

Constitution and By-Laws of the Chattanooga Area Volleyball Officials Association (CAVOA)

Article 1

Section 1: The name of this organization shall be Chattanooga Area Volleyball Officials Association.

The objective of this organization shall be to foster the ideas of professionalism and respect for fellow officials and coaches. CAVOA will provide service for secondary athletic programs of all sizes and competition levels with an opportunity to become better officials.

Mission Statement: The Chattanooga Area Volleyball Officials Association is dedicated to improving the quality of volleyball by enforcing all rules and regulations as outlined by the National Federation of State High School Associations and the Tennessee Secondary Schools Athletic Association (TSSAA). CAVOA strives to increase the number of competent officials through education, mentoring and on court evaluations.

Non-Discrimination Policy Statement: Whereas, CAVOA is committed to the policy that all persons shall have equal access to all officiating opportunities without regard to personal characteristics not related to ability or performance. Resolved, the association does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, religious creed, gender or sexual orientation.

Code of Ethics and Professional Conduct: The primary role of the official is to insure equal opportunity and fair play for all participants. It is the responsibility of the official to provide judgments that are within the spirit and intent of the rules and protect the health and welfare of each participant within the rules that govern play.

1. Officials will be honest and respectful of others, uphold professional standards of conduct and accept appropriate responsibility for their behavior. Officials will not use abusive or foul language toward any participants when they are in an official capacity. CAVOA has a “zero tolerance” policy for any offensive joke, statement or inference which is based or rooted in a constitutionally protected class including but not limited to matters of age, race, ancestry, color, disability, handicap, national origin, religious creed, gender or sexual orientation.

2. Officials will not engage in sexual harassment, which is defined as sexual solicitation, physical advances, verbal or nonverbal conduct that is sexual in nature. Such behavior constitutes sexual harassment. Sexual harassment can consist of a single intense or severe act, or multiple persistent or pervasive acts.

3. The Code of Ethics and Professional Conduct is administered under the authority of the Chattanooga Area Volleyball Officials Association. All violations will be investigated and brought before the Ethics Committee for review. The Ethics Committee will determine and administer sanctions.

Article II

Section 1: Any person who desires to become a member of the Chattanooga Area Volleyball Officials Association must meet all the requirements of the Tennessee Secondary School Athletic Association (TSSAA) and make application to the Assigner. Each member will be required to pay annual dues determined by CAVOA Executive Board. Officials will not be allowed to officiate until said dues are paid to the association.

Section 2: The Association shall consist of applicants and members. Voting privileges are extended to active members of the association.

A. Applicants will be required to:

1. Be eighteen years of age
2. Be a member in good standing with TSSAA and CAVOA
3. Complete and pass the TSSAA online Qualifying Exam
4. Pay annual fees/dues to TSSAA and CAVOA
5. Have a working knowledge of the sport of volleyball
6. Be members that are independent contractors and not employers of the Association
7. Be recommended by a member as a first time registrant
8. Meet all TSSAA requirements

B. Deadline for new applicants will be established each season by the Training Chair based on the availability of training opportunities. New applicants may be accepted after this deadline when previous officiating experience is approved by the Training Chair and the Assigner.

- C. During or preferably before the season, applicants may be rated by a mentor, evaluator or training chair/committee or a member of the Executive Board to determine their skill level and development.
- D. Active members are those who:
 - 1. Meet all requirements of TSSAA and CAVOA
 - 2. Take the TSSAA Part II exam yearly
 - 3. Abide by all By-laws, Ethics and Policies set forth by the Board
 - 4. Have paid fees/dues to both TSSAA and CAVOA
 - 5. Complete the Online Clinic
 - 6. Have signed an Independent Contractor Form/Code of Ethics and Professional Conduct Agreement

Article III

Section 1: Game fees for varsity high school matches are set by the Tennessee Secondary School Athletic Association. For play days, invitational tournaments, and all other school levels, fees will be established by the CAVOA Assigner.

Section 2: CAVOA membership dues are due by August 1. The official's Membership Dues will be set by the CAVOA Assigner and the CAVOA Executive Board with a portion being paid directly to the Assigner as determined by the Assigner and the remaining portion for training and administration. A late fee of \$25 will be charged to returning officials after August 1.

Section 3: Members who become delinquent for non-payment of dues will not be given assignments until dues are paid including the late fee.

Section 4: Assigning/service fees from schools serviced by the Association shall be collected by the Assigner. These fees are due by a date established by the Assigner and are retained by the Assigner. A late fee of \$25 will be applicable for payment after this date.

Section 5: The CAVOA Training Chair will be compensated each fall and spring as determined by the Executive Board.

Article IV

The term of office for each of the following officers will be three years with the first re-election being held in 2013 and every three years following: President,

Treasurer, Training Chair, and two Members at Large. The following officers' terms of service will be three years. The first term was two years; the first re-election was held in 2012 and then will be held every three years thereafter: Vice President, Secretary, Ethics Chair and two Members at Large. Board members will have no term limitations. The Executive Board will appoint any member of the Association to fill a vacancy on the Board until that term of service expires. The Assigner is an ex officio member of the Executive Board.

Elections: The election for the members of the Executive Board will be held after the completion of the middle school season and prior to May 1 in an election year. A nominating committee selected by the President will submit a list to the membership prior to election. Elections will be held by secret ballot. A majority of those present will determine successful candidates for the board positions. The Board will establish an election process that is consistent with the above provisions.

