

CONSTITUTION OF HUDSON VALLEY VOLLEYBALL OFFICIALS, INC.

Article I - NAME

The name of this organization shall be the Hudson Valley Volleyball Officials, Inc. (HVVO).

Article II - PURPOSE

Section 1. AFFILIATION:

To be a member of the New York State Certified Volleyball Officials' Association Inc. (NYSCVOA) Board and uphold their respective policies and procedures.

Section 2. DELEGATION:

The purpose of this organization shall be to:

1. Provide a list of certified officials for volleyball contests.
2. Promote approved officials interested in maintaining the highest officiating standards.
3. Interpret rules to players, coaches, and officials in the interest of standardizing and improving officiating.
4. Encourage playing conditions conducive to fair play and sportsmanship.
5. Study and evaluate the needs and problems of officiating in the geographical area of this Board.
6. Provide sessions for training officials and to keep its membership in good standing by having it adhere to the FIVE POINT PROGRAM established by the New York State High School Athletic Association (NYSPHSAA) as stated below:
 1. Observe the Constitution and By-Laws of the local state official's organization.
 2. Attend interpretation meeting and clinics of the local organization each year.
 3. Give satisfactory evidence of proficiency in the mechanics of officiating and of competent performance related to the sport of volleyball.
 4. Pass the National Federation, State or other approved rules examination.
 5. Be listed with the NYSHSAA Executive Secretary.

Article III - MEMBERSHIP

Section 1. CLASSES OF MEMBERSHIP:

A. Active Members

1. An active member is one who has passed the required theoretical and practical examinations (NYSCVOA) and has paid their dues as specified in the By-Laws.
2. Failure to recertify at the current level may result in an adjustment to the member's rating.
3. Attend all required meetings as specified in Article V and the By-Laws.
4. An active member is entitled to vote at any meeting of this Board.

B. Dual Members

1. An official in good standing from a neighboring NYSCVOA board who pays full dues to HVVO.
2. Must attend all HVVO meetings.
3. All tests, both theoretical and practical, must be taken with the home board.
4. Will have voting privileges.

C. Lifetime Members

1. Lifetime members of HVBO be given the same professional consideration as members of HVVO (grandfathered in). The following conditions must be met in order to be considered a lifetime member:
 - a. You must have been an active official with HVBO/HVVO for at least 20 years, 15 of those at the varsity level.
 - b. You must have served in the HVBO/HVVO Executive Board for at least 4 years.
 - c. Active Life members are required to attend Interpretation and Business meeting. They must also take and pass the annual written exam. They are not required to pay dues.

D. Inactive Members

An inactive status may be granted to a person who has been an active member for at least three years immediately preceding the application for such status, unless prevented from remaining active due to a physical disability and/or other extenuating circumstances. The conditions for inactive membership are:

1. Member shall apply to the President or Secretary in writing, stating the reason for such request.
2. Member shall not work any events in the areas serviced by any Board.
3. Member shall pay an inactive fee at the rate established by the Executive Committee.
4. Member shall not be covered by insurance by this Board.
5. Member shall not remain on inactive status for longer than one year. Extenuating circumstances will be reviewed by the Executive Committee.
6. Member shall be excused from attending meetings during the inactive period.
7. Member shall renew their rating, where applicable, upon return to active status.

E. Disabled Members

An active member who has become disabled and is unable to officiate may continue to be a member until they have recovered. Member shall renew their rating, where applicable, upon return to active status.

F. Suspended Members

A member who is notified that they are suspended by the Executive Committee and/or the Ethics Committee will be defined as a member not in “good standing.” Suspended members must submit a written request to the Executive Committee to return to active status before returning to active status, the member must complete all of the following:

1. Be on probation for at least one calendar year.
2. Fulfill the requirements of an active member.
3. Must be up-to-date on all dues/fines.
4. If suspended for a season they must be re-rated.

G. Transfer Members

Officials who are certified in any other NYSCVOA board and are in good standing, may transfer to our board provided that they submit a State approved transfer document from their home board.

H. New Candidates

They will attend and meet the following requirements:

1. Pay the required clinic fees (non-refundable).
2. Complete the candidate clinic.
3. Take and pass the theoretical and practical examinations.
4. Pay the annual board dues.

