

# **MICHIGAN BOARD OF VOLLEYBALL OFFICIALS**

## **OFFICIAL BYLAWS**

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**Official Bylaws of the Michigan Board of Volleyball Officials (“MBVO”)  
An organization affiliated with the  
Professional Association of Volleyball Officials (“PAVO”)**

(These bylaws were updated and approved on August 18, 2002.)

### **1. NAME**

1.1 The name of this organization will be the Michigan Board of Volleyball Officials (“MBVO”).

### **2. PURPOSE**

2.1 The purpose of this organization is to promote quality volleyball officiating by:

2.1.1 Rating volleyball officials as prescribed in the PAVO *Volleyball Officials’ Guidebook*, and the MBVO Member Handbook.

2.1.2 Providing training for volleyball officials, including rules knowledge, techniques and mechanics, professionalism, ethics, and event management;

2.1.3 Standardizing and improving volleyball officiating through on-court evaluations and rating sessions;

2.1.4 Disseminating current rules, interpretations, and techniques as published by PAVO and/or included in the National Collegiate Athletic Association (“NCAA”) *Women’s Volleyball Rules and Interpretations* book;

2.1.5 Promoting the use of PAVO-rated officials; and

2.1.6 Establishing standards of conduct for members compatible with the *PAVO Code of Ethics*.

### **3. MEMBERS**

There will be two classes of members:

#### **3.1 Active Members**

3.1.1 All persons who apply for membership become Active Members by:

3.1.1.1 Passing the written and practical examinations conducted by MBVO as prescribed in the PAVO *Volleyball Officials’ Guidebook*, holding an unexpired rating; and

3.1.1.2 Completing an application and paying annual dues.

3.1.2 Active membership may be rescinded for missing meetings without a legitimate excuse, losing a rating due to complaints of inefficiency, or behaving in an unethical or unprofessional manner, as presented in the *PAVO Code of Conduct*.

3.2 Associate Members - Anyone who is not an active official may become an Associate Member by paying annual dues.

3.3 Dues - Annual dues for all members shall be established by the Executive Committee (“E/C”), and are payable on or before the 15<sup>th</sup> of April of each year.

#### **3.4 Examinations**

3.4.1 The MBVO chair shall conduct the written (theoretical) examination according to the PAVO *Volleyball Officials’ Guidebook*.

3.4.2 The practical rating teams shall be appointed by the chair and shall conduct the rating process according to the PAVO *Volleyball Officials’ Guidebook*.

3.4.3 The rating coordinator at each site shall maintain accurate records of ratings for all members and submit these to the secretary/treasurer.

#### 4. OFFICERS

- 4.1 The officers of the Board, known as the E/C, shall consist of: the Chair, Secretary/Treasurer and Regional Representatives, to be elected from the roster of Active Members.
  - 4.1.1 Duties of the chair:
    - 4.1.1.1 Preside over meetings of MBVO.
    - 4.1.1.2 Serve as Chair of the E/C.
    - 4.1.1.3 Serve on the Ethics Committee unless a conflict of interest exists.
    - 4.1.1.4 Coordinate the work and serve as an ex-officio, non-voting member of all other committees.
    - 4.1.1.5 Oversee or delegate the supervision of all activities of MBVO.
    - 4.1.1.6 File annual Board report with the PAVO National Office.
    - 4.1.1.7 Act as official spokesperson of MBVO to the PAVO Board of Directors.
    - 4.1.1.8 Rule on all matters of policy.
    - 4.1.1.9 Authorize payment of all invoices submitted by the Secretary/Treasurer.
    - 4.1.1.10 Submit an annual report regarding examination results to the PAVO Director of Examinations.
    - 4.1.1.11 Keep record of current rating of active members
  - 4.1.2 Duties of the Secretary/Treasurer:
    - 4.1.2.1 Record the minutes of all meetings of MBVO and of E/C meetings.
    - 4.1.2.2 Maintain accurate membership records, including all information requested by the PAVO National Office.
    - 4.1.2.3 Collect appropriate local and national dues from all members and submit national dues to the PAVO National Office.
    - 4.1.2.4 Disburse funds for payment of invoices authorized by the Chair.
    - 4.1.2.5 Maintain accurate records of all revenues and expenditures.
    - 4.1.2.6 Distribute the Annual Board Newsletter, including a financial statement, to each member.
    - 4.1.2.7 Maintain an accurate record of all organizational activities.
    - 4.1.2.8 Publicize dates and locations of all meetings and clinics.
    - 4.1.2.9 Maintain records of communication(s) from PAVO.
  - 4.1.3 Duties of the Regional Representative(s):
    - 4.1.3.1 Attend all regular, special and E/C meetings.
    - 4.1.3.2 Assist chair and membership in their region with concerns of the Board.
    - 4.1.3.3 Establish a mentoring process for new members within their respective region.
- 4.2 Election - By June 1, the Chair appoints a Nominating Committee ("N/C") of three (3) Active Members. It is the duty of this committee to prepare a slate of one or more candidates from the list of Active Members, for each elected position.
- 4.3 The NC obtains a commitment from each candidate to serve as an officer, prior to the election. Candidates nominated to serve a region shall reside within that particular region.
- 4.4 The officers are elected by ballot cast by those Active Members present at the MBVO Annual Business Meeting. Ballots will be cast only by the Active Members that reside within the specific region.
- 4.5 Term of office of elected personnel:
  - 4.5.1 Terms of office shall be for a three-year period;
  - 4.5.2 Elections for the positions of: Secretary/Treasurer, and the Southwestern and Central Regional Representatives will be held together, beginning in August, 2002.
  - 4.5.3 Elections for the positions of: Chair, Northern, Western and Eastern Regional Representatives will be held together, beginning in August, 2004.

