

Knoxville Volleyball Officials Association



**Constitution & Bylaws
Revised 30 MAY 2018**

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Name

The name of this association will be the “Knoxville Volleyball Officials Association” (hereinafter referred to as “**KVOA**”).

Purpose

The purpose of this organization is to promote and improve the quality of volleyball officiating for all rule codes and skill levels as outlined by the National Federation of State High School Associations (hereinafter referred to as **NFHS**) and the Tennessee Secondary Schools Athletic Association (hereinafter referred to as **TSSAA**). And to provide competent officials for the schools and organizations that KVOA serves.

To achieve this KVOA will:

Meet regularly for the study, interpretation, and discussion of volleyball rules, mechanics, techniques, protocols, and professionalism.

Establish standards of conduct for members and promote adherence to the Code of Ethics and Professional Conduct found in this document.

Provide training experiences and materials for member officials.

Assign qualified officials to all volleyball matches for the schools and organizations served by KVOA.

Promote the use of KVOA/TSSAA officials.

Membership

Requirements:

1. Meet requirements of the TSSAA.
2. Be bound by the Code of Ethical and Professional Conduct found elsewhere in this document.
3. Make payment of KVOA membership fee(s) by the second regular meeting of the association.
4. Attend at least three (3) regular monthly meetings, exclusive of the State Rules meeting.

Persons who have not fulfilled all of the above requirements will not be entitled to:

- Perform any official duties on behalf of the KVOA.
- Serve as an officer/board member.
- Vote on any issues brought before the general membership.

Membership does not guarantee assignments.

Cost:

The cost of an annual membership will be established by the Board of Directors. Membership will be effective June 1st through May 31st.

Non-Discrimination Policy Statement:

The Knoxville Volleyball Officials Association is committed to the policy that all persons will have equal access to all officiating opportunities without regards to personal characteristics not related to ability or performance. The association does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, religious creed, gender or sexual orientation.

Meetings

There will be at least five (5) regular meetings of the KVOA per year.

Each member will be required to attend at least three (3) regular meetings; not including the State rules meeting which is also required.

Meeting credit for KVOA sanctioned play days will be determined by the Assignor and Training Officer.

Code of Ethics and Professional Conduct:

The primary role of the official is to assure equal opportunity and fair play for all participants. The official serves as an arbitrator who controls the tone of the match by demonstrating an impartial attitude and creating a positive environment for competition. It is the responsibility of the official to provide judgments that are within the spirit and intent of the rules, maintain the quality of the competitive experience, and protect the health and welfare of each participant within the authority of the rules that govern play. An official's decisions are free from bias and are based on a thorough knowledge of the rules and officiating techniques of volleyball.

Official's Conduct and Professionalism Attributes

- 1 Officials are free from bias, impartial, and render neutral decisions.
- 2 Officials avoid conflicts of interest or situations that may create the perception that there is a conflict of interest.

- 3 Officials will be honest and respectful of others.
- 4 Officials will not use abusive or foul language.
- 5 Officials will maintain professional relationships with fellow officials and avoid criticism of fellow official in the presence of coaches, players, administrators, and spectators.
- 6 Officials will not condone nor participate in bullying, hazing, or verbal, physical, or emotional harassment.
- 7 Officials will not engage in sexual harassment; including sexual solicitation, physical advances, or engage in verbal or nonverbal conduct that is sexually or otherwise inappropriate.
- 8 Officials will always seek self-improvement.
- 9 Officials will not condone or participate in activities that unfairly limit access to participants based on age, gender, race, national origin, religion, sexual orientation, disability, language, and socioeconomic status.
- 10 Officials will not fraternize with coaches, players, spectators, event administrators, or other participants prior to, during, or immediately following an assignment.
- 11 Officials will not exploit or misuse their power for personal gain, give unfair advantage to certain individuals, or harm other official's careers and opportunities.
- 12 Officials will not use illegal substances of any kind while conducting KVOA business or assignments.
- 13 Officials will not solicit or initiate assignment from other schools or organizations.
- 14 Officials will not share information that may give one team an advantage.
- 15 Officials will strive to have a thorough knowledge of the rules, mechanics, techniques and protocols as established by NFHS and TSSAA.
- 16 Officials will be on time for game assignment as specified by TSSAA.
- 17 Officials will wear the proper game uniform and accessories as specified by TSSAA and KVOA and ensure uniforms are up to date and professional in appearance.
- 18 Officials will strive to be in good mental and physical condition for all game assignments.

