

ARIZONA REGION
of
USA VOLLEYBALL

BY-LAWS

Revised September 2009

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TABLE OF CONTENTS

Section:	Title:	Page
	Vision and Mission	2
Chapter I	Membership	3
Chapter II	Executive Board of Directors	4
Chapter III	Divisions	14
Chapter IV	Elections	17
Chapter V	Meetings	18
Chapter VI	Finance	19
Chapter VII	Amendments	19

ARIZONA REGION of USA VOLLEYBALL

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Vision.

The vision of the Arizona Region of USA Volleyball is to be acknowledged as the leader in volleyball in Arizona.

Mission.

The mission of the Arizona Region of USA Volleyball is to promote, govern, oversee, plan, and coordinate amateur indoor and outdoor volleyball in the Arizona Region, in order to provide a variety of opportunities for all interested parties to participate in a safe, positive, and appropriately competitive environment.

Chapter I. Membership

Section 1. Eligibility.

Membership in the Arizona Region of USA Volleyball is open to all individuals.

Section 2. Term of Active Membership.

Active membership in the Arizona Region is only valid during the current USA Volleyball season. Memberships must be renewed each year.

Section 3. Member in Good Standing.

A. Players.

To remain a member in good standing in the Arizona Region, a player must:

1. be current in all his/her financial obligations to the Region
2. not be under any disciplinary action
3. have attended all of the required officiating and/or scorekeeping clinics

B. Officials

To remain a member in good standing in the Arizona Region, an official must:

1. be current in all his/her financial obligations to the Region
2. not be under any disciplinary action
3. have attended all of the required officiating and/or scorekeeping clinics
4. have satisfied all obligations to the Region regarding his/her status as an official

C. Members in general

The Arizona Region will honor any court decision, including Small Claims Court, rendered against any junior or adult member for financial obligations to any Arizona Region club or to the Arizona Region.

Chapter II. Executive Board of Directors.

Section 1. Eligibility.

All members of the Board of Directors must be regular members of the Arizona Region in good standing. Eligibility requirements for each position on the Executive Board of Directors are described in the Constitution. (See Article VI.)

Section 2. Composition.

The Executive Board of Directors shall consist of the following positions:

- A. Commissioner
- B. Commissioner Emeritus
- C. Secretary/Treasurer
- D. Officials' Division Coordinator
- E. Adult Division Coordinator
- F. Junior Division Coordinator

Section 3. Duties.

The duties of each of the members of the Executive Board of Directors shall be as follows:

- A. The Commissioner shall
 - 1. Develop a budget for all phases of the Commissioner's Division.
 - 2. Must commit to the policies and procedures as required by the National Office of USA Volleyball each year such as:
 - a. Attendance at a minimum of two (2) Regional Volleyball Association Assembly (RVA) meetings each year.
 - b. Be willing and available to participate on at least 1 national level committee.
 - c. Be available to work with the USA Volleyball Junior Assembly (JA)
 - d. Develop an understanding of the Junior Qualifiers, how they work and the benefits of participation in the qualifier process.
 - 3. Enhance and maintain relations with all other USA Volleyball Regions.
 - 4. Structure, coordinate, implement and conduct
 - a. All meetings of the Executive Board of Directors of the Arizona Region of USA Volleyball
 - b. The Arizona Region annual Board/Staff Retreat
 - c. The Fall General Assembly

