to date.

SECTION 3. The ranking shall be assigned as follows:

SECTION 3.1. State Certified (C) Member. A Certified official is that individual who has accumulated at least 7 (seven) completed years' experience as a high school official.

SECTION 3.2. State Approved (A) Member – An Approved official is that individual who has accumulated at least 2 (two) completed years, but not more than 6 (six) completed years' experience as a high school official.

SECTION 3.3. State Registered (R) Member – A Registered official is that individual who has newly joined the chapter or a member who has accumulated less than 2 (two) completed years' experience as a high school official.

SECTION 3.4. Auxiliary (X) Member – An Auxiliary Member is that individual who will serve in the position of line judge only and are not able or allowed to work in any other position.

SECTION 3.5. A year is considered complete when all of the following criteria are met:

A) The member completes the seasonal year in good standing.
B) The member has fulfilled at least 12 assigned matches in the seasonal year.
C) The Board approves the change of classification. Exceptions to any of the above may be reviewed by the Board and given an exception.

SECTION 4. The Board of Directors shall have full authority to change any member's classification whenever, in its opinion such change is for the best interest of the Volleyball Division.

SECTION 5. Member-Not-In-Good-Standing. A member whose status is changed to a Member-Not-In-Good-Standing shall retain their level of classification unless **ARTICLE VI**, **SECTION 4** is in effect.

SECTION 5.1. Member-Not-In-Good-Standing may occur when any of the following are not true:

A) Each Member shall attend at least one approved volleyball clinic each year. The approve clinics are:
    a. State Meeting
    b. Regional Clinic
    c. State Online Clinic
B) Each Member shall pay all dues and game assignment fees by the established due date. The local Board of Directors will determine those dates each year.
C) Each Member shall take the TASO Volleyball State Test prior to a set deadline establish by the Board of Directors and TASO. The Member must score at least a 70 (seventy) for Good Member Standing. Other higher levels of achievement may be required to participate and remain in Good Standing. (See Policy Manual)
D) Each Member must possess all the necessary equipment and wear the uniform as prescribed by the TASO and the Chapter (see Policy Manual)
E) Each Member must cooperate to their fullest extent with the Board of Directors in the investigation of any matter by the Board or Committee.
F) Each Member must follow all policies of the TASO and local Chapter.
G) Member-Not-In-Good-Standing status is not limited to the above criteria only.

ARTICLE VII OFFICERS AND THEIR DUTIES

SECTION 1. The officers of the Chapter shall be President, Vice President, Past President, Recording Secretary, Assigning Secretary, Treasurer, Division Representatives, and Coach's Liaison. All officers shall have voting rights unless otherwise specified. These officers shall hold office and include the duties herein provided in Sections 2 thru 9, the Volunteer Board Agreement, and the duties requested by the President and/or the Board.

SECTION 2. The President shall have the following duties.

A) She/he shall preside at all meetings of the Chapter and shall be responsible for all negotiations in behalf of the Chapter.
B) She/h shall have the power to appoint any committee necessary to assist in performing the duties of President.

SECTION 3. The Vice President shall the following duties:

A) She/he shall be that of the Program Chairman
B) She/he, in the absence of the President, shall perform the duties responsible by the President.
C) She/he shall be the Chairman of the Training Committee.

SECTION 4. The Past President shall assume any delegated responsibilities from the President. If there is not an immediate Past President or that person is not able to serve, the President will appoint with approval of the Board of Directors a person to fulfill the duties required. That person shall be a previous historical President that left office in Good Standing. If none are available or the Board of Directors does not approve the member, the office remains vacant until one can be appointed.

SECTION 5. The Recording Secretary shall have the following duties and responsibilities:

A) She/he shall provide complete copies of the current Bylaws and Policy Manual to all members and copies of all amendments to all members. In lieu of distribution at a meeting and/or email, notify the membership of the location of the Governing Documents online.
B) She/he shall notify the Board of Directors of upcoming meetings by emailing or calling by phone such notices at least four days prior to the date of the meeting.
C) She/he shall keep all records of attendance and minutes of all meetings. She/he will provide a copy of the attendance records to the Treasurer and President each meeting.
D) She/he shall keep an accurate roster of the current membership and the status of each member, including years of service, classification, and standing.
E) She/he shall receive all applications for membership to the Chapter and submit them to the Board of Directors for consideration.
F) She/he shall assume any additional responsibilities as deemed by the Board of Directors.

SECTION 6. The Assigning Secretary shall have the following duties and responsibilities.