4.5.4 All officers assume their duties June 1 following their election. From August's election to June, all newly elected officers shall serve as officers-in-training, and will be non-voting members of the E/C.

4.6 In the event of death, resignation or removal of the Chair, a successor shall be named by the E/C to fill the unexpired term. In the event of death, resignation or removal of any other officer, an appointment shall be made by the Chair, with the consent of the majority of the E/C, to fill the unexpired term.

## 5. MEETINGS

5.1 There will be at least one Annual Business Meeting of MBVO, held each year in August, as called by the chair.

5.2 Special meetings may be called by the chair, and shall be called upon written request of twenty-five (25) percent of the Active Members. The purpose of the meeting shall be set forth within the notice.

5.3 The E/C will hold two (2) regular meetings per year, one in the winter and one in the summer.

5.4 A quorum for the annual and special business meetings shall consist of those present, but shall not be less than thirty (30) percent of the Active Members. A quorum for all E/C meetings shall be two-thirds (2/3) of officers serving.

5.5 Any member of the MBVO may attend an E/C meeting, but without a vote.

## 6. COMMITTEES

6.1 Executive Committee (E/C)

6.1.1 The E/C consists of the officers, as defined in Section 4.

6.1.2 The E/C performs the duties prescribed in these bylaws and has power and authority over the affairs of the MBVO during the interim between meetings.

6.2 Ethics Committee

6.2.1 An Ethics Committee will be formed by the chair as needed, and shall be comprised of at least three (3) members in good standing who do not have a conflict of interest regarding the complaint, or the individuals involved.

6.2.2 The chair will serve on the Ethics Committee, unless a conflict of interest exists.

6.2.3 The Ethics Committee will elect a chair, and will follow the directives in the *PAVO Code of Ethical and Professional Conduct* to address any complaints received.

6.2.4 Nominating Committee – see Section 4.2.

## 7. PARLIAMENTARY AUTHORITY

7.1 The rules contained in the Modern Edition of *Robert's Rules of Order* shall govern the Board in all cases where they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

## 8. AMENDMENTS

8.1 These bylaws may be amended by mail ballot of the Board or by ballot at the Annual Business Meeting in August, or any specially called meeting, provided the amendment(s) have been presented in writing to the members thirty (30) days before the ballot is conducted.

8.2 Any amendment must be approved by a two-thirds (2/3) majority of those casting a ballot.

8.3 The E/C shall establish voting parameters, certify and report the results of all ballots on amendments.

## 9. OFFICIAL UNIFORM

9.1 The official uniform is specified in the *PAVO Volleyball Officials' Guidebook*. All officials who receive fees for officiating are required to be in the official uniform.