Ethics Committee

An ethics committee will be convened to address issues of conduct and determine appropriate disciplinary action, as outlined in the Disciplinary Policy. The Disciplinary Policy is a separate document from these by laws.

The ethics committee will be made up of five (5) people in good standing with the association to include; the President, two (2) additional board members, and two (2) regular association members (with a minimum of five (5) years as an association member) selected by the President. If there is a conflict of interest with the President the Vice President will take his/her place and select committee members.

Parliamentary Authority

Questions of procedure will be decided according to Robert's Rules of Order, Revised Edition, except when such rules conflict with specific provisions of this document.

Amendments/Changes

Proposals for amending this document may be made by any member at any regular meeting or by submission in writing or electronically to any Officer (President, Vice President, Secretary/Treasurer, Training Officer).

Proposed changes must be presented to the general membership for consideration five (5) days prior to being voted on. Approval of changes requires a 2/3rd majority vote of those present at the meeting or responding electronically.

If voting is done electronically responses are due within 5 days of the time the electronic ballot was sent out. Changes become effective immediately and results will be provided to all members.

Officers, Board of Directors and Elections

Officers

The officers will consist of **President, Vice President, Secretary/Treasurer, and Training Officer.**

1. The term of office for these officers will be three (3) years.
2. No officer may serve more than two (2) consecutive terms in the same position.
3. An officer may not hold more than one elected office during the same term of office.
4. If an officer resigns or is otherwise unable to fulfill their term of serve they will be replaced in the following manner:
 - a. President – replaced by the Vice President
 - b. All other officers – replaced by a simple majority vote of the Board of Directors.
5. An officer will hold office until a successor is elected or appointed.
6. Compensation of officers will be determined by 2/3rds vote of the Board of Directors. Compensation will remain in effect for one term of office (3 years).
 - a. All non-board members will also be reimbursed for expenses incurred on behalf of KVOA.

7. An officer of KVOA may be removed from office under the following conditions:
- a. A written complaint filed by any member or group of members of KVOA, in good standing, alleging improper conduct, malfeasance, dishonesty, gross neglect of duty, gross incompetence, or conflict of interest in the connection with the performance of the officer's duties.
 - b. The Board of Directors will conduct a "due process" hearing on the petition after giving five (5) day notice of the written charges and the time and place of the hearing to the petitioner(s) and the respective officer. If the officer charged does not appear and has no legitimate reason for the absence, the Board may proceed to consider the charges, The Board of Directors, by majority vote, will make a written recommendation to uphold or deny the complaint, with reasons for the recommendation. The recommendation will be considered at the next regular meeting or at a special meeting called by the President.
 - c. After explanation of the recommendations and discussion, the decision will be determined by 2/3rds vote of those members attending the meeting.

9. The above applies only to actions in connection with the officer's duties. For other disciplinary purposes the officer will be treated as any other member and will be subject to the same disciplinary action.

The Disciplinary Policy, which is a separate document, will be used to determine appropriate disciplinary action.

Board of Directors

The Board of Directors will consist of the Officers (President, Vice President, Secretary/Treasurer, Training Officer), the Assignor, as a non-elected at-large member, and four (4) additional at-large members; elected to the Board by majority vote of the general membership.

Each Board position will have one (1) vote.

The Board of Directors performs the duties prescribed in these By-Laws, including matters related to Discipline and Ethics, and has power and authority over the affairs of KVOA during the interim between meetings.

Officer compensation will be determined by the Board of Directors and approved by a majority vote of the general membership. Compensation will be in effect for the term of office for such officers (3 years).