A) She/he shall administer all game assignments as prescribed by the board, in accordance with the Bylaws and Policy Manual.
B) She/he shall communicate with the State office concerning game assignments only.
C) She/he shall receive an annual compensation through the collection of assigning fees paid directly to the Assigning Secretary from the membership. The Treasurer may assist in the documentation and collection of the assigning fees.
D) She/he shall forward a weekly list of officials who refused or cancelled matches or otherwise failed to show up for a regular match to the Treasurer.

SECTION 7. The Treasurer shall have the following duties and responsibilities:

A) She/he shall receive an accurate current membership from the Recording Secretary.
B) She/he shall be the Treasurer for the Chapter and shall oversee all Chapter funds.
C) She/he shall keep complete and accurate records to always show the financial status of the Chapter.
D) She/he shall provide a written financial statement at each board meeting to be filed with the secretary's minutes. These records shall be available to any member upon request.
E) She/he shall present to the Board of Directors a yearly financial statement for fiscal year beginning January 1 thru December 31.
F) She/he shall be responsible for collection and any dues, fines, assigning fees and other fees owed by the membership of the Chapter as designated by the Board of Directors.
G) She/he will ensure the President assigns a independent committee to audit the accounting books annually.

SECTION 8. The Coach's Liaison shall have the following duties and responsibilities:

A) In the event coaches have any questions or concerns, she/he will be the coach's first point of contact.
B) Investigate and determine the storyline of the investigation and communicate to the Board of Directors any current information about the investigation.
    a. Communicate to the Board any serious concerns coaches have submitted.
    b. With the Board determine appropriate response needed for the concern.
    c. Communicate to the appropriate coach(es) any directives, comments, responses, actions, and/or procedures representing the guidelines, rules and practices of National Federation, TASO and the Chapter.
C) Assume any delegated responsibilities assigned to the office by the President.

SECTION 9. The Division Representatives shall have the following duties and responsibilities:

A) Communicate any directive to her/his membership as directed by the Board of Directors,
B) Communicate any written documentation submitted by her/his membership to the Board of Directors.
C) Communicate to the membership the next coming meeting, at least 48 hours prior to the meeting.

ARTICLE VIII BOARD OF DIRECTORS AND COMMITTEES

SECTION 1. The Board of Directors shall be composed of members including the President, Vice President, Past President, Treasurer, Recording Secretary, Assigning Secretary, Coach's Liaison, and one or more Division Representatives from each of the four (4) Divisions. Each division shall be designated by divisions listed in ARTICLE VI, Section 1. If a division is larger than 20 members the Board may, at its discretion, allow an additional representative to share in the responsibilities of that division. The previous presidents may serve in an ex-officio capacity. Previous presidents serving in an ex-officio capacity do not have a vote on the Board. If serving on a committee, previous presidents have a vote on that committee. The duties and responsibilities of the Board of Directors shall be to act on behalf of the Chapter in regard to:

A) Proposing the time, place, and length of regular meetings
B) Enforcement of the TASO regulations regarding uniforms, required equipment and appearance.
C) Investigation of alleged soliciting of games by a member of the Chapter.
D) Reviewing the financial report of the Treasurer.
E) Revising and keeping up to date the policies of the Chapter and to improve the officiating of the volleyball game.
F) Proposing new ideas for the improvement of the operation of the Chapter.
G) Screening of all applications for membership in the Chapter and to reject the applicant or recommend her/his approval for membership. A majority vote of the Board of Directors will then admit or reject such application. Recommendations for membership by the Board of Directors shall be partially based on the requirements in Article 6, Section 4 of the Bylaws, a written application shall be submitted by the applicant.
H) Making full investigations of any alleged violations of the Bylaws of the Chapter by any member.
I) Recommending suspension of any member from the Chapter in the following instances:
    a. Inadequate excuses for the failure to attend the required number of meetings.
    b. Failure as a member to give full cooperation to the Board of Directors in the investigation of any matter.
    c. Failure to fulfill contract for games except in any emergency.
    d. Any other action of a member which is not compatible with good volleyball officiating.
J) Handling cases of recommended suspension of any member.
    a. The vote must be taken by the Board of Directors at the meeting during which the charges and recommendations are made.

b. Any member charged with a violation for which suspension is recommended must be processed using the TASO Due Process Procedure. The member shall be notified by registered mail and return receipt requested. The notification shall list the charges and the date of the Board meeting in which the member is requested to be present and at which the charges are to be read, discussed, and a vote is to be taken.
c. A majority of the votes cast is required for the suspension.