- d. Attend Junior Division Board of Directors meetings and be knowledgeable about junior volleyball issues
- e. Attend Official's Division Committee meetings and be knowledgeable about official's issues
5. Serve as a resource to all other positions on the Executive Board or committee members in carrying out the prescribed duties of their positions
6. Oversee the operation of the Arizona Region Office
 - a. Manage and report on office operation and issues
 - b. Respond to written and verbal requests for information or guidance in a timely manner
 - c. Give concise instructions, requests and guidance to the administrative staff
7. Demonstrate a commitment to the growth and development of juniors' teams and adult teams, including male, female and co-ed.
8. Demonstrate a commitment to the growth and development of both the Indoor and Beach Divisions of USA Volleyball
9. Be willing and able to engage in community interaction to enhance the continued growth of the Arizona Region by
 - a. Fostering communication between the Arizona Region and Arizona academic institutions
 - b. Developing relationships with other volleyball organizations as well as ~~and~~ other sport-related entities
 - c. Defining and communicating the scope and responsibilities of Arizona Region Junior volleyball clubs/programs
 - d. Mentoring, monitoring and assessing the development of newly formed Adult and Junior programs.
10. Be knowledgeable of all membership forms and documentation as required by the National Office of USA Volleyball.
11. Have a working knowledge of the Regional database, and be able to work with the MIS Division of USA Volleyball.
12. Have a working knowledge of the registration process, insurance certificates and policies as they pertain to the membership.
13. Foster the professional growth opportunities for officials and coaches in association with their respective Division Coordinators.
14. Work with the Office Manager to distribute, review and approve all information related to the Junior Division and Open National Tournaments
 - a. Distribute national tournament applications to Adult and Junior Divisions.
 - b. Review and approve requests to participate in national tournaments.
 - c. Verify qualifications and teams to National Competition Divisions.

15. Work with clubs or other entities applying to host national or zonal level tournaments
16. Oversee the arbitration of disputes and conflicts between clubs, teams, coaches, and/or players.
17. Report regularly, at Executive Board of Directors meetings and through the Arizona Region Newsletter, the actions and activities of the Region Office. Reports include:
 - a. Membership status
 - b. Program developments
 - c. Benefit or detriment matters relating to Arizona Region operation.
18. Performs other duties and responsibilities as necessary to carry out the charges of the office.
19. Define the responsibilities, hire and supervise each of the following positions under the Commissioner's Division:
 - a. Office Manager
 - b. Office Staff
 - c. Manager of the Web Site
 - d. Marketing Director
 - e. Ethics and Compliance Officer
 - f. Grassroots Director

B. The Commissioner Emeritus shall

1. Have the right to vote. This position would be held as an Emeritus Position for the outgoing Commissioner for two years.
2. Be available to attend, either in person or by conference call, all meetings of the Executive Board.
3. Be available to the newly elected Commissioner as a mentor or consultant.
4. Be available to "chair" any meetings in the absence of the Commissioner.
5. Be available to attend National meetings in the absence of the Commissioner.
6. Be available to act as arbitrator in the absence of the Commissioner, in disputes between clubs, directors, members, or coaches.
7. Report regularly, at Executive Board of Directors meetings and through the Arizona Region Newsletter, the action and activities of the Division.
8. Perform other duties and responsibilities as necessary to carry out the charge of the office.
9. Be available to direct and coordinate the Region elections for the Executive Board of Directors and the Junior Board of Directors.

C. The Secretary/ Treasurer shall

1. Develop a budget for all phases of the Secretary/Treasurer Division.
2. Be able to attend all meetings of the Arizona Region and maintain records of meetings;
3. Prepare and distribute the Executive Board of Directors meeting agenda in a timely manner to the Board members.
4. Prepare and distribute meeting minutes in a timely manner to members of the Executive Board of Directors and Club Directors
5. Be responsible for advising the Executive Board of Directors of any communications regarding regional operations and management from the National Office
6. Be responsible for maintaining contact with other USAV Regions
7. Be able to use and have access to a computer or word processor.
8. Be responsible for all financial record keeping pertaining to the Arizona Region of USA Volleyball;
9. Review all payments made by the Region and co-signer of all checks above the amount of \$250;
10. Be responsible for advising the Executive Board of Directors of the Region's financial status at each board meeting. -The Secretary/Treasurer shall serve as a "liaison" between the Executive Board of Directors and the bookkeeper or accountant.
11. Be responsible for advising the Executive Board of Directors of any financial problem or investment review as requested by the Executive Board of Directors.
12. Be able to accompany or replace the Region's representative at National meetings and report the content of those meetings to the Executive Board of Directors and Region membership.
13. Report regularly, at Executive Board of Directors meetings and through the Arizona Region Newsletter, the action and activities of the Division.
14. Perform other duties and responsibilities as necessary to carry out the charge of the office.
15. Define the responsibilities, hire and supervise each of the following positions under the Secretary/Treasurer's Division:
 - a. Fundraising Director
 - b. Sponsorship Director