Board of Director Elections

Elections will be held every three (3) years. The election of officers and at large members, excluding the Assignor, will be conducted during a regular meeting of the KVOA, not later than the third regular scheduled meeting. Voting will be by secret ballot. All officers and at large members will assume duties on January 1st following their election.

Board of Director Duties

President:

1. Preside over all regular meetings of KVOA.
2. Establish dates for monthly meetings collaboratively with the other Board Members.
3. Call special meetings as deemed necessary.
4. Preside over meetings of the Board of Directors and special meetings.
5. Preside over Due Process hearings unless a conflict of interest exists.
6. Rule on all matters of policy.
7. Act as official spokesperson of KVOA.
8. Appoint ad hoc committees as needed.
9. Perform duties as described elsewhere in this document

Vice President:

1. Assume the duties of President in their absence.
2. Assist the Training Officer in the training of new officials.
3. Coordinate play days with the Training Officer and Assignor.
4. Ensure that official's performance information is provided to the Assignor.
5. Provide accurate play day attendance to Secretary/Treasurer.
6. Any other duties assigned by the President.

7. Perform duties as described elsewhere in this document.

Secretary/Treasurer:

1. Collect all dues, fines, and other monies on behalf of KVOA.
2. Pay all obligations of KVOA.
3. Maintain accurate TSSAA attendance records and provide to Assignor.
4. Maintain accurate financial records and provide report of financial condition to members.
5. Record minutes of regular meetings and provide same to member officials.
6. Notify members when election of officers/board members are to be held or appointed due to vacating a position.
7. Give notice of regular and special meetings.
8. Record minutes of all other (board, disciplinary, special) meetings and provide to those attending and others as directed by the President.
9. Perform duties as described elsewhere in this document.

Training Officer:

1. Conduct clinics and training experiences, distribute training materials and documents to member officials.
2. Coordinate play days with Assignor and Vice President.
3. Provide annual updates regarding rules, mechanics, techniques, protocols, professionalism, and uniforms.

4. Provide information regarding training opportunities outside of KVOA.
5. Upon request, provide feedback to member officials regarding their performance.
6. Coordinate with Vice President training of new officials.
7. Perform duties as described elsewhere in this document

Other at Large Members:

Communicate and interact with the general membership to understand their interest on how KVOA can best serve them.

Represent the interests of the general membership in all dealings with the Board of Directors.

Represent the interests of the general membership during votes on proposals in front of the Board of Directors.

Assist new members as needed.

Assignor:

The Assignor is an independent contractor; and as such, conducts his/her business independent of the KVOA.

The assignor(s) will occupy a permanent position on the Board of Directors, as a non-elected at large member; but will not be responsible for duties related to the ongoing business of KVOA.

Duties in Support of KVOA.

1. Strive to schedule games that will be as fair and equitable as possible, not only to the member official, but also to the coaches and players of the schools and organizations served by KVOA.
2. Coordinate play days with Training Officer and Vice President.
3. Attend TSSAA Assignor's seminar as an ad hoc representative of KVOA.
4. Ensure that official's performance information is updated in Arbiter.
5. Ensure that all members are familiar with the Arbiter assigning software.
6. Upon request, provide officials with criteria used for scheduling game assignments.
7. Serve as the primary source for communication between (schools, organizations, coaches, administrators and officials) regarding any situations or concerns directly related to an assignment.

ACKNOWLEDGEMENTS

This document was created with input from several professional organization's guiding documents, our previous KVOA By-Laws, and input from other members of our KVOA organization.

Some of those organizations are listed below.

North Florida Volleyball Officials Organization
NVOA.

Professional Association of Volleyball Officials – PAVO

Coaches Code of Ethics and Conduct - American Volleyball Coaches Association.

Coaches Code of Ethics and Conduct - USA Volleyball.

Code of Ethics - National Association of Sports Officials.

Code of Ethics for Officials - Big Ten Conference.

Big Ten Conference Officiating Manual - Big Ten Conference.