

CONSTITUTION
OF
PALM BEACH VOLLEYBALL
OFFICIALS ASSOCIATION

ARTICLE I: NAME

This organization shall be known as the Palm Beach Volleyball Officials association, which may be abbreviated as PBVOA.

ARTICLE II: DURATION & PURPOSE

This organization shall have perpetual existence. The purpose of the PBVOA shall be:

- To provide a corps of trained, experienced professionals available to officiate the sport of volleyball;
- To recruit, educate and train volleyball officials;
- To promote teamwork and cooperation among officials;
- To promote sportsmanship and the betterment of the sport.

In general, the purposes for which the Palm Beach Volleyball Officials Association are organized are exclusively religious, charitable, scientific, literary, and educational within the meaning of Section 501(C)(3) of the Internal Revenue Code 1954 or the corresponding provision of any future United States Internal Revenue Law. Notwithstanding any other provision of these articles, this organization shall not carry on any other activities not permitted to be carried on by the organization exempt from Federal Income Tax under Section 501(C)(3) of the Internal Revenue Code 1954 or the corresponding provision of any future United States Internal Revenue Law.

The Code of Ethics for Athletic Officials as outlined by the National Federation of State High School Associations (NFHS) and the policies of Florida High School Activities Association (FHSAA) as outlined in the Officials Handbook shall be considered the Principles of Conduct for the PBVOA.

ARTICLE III: MEMBERS

SECTION 1. The membership year shall be from July 1st to June 30th to coincide with the FHSAA membership year.

SECTION 2: Any person properly registered and in good standing with the FHSAA shall be admitted as Member to PBVOA upon receipt of application and payment of annual dues. Members shall be at least 16 years old.

To be a member of good standing the following elements must be satisfied;

1. PBVOA dues accepted by the Executive Board
2. No outstanding fee imposed by PBVOA
3. Be a member of the FHSAA
4. Pass the Jessica Lunsford Act and obtain a security badge from the School District
5. Complete a W9 form

Section 3: The PBVOA reserves the right to honor probations, suspensions and fines of other associations to grant member in good standing status.

Probationary status for officials will be determined on a case by case basis and will be voted on by the Board of Directors.

SECTION 4. The Association may, from time to time, create more than one class of membership as provided by the By-Laws, as long as such membership conforms to the policies of the FHSAA.

SECTION 5. The PBVOA will hold officials to the highest order of conduct. The code of conduct applies to officials' conduct during meetings, in communications and at all game locations.

- Officials shall conduct themselves with maturity, professionalism and with the intent to positively enhance the well-being of the association.
- Members will not engage in conduct, on or off the court, which adversely affects the morale or efficiency of the PBVOA.
- Members will not engage in conduct, on or off the court which may destroy public respect for a member and/or the PBVOA.
- Members will not engage in conduct that will destroy confidence in the operation of the PBVOA.
- Members must comply with the NFHS Officials Code of Ethics.
- Members will hold themselves in a professional manner at all General and Training Meetings including adhering to meeting protocols.

ARTICLE IV: MEETINGS

SECTION 1: PBVOA shall have at least (3) General Meetings each year. No General Meeting may be scheduled without a reasonable attempt to notify all Active Members minimum of (14) days prior to the date of the meeting. The methods of such notice may include but not limited to e-mail, telephone messages, or written notice to each member. For all properly scheduled and noticed General meetings, a Quorum will be met if any number of Members in good standing are present at the scheduled time and place. All active members at that meeting will conduct any and all PBVOA business, agenda items, elections, and any other items not mentioned or implied as a quorum, regardless of the number of members present. President or highest-ranking officer will moderate general meetings. The agenda will be held strictly. Public comments will be held at the end of the meeting unless acknowledged by the meeting's moderator. Public comments and discussions may be limited to 3 minutes.

SECTION 2: The Board of Directors shall have meetings throughout the year as needed. Meetings shall be convened by the President or any Board Member may request the convening of a Board of Directors Meeting. If the majority of the Board Members support such request, the Secretary shall schedule a meeting of the Board of directors within thirty (30) days following the approval. The President shall normally preside over all meetings, and all meetings shall be open to all members of the organization unless as sensitive personnel membership issue is being discussed. In case that the President is not available, the next highest-ranking official will preside over the meeting.

ARTICLE V: ELECTION OF OFFICERS

SECTION 1: The election of officers will stagger every year with the President and Secretary being elected in even years and the Vice President, Treasurer and Member at Large being elected every odd year. Elections shall normally be during the month of August near the end of the annual training cycles, unless prohibited by unforeseen and unavoidable circumstances. The Board shall announce the election date a minimum of fourteen (14) days prior to that date. The period for nominations will be 7 days. The period for voting will be 10 days. All voting will be done online unless not possible to do so.

To be eligible for election, a member must complete one (1) year as a Member and be in good standing with PBVOA and FHSAA. No member shall hold more than one (1) elected of office at one (1) time. Elections will be moderated by a board appointed member of the association. No one in or running for office shall moderate an election.