D. The Officials' Division Coordinator shall

1. Develop a budget for all phases of the Officials' Division.
2. Be able to attend, either in person or by conference call, all meetings of the Executive Board;
3. Be a USA Volleyball National Referee in good standing and approved by the USA Volleyball
4. Be available to attend National Official's Assembly meetings prior to Open National tournament
5. Schedule and offer Officials' Clinics, which should include the following topics at a minimum:
 - a. Scheduling and organization
 - b. Constant planning
 - c. Develop, Review, Revise, and Update
 - d. Recording and Certification
6. Promote candidate development including:
 - a. Training and development at regional rating sites
 - b. Scorekeeper Training and Scoresheet Review
 - c. Recommendation to National Rating Process
 - d. Candidate Review with National Rating Process
 - e. Candidate "Priority List"
7. Be responsible for document development including:
 - a. Official's, Player's, Coach's, and Director's Officiating Requirements
 - b. New Rules Synopsis
 - c. Junior Rule Book Synopsis
 - d. Provisional Rule Exam
 - e. Verification and Certification forms
 - f. Writing , publishing, and distributing the "Official Obsessions" - the Arizona Region Newsletter for Officials
 - g. Arizona Officiating Guidelines
 - h. Match Comment Form
8. Be responsible for rule interpretations and complaint management
9. Be responsible for all forms of communication including, but not limited to, the following:
 - a. All communication within the Division
 - b. All communication between the Officials Division and the rest of the Divisions in the Region
 - c. Reports of Candidates Success
10. Organize and communicate Regional referee assignments to Team Leaders and working officials.

11. Report information and proposals from the National Official's Assembly meetings to the Executive Board of Directors.
12. Have a thorough knowledge of Regional rules and operations as outlined in the Arizona Region Handbook.
13. Report regularly, at Executive Board of Directors meetings and through the Arizona Region Newsletter, the action and activities of the Division.
14. Performs other duties and responsibilities as necessary to carry out the charge of the office.
15. Define the responsibilities, hire and supervise each of the following positions under the Officials' Division:
 - a. Referee Training Director
 - b. Scorekeeper Training Director
 - c. Supervisor of Junior Officials
 - d. Team Leaders

E. The Adult Division Coordinator shall

1. Develop a budget for all phases of the Adult Division.
2. Be able to attend, either in person or by conference call, all meetings of the Executive Board;
3. Be available to attend the annual Arizona Region Board/Staff Retreat;
4. Have a thorough knowledgeable of tournament procedures and Arizona Region policies relating to memberships, rules, and operations as outlined in the Arizona Region Handbook.
5. Assist in the development of the Sanctioned Tournament schedule.
6. Develop, schedule and promote friendship tournaments.
7. Assist in securing sites to be used for the adult competitions and notify the Arizona Region Office.
8. Be accessible for interaction and feedback for the continued growth of the Adult Division
9. Recruit teams to fill divisions of competition when appropriate
10. Coordinate and prepare items for adult tournament captain's meetings.
11. Communicate precise instructions and requests to Regional Office administrative staff.
12. Outline rules of competition and site ground rules in accordance with the USA Volleyball Rule Book.
13. Be available to act as arbitrator in disputes arising at or after adult tournaments.
14. Report regularly, at Executive Board of Directors meetings and through the Arizona Region Newsletter, the action and activities of the Division.
15. Perform other duties and responsibilities as necessary to carry out the charge of the office.
16. Define the responsibilities, hire and supervise each of the following positions under the Adult Division:
 - a. Adult Division Tournament Director
 - b. Adult League Director