Power and Duties of the Executive Board:

Section 1:

- A. The Executive Board shall have general control over all functions of the Association
- B. Coordinate meeting facilities for conducting meetings
- C. Appropriate and authorize all necessary expenditures of money in the conduct of the affairs of the Association
- D. Have the sole authority to rule on any case not covered by these By-Laws until the Board adopts an amendment addressing the issue
- E. Act as court of appeal for all grievances acted on by the Ethics Committee

Section 2: The Board will typically meet prior to and following the high school and middle school seasons and any other time necessary to address association business. Telephone or internet provisions may be utilized when a formal Board meeting is not practical based on the urgency of the need. Formal meetings are open to the general membership of the Association with reasonable voice but no vote. When possible, a two week notice will be given to the board members and the general membership before each called meeting.

Section 3: A quorum of the Executive Board is satisfied when at least two-thirds of the Board Members are present. When a Board position(s) is vacant, the quorum requirement will not consider the vacant position(s) in meeting the 2/3 requirement.

Article V **Meetings**

Section 1: Meetings of this Association shall be held at such time and place determined by the Executive Board. When possible, a two week notice will be given to the membership before each called meeting.

Section 2: Penalties: Each official must attend a minimum of three (3) meetings, one (1) scorer's clinic and one (1) preseason scrimmage per year to stay in good standing with CAVOA. Veteran officials may opt out of a scorer's clinic by submitting a score sheet to the Training Chair or Assigner. Veteran officials may, with the approval of the Training Chair and Assigner, be exempt from local meetings due to extensive experience in volleyball, extra time spent in training other officials or other volleyball commitments. Those who do not attend the minimum will be placed on probation for the following year. On the second offense, while on probation, they shall be suspended for a period of twelve months; extenuating cases regarding attendance will be subject to review.

- A. An official who fails to report for an assigned match which they have accepted, barring extenuating circumstances, may be subject to penalty and may be placed on probation. On the second offense, he/she may be suspended for the remainder of the season.
- B. Officials placed on probation, suspension, or dismissal from the association shall be notified in writing.
- C. Any member found to be in violation of these By-Laws shall be subject to sanction.
- D. No member shall accept an assignment for a TSSAA sanctioned match unless that match is assigned by the Assigner. Neither shall matches be exchanged without prior approval of the Assigner.

Amendments to these By-Laws and Constitution shall be made upon recommendations by the membership to the President of the Executive Board for consideration every two years. Proposed changes to the By-Laws and Constitution shall be approved by a majority of the general membership present at the applicable Association meeting. Typographical and clarification corrections may be made at any time by the Executive Board with a majority vote.

Article VI **Officers and their Duties**

Executive Board—The Executive Board shall be made up of the officers of the association. Those shall include the President, Vice-President, Secretary, Treasurer, Training Chair, Ethics Chair, Assigner and four Members at Large. The members of the Executive Board will be elected and shall hold office for three years as described in Article IV. Exception: The Assigner is recommended by the Association and must be approved by TSSAA.

President:

- A. Preside over the meetings of the Chattanooga Area Volleyball Officials Association
- B. Serve as Chair for the Executive Board
- C. Rule on all matters of policy
- D. Act as official spokesperson for the CAVOA
- E. Serve on the Ethics Committee when necessary, unless there is a conflict of interest
- F. Coordinate and consult with the Training Chair and Assigner to insure that all officials take the TSSAA Part II Exam yearly and officials are rated as applicable
- G. Be an ex officio member of all committees
- H. Approve all publicity

Vice-President:

- A. Assume the duties of and preside over the local Board if the President is unavailable or absent

Secretary:

- A. Maintain accurate minutes of the meeting of the CAVOA
- B. Maintain attendance records of the membership at the local meetings/training sessions
- C. Submit publicity to the appropriate media
- D. Communicate, when necessary with all registered officials

Treasurer:

- A. Collect appropriate dues from officials
- B. Disburse funds as allocated by the Board
- C. Set up and maintain a checking /savings account for CAVOA
- D. Distribute receipts
- E. Maintain records
- F. Provide financial report to the Board

Training Chair:

- A. Coordinate local training
- B. Coordinate rating sessions for the membership and Board
- C. Communicate with officials concerning evaluations and status as an official with CAVOA
- D. Coordinate a scoring clinic for officials and school designated scorekeepers
- E. Coordinate a mentor/mentee program for officials as determined by the training program
- F. Have a minimum of 7 years of experience at the TSSAA level
- G. Maintain records of evaluations and/or ratings of officials

Assigner:

- A. Attend the TSSAA State Supervisors/Assigners' meeting in Nashville
- B. Liaison with the State Supervisor of Officials and TSSAA
- C. Communicate with the CAVOA Executive Board about pertinent matters
- D. Set school assigning fees and match fees, not set by TSSAA, in conjunction with the other assigners across the state at the Summer State Supervisors Meeting in Nashville.
- E. Assign matches to members in good standing based on their ratings
- F. Coordinate with the Training Chair on scrimmages and rating sessions
- G. Ensure that all members are familiar with the assigning system and how assignments are given
- H. Shall coordinate with Training Chair to observe officials before and during the season
- I. Shall officiate if no other qualified official is available
- J. Communicate with schools regarding the assignment of officials
- K. Coordinate CAVOA website and availability of online training materials

Members at Large:

- A. Two of these members should be in alternating terms and have a minimum of 5 years with TSSAA as a volleyball official
- B. Two of these members should be in alternating terms and have fewer than 5 years experience with TSSAA as a volleyball official
- C. Shall provide additional input into the decisions of the Executive Board

Ethics Chair

- A. Formulate Ethics policy
- B. Rule on and enforce policies
- C. Establish and preside over Grievance Committee