SECTION 2. Any Board Member who is suspended or becomes a member not in good standing shall be suspended from office until the violation is resolved or corrected. If the resolution does not end the suspension or does not change the status of the Board Member to member in good standing, the office shall be deemed vacant. If the resolution or correction ends the suspension or changes the status of the Board Member to member in good standing, the member shall continue with their term from the moment the suspension ended or the member status changed. If the resolution requires the Board Member not in good standing to take certain steps to resolve the situation, the Board Member shall be given at least 30 days to resolve the situation, but no more than 90 days. If the situation has not been resolved in the time permitted, the office shall be deemed vacant.

SECTION 3. There shall be the following standing committees:

A) A President's Committee – composed of all active members that served as President and fulfilled their term in good standing. **Purpose:** This committee shall be used in any manner the current President chooses.
B) An Ethics Committee that shall have a Chairman and at least two additional members, but not more than four additional members. The Ethics Committee Chairman shall be appointed by the President and must be approved by the Board. The remaining members may be selected in any manner the President deems appropriate and has board approval. **Purpose:** Investigate any reported ethic violations by the membership and recommend a resolution to the Board.
C) A Training Committee shall have the current Vice-President as the chairman of the committee. The Chairman shall select members to fill the committee and must be approved by the Board. **Purpose:** To provide structured training to the membership.
D) A Nominating Committee that shall consist of three members appointed by the President with the Board's approval. The selection of members for the Committee shall be in a manner that represents most of the membership. **Purpose:** To receive prior to the election, nominations for any office available for that year. To ensure that every office open to election has at least one nomination.

E) A Governing Documents Committee that shall consist of a Chairman appointed by the President and with Board approval. The Committee shall have its members chosen in any manner the President deems appropriate. **Purpose:** To review all local governing documents to ensure they are not in conflict with TASO. Recommend new governing rules for vote by the chapter.

Each standing committee shall be reviewed at the first board meeting of the fiscal year may be reestablished/reappointed at that time

ARTICLE IX ELECTION OF OFFICERS AND BOARD OF DIRECTORS

SECTION 1. The Nominating Committee shall ensure all positions up for election have at least one member running for that position. The Committee must also verify that each nominee is a member in good standings at the time of the nomination and at time of election and is willing to sign and abide by the Volunteer Board Agreement.

SECTION 2. The election of Officers and Board of Directors can be by secret ballot or by show of hands, whichever is best at the time of elections. All nominations for Officers and Board Members shall be made from the floor, at the last meeting. All nominees at the time of their nomination must be a member in good standing.

SECTON 3. Officers and Board Members shall be elected in the following order:

Table of Elections		
Elected On	Even Years	Odd Years
Serves Starting on January 1	Odd Years	Even Years
Two Year Terms	President	Vice – President
	Treasurer	Recording Secretary
	Assigning Secretary	
One Year Term	Division Representatives	(Appointed) Coach's Liaison

SECTION 4. The President, Treasurer, and the Assigning Secretary shall be elected on even years and begin their term on January 1 of the odd year immediately following election. The Vice President, the Recording Secretary shall be elected on odd years and begin their term on January 1 of the even year immediately following election. The Division Representatives who shall serve their term as specified in Article IX., Section 7. The Coach's Liaison shall be appointed by the sitting president at the first board meeting of the each new fiscal year. The President may succeed her/himself in office for an additional consecutive term if re-elected. After two consecutive terms, the individual serving as president, must sit out at least one

complete term before being eligible to run for the office of president again. All other offices serve unlimited consecutive terms.

SECTION 5. As an elected official, the officer has obligated themselves to attend Board Meetings and to give these meetings a high priority. Therefore, an office may be deemed vacant if a member fails to attend two (2) consecutive Board Meetings with no legitimate reason. As an officer, you must set the highest participation, standard and example of support for the Chapter. Deficiencies in these areas can lead to disciplinary action.

SECTION 6. Any vacancy in the Board of Directors shall be filled by appointment by the President with the approval of the Board of Directors at the next scheduled Board Meeting. If the vacancy is the President, the Vice President assumes the duties of the President. The now vacant Vice President position shall follow procedure and be filled by appointment of the President and with Board of Directors approval.

SECTION 7. In the event a member to the Board of Directors serving as a Division Representative has changed in divisions, no new election will be held. The member so affected will continue to represent the division from which she/he was elected until the next election of the Division Representatives.

SECTION 8. Each Division Representative on the Board of Directors shall be elected by the members of their division. The offices of Division Representative shall be based on the established divisions listed in ARTICLE VI, Section 1. The elections for Division Representative shall be held at the last general meeting of each year. Each Division Representative shall be a voting member of the Board of Directors. If a division is larger than 20 members the Board may, at its discretion, allow an additional representative to share in the responsibilities of that division. The additional representative has an equal vote as a Board member.