F. The Junior Division Coordinator shall

1. Develop a budget for all phases of the Junior Division.
2. Be able to attend, either in person or by conference call, all meetings of the Executive Board and the Junior Division Board;
3. Must commit to the policies and procedures as required by the National Office of USA Volleyball each year. In part, this is demonstrated by:
 - a. Attending the scheduled Junior Assembly (JA) meetings each year.
 - b. Willingness and availability to participate on at least 1 national level committee
 - c. Being available to work with the USA Volleyball Regional Volleyball Association (RVA) Assembly
 - d. Maintaining communications with the USA Volleyball Junior Assembly (JA) of the USA Volleyball National Office in Colorado Springs
 - e. Developing an understanding of Junior Qualifiers, how they work, and the benefits of participation in the qualifier process.
4. Be available to attend the annual Arizona Region Board/Staff Retreat
5. Have a thorough knowledge of tournament procedures and Arizona Regional policies relating to memberships, rules, and operations as outlined in the Arizona Region Handbook;
6. Be responsible for regularly revising the Junior Division section of the Arizona Handbook as required by the National Office of USA Volleyball
7. Enhance and maintain relations with all other USA Volleyball Regions
8. Be able to structure, coordinate, implement, and conduct Junior Division meetings;
 - a. Attend and chair all meetings of the Arizona Region Junior Division Board of Directors.
 - b. Assist with the Fall General Assembly
9. Act as a resource to all other positions on the Junior Division Board or committee members in carrying out the prescribed duties of their positions;
10. Give concise instructions, requests and guidance to the administrative staff regarding Junior Division issues and policies;
11. Demonstrate a commitment to the growth and development of Girls, Boys, Indoor and Beach Divisions of USA Volleyball within the Junior Division of the Arizona Region;
12. Be able and available for community interaction to enhance the continued growth of the Junior Division of the Arizona Region:
 - a. Foster communications between the Arizona Region and Arizona academic institutions relating to the Junior Division of the Arizona Region

- b. Develop relationships with other volleyball and other sport-related entities
 - c. Define and communicate the scope and responsibilities of the Arizona Region Junior volleyball clubs/programs.
 - d. Mentor, monitor, and assess the development of newly formed Junior Division programs.
13. Be knowledgeable of all membership forms and documentation as required by the National Office of USA Volleyball
 14. Be responsible for assisting the administrative assistant with required registrations and certificates;
 15. Assist the Commissioner with the development, scheduling, and coordination of CAP and IMPACT clinics for Junior Division coaches
 16. Distribute, review, and approve information relating to the Junior Division and Junior National Tournaments.
 - a. Help distribute national tournament applications to Junior Division Clubs
 - b. Review and assist the Commissioner in approving requests to participate in national tournaments
 - c. Verify qualifications and teams to the National Competition Divisions
 17. Work with clubs or other entities applying to host national or zonal level tournaments
 18. Chairs an "Appeals Committee" (composed of Club Directors, players, and parents) to oversee the arbitration of disputes and conflicts between Junior Division clubs, teams, coaches, parents and players.
 19. Work closely with the Officials' Division Coordinator to provide opportunities for the development and scheduling of required junior clinics and junior officiating;
 20. Assist in the development of the "Friendship" and "Regular Season" Tournament Schedule;
 21. Assist with the seeding for the initial Open and Club Division tournaments;
 22. Coordinate and present relevant items for inclusion into tournament captain's meetings;
 23. Be responsible for reviewing, researching, and proposing ideas from players, coaches, parents and Club Directors in the Junior Division;
 24. Be responsible for regular communication with the Club Directors and players through the newsletter, the webpage and various other means;
 25. Reports regularly, at Executive Board of Directors meetings and through the Arizona Region Newsletter, the actions and activities of the Division.
 26. Performs other duties and responsibilities as necessary to carry out the charge of the office.

27. Define the responsibilities, hire and supervise each of the following positions under the Junior Division:
 - a. Coaches' Education Director
 - b. High Performance Director
 - c. Junior Beach Director

Chapter III. Divisions.

Section 1. Authority.