ARTICLE VI: OFFICERS

SECTION 1: The elected members of the Board of Directors of the PBVOA shall be President, Vice-President, Secretary, Treasurer, and one member at large. The board of directors shall also include the assigner as a non-voting officer. All members of the Board shall be officers of the organization and shall be responsible for enforcing this Constitution and the By-Laws, and managing the day to day affairs of the PBVOA. The Board of Directors shall possess the authority to appoint those individuals and committees deemed necessary. At any properly convened meeting of the Board, all issues before the Board shall be determined by a simple majority vote of the Officers who are present. If such vote by the elected members results in a tie, the Members of the Association shall decide the tie breaking vote, by the utilization of an on-line voting system. The on-line vote shall commence no less than two (2) days after the Board Meeting that resulted in the tie vote. The voting period shall terminate one week after the Board Meeting.

SECTION 2: The term of office for elected Board Members is two (2) years shall begin at the beginning of the calendar year, January 1st.

SECTION 3: The President shall preside at all meetings of the PBVOA and Board of Directors, conduct negotiations on behalf of the PBVOA, and ensure the enforcement of the By-Laws, Constitution, and policies of the PBVOA.

SECTION 4: The Vice-President shall preside over meetings in absence of the President. The Vice-President shall be responsible for all training programs.

SECTION 5: The Secretary shall be responsible for minutes of all meetings, meeting attendance records, correspondence, and the printing publications. The Secretary shall be responsible for communication with all members including notification of meetings and other important information not specifically mentioned. Additionally, the Secretary shall be responsible for the production, distribution and collection of all ballots for the election of officers, and all forms used to select PBVOA members for FHSAA post-season assignments.

SECTION 6: The Treasurer shall be responsible for the financial affairs and records of the organization. Specifically, the Treasurer shall be responsible for all collections, deposits, and disbursements authorized by the Board of Directors. The Treasurer shall provide financial reports to the members at General Meetings and develop an annual budget for approval of the Board.

SECTION 7: The Assigner shall be responsible for specific assignments of members to volleyball matches. This responsibility includes overseeing the entire match assignment procedure of the organization, compliance with the requirements of FHSAA regarding the composition of officiating crews, review and approval of all individual assignments, and distribution of assignments to the membership. In light of the investment of personal time in the office of

Assigner, the Board may authorize compensation of the Assigner from PBVOA funds and shall determine an annual compensation due to the Assigner. All match assignments shall be subject to the review of the Board of Directors. The assigner's position will renew every even year with a majority vote of the board of directors.

SECTION 8: The member at large position will be the fifth board position and have voting rights.

SECTION 9: A vacancy in the office of President shall be filled by the Vice-President. A vacancy in any other office shall be filled by appointment by vote of the Board of Directors. If a Board seat is added and not vacated by resignation or removal of office, the Members will be granted a ten (10) day nomination period followed by ten (10) day voting period. The entire process shall be no longer than twenty (20) days. The board shall appoint a non-Board Member to preside over the nomination of the Special Election Process.

SECTION 10: An officer of the PBVOA may be subject to recall by referendum upon formal petition of twenty-five percent (25%) of the Active Members. A three-fourths (3/4) majority of the voting members of the Association shall be required for recall. Procedure for a recall vote shall be similar to those for a general election.

ARTICLE VII: COMMITTEES AND APPOINTEES

SECTION 1: The Board of Directors is empowered to appoint members to perform specific duties, standing committees and special or ad hoc committees deemed to be in the best interest of PBVOA. All committees shall consist of at least three (3) members. Any member may serve on more than one (1) committee at one time. Officers of PBVOA may not serve as a voting member of any standing committee. The assigner shall be a voting member of the recommendations committee as long as this policy is consistent with the policies of the FHSA.

SECTION 2: The Education/Training Committee shall be responsible for providing initial training for new members, ongoing training for continuing members and the reoccurring evaluation of all members. These responsibilities shall include, but not limited to the planning, content and implementation of training sessions (including on-court training), educating PBVOA members on FHSA policies and procedures, NFHS rules and mechanics, and developing a curriculum that is current and effective in both content and methodology. The Vice-President shall be the chairman of the Education/Training Committee. Near the end of each volleyball season, the Education/Training Committee, prepare a final selection list of members of PBVOA, rated in order of their evaluated level of professional competency.

SECTION 3: The Recommendation Committee shall establish, with the approval of the Board of Directors, and conduct a process for the selection of members who are eligible for the FHSA

State Series. The Assigner will be a voting member of the Recommendation Committee as long as policies of the FHSAA permit. The committee shall review the results of the Education/Training Committee, prepare a final selection list of members who merit consideration for assignment to State Series matches and submit that list to the FHSAA.

SECTION 4: A Grievance Committee shall be appointed as necessary, and is responsible for hearing complaints and appeals made or brought by one or more of the members. Members of the Grievance Committee shall normally be the members of the Board. However, in the event that any members of the Board has a conflict of interest, that Board Member shall be disqualified. Should the remaining Board Members be insufficient to execute their responsibilities, they may appoint other Active Members to the Grievance Committee.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order-Newly Revised, shall govern the PBVOA in all cases to which they are applicable and not inconsistent with this Constitution, the By-Laws and any special rules that the PBVOA may adopt.

ARTICLE IX: AMENDMENTS

The Constitution and By-Laws may be amended at any meeting by the affirmative vote of two-thirds (2/3) of the voting members. Procedures for voting on an amendment shall be similar to those for a general election. Any proposed amendment shall be submitted in writing to the members at least fourteen (14) days prior to the meeting at which the vote is taken.