

MICHIGAN BOARD OF VOLLEYBALL OFFICIALS

***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 10, 2008)

1. NAME

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

2. PURPOSE

- 2.1 The primary function of a PAVO board is to train and certify volleyball officials.
- 2.2 The organization will promote quality volleyball officiating by:
- 2.2.1 Rating volleyball officials as prescribed in the *PAVO Volleyball Officials’ Guidebook*, and the MBVO Member Handbook;
 - 2.2.2 Providing training for volleyball officials, including rules knowledge, techniques and mechanics, professionalism, ethics, and event management;
 - 2.2.3 Standardizing and improving volleyball officiating through on-court evaluations and rating sessions;
 - 2.2.4 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*;
 - 2.2.5 Promoting the use of PAVO-rated officials; and
 - 2.2.6 Establishing standards of conduct for members compatible with the PAVO Code of Ethics.

3. MEMBERSHIP AND REQUIREMENTS

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*, and the MBVO Board Handbook, holding an unexpired rating; and
 - 3.1.1.2 Completing an application, paying annual dues, or any other late fees or assessments that are due and owing.
- 3.1.2 Active membership may be rescinded for missing meetings without a legitimate excuse, losing a rating due to complaints of inefficiency, failure to pay dues, late

fees or assessments in a timely fashion, 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 15th of April of each year, until PAVO directs differently.
- 3.4 Examinations
 - 3.4.1 The MBVO Chair shall conduct the written (theoretical) examination according to the *PAVO Volleyball Officials' Guidebook*, and the MBVO Board Handbook.
 - 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*, and the MBVO Board Handbook.
 - 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 for all other committees.
 - 4.1.1.5 Oversee or delegate the supervision of all activities of MBVO.
 - 4.1.1.6 Provide an e-mail address (for the Chair or other representative), for Contact with the PAVO Central Office by March 1 of each year, until PAVO directs differently.
 - 4.1.1.7 File annual Board report with the PAVO Central Office by June 1, until PAVO directs differently.
 - 4.1.1.8 Represent the board, if possible, at the annual PAVO Board Chair Assembly.
 - 4.1.1.9 Act as official spokesperson of MBVO to the PAVO Board of Directors.
 - 4.1.1.10 Rule on all matters of policy.
 - 4.1.1.11 Authorize payment of all invoices submitted by the Secretary/Treasurer.
 - 4.1.1.12 Submit an annual report regarding examination results to the PAVO Director of Examinations.
 - 4.1.1.13 Keep record of current ratings of Active Members, and keep the list of member ratings current on the PAVO website.
 - 4.1.1.14 Authorize placement of information on MBVO's website.
 - 4.1.2 Duties of the Secretary/Treasurer:
 - 4.1.2.1 Record the minutes of all MBVO and of E/C meetings.
 - 4.1.2.2 Maintain accurate membership records, including all information requested by the PAVO Central Office.
 - 4.1.2.3 Collect appropriate local and national dues from all members and submit national dues to the PAVO Central Office until PAVO directs differently, plus any other monies owing to the board.

- 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 Prepare materials for posting on the MBVO website and send to the webmaster as directed by the Chair, to include the Bylaws, Member Handbook, Annual Board Newsletter, Membership Roster of Active Members, Officers and Regional Representative's listings, and as a courtesy, list the independent conference assignors.
 - 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.
 - 4.1.2.10 Advise the PAVO Central Office when there is a change in officers.
 - 4.1.2.11 File appropriate governmental reports/returns with extensions, as necessary.
- 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.
 - 4.1.3.4 Contact new members within your respective region upon introduction from the secretary.
 - 4.1.3.5 Investigate rating opportunities within your respective region for new members and current members due for renewals (i.e., pre-season scrimmages or spring events.)
 - 4.1.3.6 Check personal e-mails at least twice weekly so business may be conducted in this manner.
 - 4.1.3.7 Maintain a supply of Apprentice patches so one can be awarded to a new member upon receiving their initial rating.
- 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 N/C 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.
- 4.4.1 An election of an officer may occur by simple majority.
 - 4.4.2 Election results shall be kept confidential and not read publicly.
 - 4.4.3 Elections for officers shall be held separately beginning with the Chair, so as to allow non-elected candidates to run for another office.
- 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 January 1 following their election. From the August election to January 1 all newly elected officers shall serve as officers-in-training.

The officers-in-training shall attend any E/C meetings, unless excused by the Chair, and will be non-voting members of the E/C during the interim.

- 5.5.5 Officers must retain Active Membership status in order to continue serving in their elected position.
- 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.
 - 4.6.1 The Chair has the right to ask any officer to resign should the officer fail to attend meetings, without being excused by the Chair, and/or fail to carry out their duties as specified above, or assigned by the Chair.

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. PARLIMENTARY 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 consistent 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.

10. DISSOLUTION

- 10.1 Should the organization cease to exist the monies in the treasury shall be donated to the PAVO Central Office.

11. MBVO BOARD HANDBOOK

- 11.1 The Handbook was created to provide detail on these bylaws to ensure that members may fully understand the requirements expected of them to maintain Active Membership in both the PAVO and MBVO organizations.
- 11.2 Revisions to the Handbook by the E/C do not require approval from the membership.

12. VOLLEYBALL RESOURCES

- Professional Association of Volleyball Officials – www.PAVO.org.
- PAVO Code of Ethical and Professional Conduct – www.PAVO.org/about.html#code.
- PAVO/USAV Reciprocity Agreement – *PAVO Volleyball Officials' Guidebook*, or on the PAVO website.
- Michigan Board of Volleyball Officials – www.MBVO.org.