- A. Policies and procedures for each Division shall be published in either the Best Practices Manual, the Club Directors Handbook or any other publication deemed appropriate by the Executive Board of Directors. The names of the leadership of each Division shall be printed annually in a publication of the Region.
- B. Vacancies in the position of any Division may be filled by appointments made in the same manner as provided in the case of the original appointments.
- C. Quorum. Unless otherwise provided in the resolution of the Executive Board of Directors designating a Division, a majority of the entire Division shall constitute a quorum. The majority of votes cast on any action item with a quorum present shall determine its disposition. Unless an exception is granted by the Executive Board of Directors, proxy or absentee voting shall not be permitted in the transaction of business by any structure.
- D. Policies and Procedures. Each Division may adopt policies and procedures for its own governance consistent with these Constitution, By-laws and/or other policies and procedures adopted by the Executive Board of Directors.

Section 2. Accountability.

- A. The Coordinators of each Division shall be accountable to the Commissioner, the directors/team reps/officials in their respective areas and ultimately to the membership.
- B. A Division may take direct action on any matter that concerns its charge and affects only its operation. Any action affecting the mission of the Region, policy of the Executive Board of Directors, and/or fiscal responsibilities of the Region must be considered by the Executive Board of Directors.

Section 3. Missions.

- A. Commissioner's Division
This Division is responsible for coordinating and supervising the activities and programs of the Region.
- B. Secretary/Treasurer's Division
This Division is responsible for the internal and external communication of the Region. In addition, the Division shall coordinate the budget and other fiscal endeavors of the Region.
- C. Officials' Division
This Division is responsible for supervising the development, certification and assignment of volleyball referees and scorekeepers, as well as other support officials, at the national and regional levels.
- D. Adult Division
This Division is responsible for the general supervision of adult volleyball programs in the Region. In addition, the Division shall coordinate a program of development and competition on local, zonal and national levels and interpret policies, practices and legislation pertinent to adult activities.
- E. Junior Division
This Division is responsible for the general supervision of junior volleyball programs in the Region. The Division shall coordinate a program of development and competition on local, zonal and national levels and interpret policies, practices and legislation pertinent to junior activities. In addition, the Division is responsible for supervising the education, development and certification of the coaches.

Section 4. Staff.

Unless otherwise specified, staff members of the Arizona Region will fall under the supervision of one of the members of the Executive Board of Directors as listed below:

- A. Commissioner
The Staff of this Division will consist of:
 - 1. Office Manager
 - a. Office Staff
 - 2. Manager of the Web Site
 - 3. Marketing Director
 - 4. Ethics and Compliance Officer
 - a. Incident Review Committee
 - 5. Grassroots Director

- 6. Special Projects
- B. Secretary/Treasurer
 - 1. Fundraising Director
 - 2. Sponsorship Director
- C. Officials' Division Coordinator
 - 1. Referee Training Director
 - 2. Scorekeeper Training Director
 - 3. Junior Officials Director
- D. Adult Division Coordinator
 - 1. Men's Representative
 - 2. Women's Representative
 - 3. Adult League Director
- E. Junior Division Coordinator
 - 1. Coaches' Education Director
 - 2. High Performance Director
 - 3. Junior Beach Director

Section 5. Compensation.

A. Compensation Amounts

1. Division Coordinators

Compensation for Division Coordinators shall be determined by a recommendation from an ad hoc Stipend Committee with the approval of the Executive Board of Directors. Current compensation figures for each of the Division Coordinators can be found in the Best Practices Manual.

2. All Other Positions

The Executive Board of the Arizona Region must approve the creation and corresponding compensation of all paid positions in the Region prior to hiring anyone to fill the position. Compensation recommendations must come from the appropriate Division and be approved by the Executive Board of Directors before a job offer shall be made to an applicant. Current compensation figures for each of the paid positions can be found in the Best Practices Manual.

B. Wage Positions

1. Hiring

All paid positions under a Division Coordinator must be filled through a formal application process that provides a minimum of 30 days for applications to be submitted. An ad hoc Hiring Committee, chaired by the appropriate Division Coordinator will be formed to generate a list of duties and responsibilities for each paid position, to suggest the compensation for the position and to interview the applicants. The final decision shall be left to the Division Coordinator. Once the decision has been made, the Executive Board shall be notified.