SECTION 9. Any officer is subject to recall upon recommendation of the Board of Directors or by a two-thirds (2/3) vote of the membership, The recall election shall be at the next regular or called meeting provided the membership was notified by mail, email, or text messaged at least seven (7) days prior to the recall election meeting.

ARTICLE X MEETINGS

SECTION 1. The time, place and length of the regular meeting shall be suggested by the Board of Directors. Recommendation from the membership can be accepted.

SECTION 2. Any member who misses any meeting is obligated to contact their Division Representative as soon as it is obvious the meeting will be missed, but no later than 24 hours after the scheduled start time of the missed meeting. If unable to contact Division Representative, the member may as a second option, contact the Recording Secretary or President. Failure to notify the Division Representative,Recording Secretary or President during the established window shall constitute an unexcused absence. Unexcused absences may be appealed to the board provided such appeal is made in a timely manner and through proper procedure.

SECTION 3. The annual Business Meeting and the election of Officers and Board of Directors shall be held during the last regular meeting of the year.

SECTION 4. All members of the Chapter and their guests, coaches, and school officials may be admitted to the regular meeting.

SECTION 5. Throughout the year the Chapter will hold meetings for the betterment of the Chapter. These meetings shall be classified as:

A) Regular Meetings – These are general meetings the Board has determined will be held during the season. These meetings should be established and placed on a calendar listing prior to the first general meeting of the season. Notification occurs when the calendar is distributed and/or posted on the website to the current membership. The Chapter is encouraged to have additional notifications reminding members of the scheduled meeting at least three (3) days prior if by email or phone and at least ten (10) days if by mail. Regular meetings are mandatory and attendance should be held to a higher standard than called meetings. A member shall attend at least 80% of all regular meetings.

B) Called Meetings - were not on the original meeting calendar. The Chapter must notify the membership in a timely manner but no later than at least five (5) days prior if by email or phone and at least ten (10) days if by mail. If properly notified, the general membership should make every effort to make the meeting. A member not attending a Called meeting shall not be penalized; likewise a member not attending may not refuse a decision made by the membership during a called meeting. Called meetings may, upon approval of the Board, fulfill the obligations of regular meeting attendance

C) Board Meetings – These are meetings specifically for the Board Members. These meetings are mandatory and should be scheduled with as much notice as possible. It is recommended the Board meet at least once a month with additional meetings during the volleyball season if needed. A board member shall not miss two consecutive meetings without just cause.

It is the responsibility of the member to record their attendance according to the guidelines established by the Chapter. It is also the responsibility of the member to ensure their attendance record is accurate. Failure to follow established procedures (not answering to roll call, not signing in, etc.) shall cause the member to be recorded as absent. It is the responsibility of the member to prove attendance when the attendance record is not correct.

ARTICLE XI FINANCE

SECTION 1. The Chapter shall conduct its business at regular or called meetings as provided in the Bylaws.

SECTION 2. The Chapter fee of officiating high school games shall conform to the fee set by the University Interscholastic League Constitution and Rule Book.

SECTION 3. The Board of Directors and the TASO will determine the annual fees. Refer to Section 3.2 of the Policy Manual for applicable dues.

SECTION 4. The chapter shall keep all monetary assets in an authorized bank and shall maintain a double signature account. All electronic transactions must be authorized by the Treasurer and an additional Board member.

SECTION 5. The Board of Directors shall authorize the financial audit of its financial status at the end of the fiscal year. The audit shall be completed either by the membership or if necessary by a Certified Financial Auditor. If done by the membership, a committee of not less than three (3) members appointed by the Board shall perform the audit. The member(s) involved shall not be a party or have authority to any financial transactions of the chapter nor have any conflict of interest. The member(s) shall work independently from the Chapter and present their findings and recommendations to the board no later than the February Board meeting. Any member not cooperating with questions concerning the financial audit may be charged with ethics violations.

ARTICLE XII RULES OF ORDER

SECTION 1. Unless otherwise specified in these Bylaws, the business at meetings of the Chapter and Board Meetings shall be translated in accordance with Robert's Rules of Order.

ARTICLE XIII CODE OF CONDUCT FOR OFFICIALS

SECTION 1. Refer to Code of Conduct in the State Bylaws and Operating Procedures.

Updated 4/10/2002 rgc
Updated 7/01/2011 rgc
Updated 9/14/2011 rgc
Updated 8/1/2013 rgc
Updated 3/10/2018 rgc
Updated 10/10/2018 rgc
Updated 9/22/2021 rgc committee