2. Compensation Conflict

Members of the Executive Board of Directors of the Arizona Region are not allowed to receive compensation for a salaried position under any Division Coordinator. In the event that an Executive Board member wishes to fulfill the duties of a paid position under a Division Coordinator, the Board member must choose which position he/she would prefer to be compensated for but it cannot be both.

C. Reimbursement/Allowance

1. Reimbursement

All office duties shall be carried out by the office staff. Members of the Executive and/or Junior Board of Directors shall not be reimbursed for office expenses. Any exception to this will require a written request to be considered by the Executive Board of Directors.

2. Allowance

Members of the Executive Board of Directors will be entitled to an allowance for cell phone and internet service if the Board member requests the allowance in his budget each year. The maximum amount of the allowance will be determined by the minimum cost of service that can be obtained.

Chapter IV. Elections.

Section 1. Executive Board of Directors Elections.

Refer to the Arizona Region Constitution, Article VI, Section 1 for information regarding eligibility for office.

Refer to the Arizona Region Best Practices Manual, Chapter VIII, Section 1 for information regarding the nomination and election process.

Section 2. Junior Board of Directors Elections.

Refer to the Arizona Region Constitution, Article VI, Section 2 for information regarding eligibility for office.

Refer to the Arizona Region Best Practices Manual, Chapter VIII, Section 2 for information regarding the nomination and election process.

Chapter V. Meetings.

Section 1. Meeting Time.

There shall be such meetings of the Executive Board of Directors for the Arizona Region as shall be deemed necessary and proper as provided for within this Section.

A. Regular Meetings

1. Executive Board Meetings are held a minimum of six times per year, usually the last weekend of the odd numbered months unless stated otherwise.
2. The Annual Team Representative Meeting is held at the Adult Regional Tournament. All members are encouraged to attend.
3. Meetings for Junior Club Directors are held twice a year; once in the late summer, and again in October. Dates, times and locations are announced.

B. Special Meetings

The Commissioner may call a special meeting if time and circumstances demand it.

Section 2. Order of Business.

All business meetings will follow the general agenda:

- A. Call to order
- B. Roll call
- C. Reading of the minutes
- D. Officers Reports
- E. Committee Reports
- F. Old Business
- G. New Business
- H. Announcements
- I. Adjournment

Section 3. Committee Meetings.

Committee meetings shall be called by the chairperson of the committee. Procedures at such meetings are left to the discretion of the chairperson. Reports of each meeting shall be given to the members of the Executive Board at the next Executive Board of Directors meeting.

Chapter VI. Finance

Section 1. Membership Fee.

A. Individual Fee

Except for individuals not affiliated with a specific team or club, all individual membership fees must be paid by the Club Director. No individual payments will be accepted except from individuals applying for membership as officials, one-event memberships, or individuals not wishing to be affiliated with any one team or club.

B. Team Fee

All team fees must be paid with a single payment from the Club Director.

Section 2. Tournament Entry Fee.

All team tournament entry fees must be paid with a single payment from the Club Director at least **two** days prior to the tournament.

Section 3. Fiscal Year.

The fiscal year of the Arizona Region shall begin on July 1 and close on June 30. The Executive Board of Directors shall have the authority to change the fiscal year.

Section 4. Annual Audit.

A certified public accountant or an otherwise agreeable choice shall conduct an annual audit of the general financial condition and operations of the Arizona Region to be submitted to the Executive Board of Directors for examination and approval.

Section 5. Annual Budget.

A. Division Budgets

Every Division Coordinator shall submit a budget for their Division to the Secretary/Treasurer on or before the annual summer Arizona Region Retreat.

B. Region Budget

The budgets for all Divisions must be submitted and combined for approval by the Executive Board prior to the beginning of upcoming fiscal year.

Chapter VII. Amendments and Revisions

The Arizona Region By-Laws may be amended by a simple majority vote of the Executive Board members present at any regular meeting provided that the proposed amendment has been presented at a previous meeting at least ten days prior.