Article IV - OFFICERS, EXECUTIVE COMMITTEE AND ELECTIONS

Section 1. OFFICERS

The President, Secretary, and Treasurer shall be considered the Executive Board. These officers shall perform the duties as prescribed in the By-Laws and by the parliamentary authority adopted by this organization. A vacancy occurring in any office shall be filled by the Executive Board until the next general meeting. This appointment shall be voted upon by the membership at that time.

1. The Executive Board has the power to recommend the stipend for the President, Secretary, Treasurer, Clinician and Rules Interpreter which will be voted on by the membership. It is mandatory for two thirds of the membership to be present for its approval.

Section 2. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Secretary, Treasurer, Rules Interpreter, and Examiner.

1. The Executive Committee shall perform duties prescribed in the By-Laws.
2. They have the power and authority over affairs of the Board in the interim between meetings; two-thirds of the members of the Executive Committee constitute a quorum.

Section 3. ELECTIONS

1. Nominations can be accepted in writing prior to the election to the Executive Board. Nominations must be sent in two weeks prior to the Annual Business Meeting.
2. The officers shall be elected by ballot of the membership and shall assume their duties at that time. In the event there is an uncontested position, election shall be by a single vote cast by the Board Secretary.
3. Term of office for the Executive Board shall be three years.

Section 4. STANDING COMMITTEES

The following standing committee will be appointed by the Executive Board (as needed):

1. Grievance Committee.
2. Examination Committee.
3. Rating Committee.
4. Constitution Committee.
5. Awards and Honors Committee.
6. Training Committee.
7. Ethics Committee.
8. Audit Committee.

Article V - MEETINGS

Section 1. PURPOSE

To conduct the general business of this organization.

Section 2. TYPES OF MEETINGS

1. Interpretation meeting will be in late August.
2. Test/Mechanics meeting, the following week.
3. Business meeting in November.
4. Additional meeting can be called by the Executive Board.

Section 3. ORDER OF BUSINESS:

1. Roll call.
2. Reading of the minutes of the preceding meeting.
3. Reports of committees.
4. Old and unfinished business.
5. New business.
6. Adjournment.

Section 4. All meetings shall be conducted according to Robert's Rules of Order.

Article VI - AMENDMENTS

Section 1. This Constitution and these By-Laws may be amended at any regular meeting of the Board by two-thirds of the members present or represented by their written proxy. All the proposed amendment changes be submitted in writing to the Secretary of this organization at least thirty days prior to the Annual Business meeting. All amendments will require written notification to the active members at least two weeks prior to that meeting. This notification will be delivered by e-mail to the members on file with this Board.

Section 2. After the reading and open discussion, a vote will immediately be taken.

Section 3. Two-thirds of all voting members shall constitute a quorum.

- A.** In order to meet a quorum, if your vote is not made and proxy is not returned within the specified amount of time, your vote is returned to the Board.

Section 4. Upon approval, the Secretary will then update the Constitution and send the revision to the membership within thirty (30) days.

BY-LAWS OF HUDSON VALLEY VOLLEYBALL OFFICIALS, INC.

Article I - QUALIFICATIONS AND APPLICATION FOR ACTIVE MEMBERSHIP

Section 1. NEW MEMBERS

All persons applying for new membership shall become active members upon attending the clinic, passing the theoretical and practical examinations, and upon payment of dues.

Section 2. ALL MEMBERS

It is mandatory for all officials to pass a written exam every year. Any official not taking the written exam will be removed from the assignment list. Dual members must submit written proof by the examination meeting date.

Section 3. FORFEITURE OF MEMBERSHIP

1. Failure to pay dues and/or fines by the specified date for payment for the following year.
2. Absences from any mandatory meeting without prior written and approval from the President.
3. Repeated complaints or inefficiency after review by the Executive Committee.
4. Unethical behavior.
5. An official whose active membership is to be forfeited under this Section may appeal in writing to the Executive Committee, who shall consider the case and make the final decision concerning the loss or retention of membership.

Article II - DUTIES OF OFFICERS, EXECUTIVE AND STANDING COMMITTEES

Section 1. OFFICERS

A. Board President:

1. Must be familiar with contents of NYSPHSAA handbook.
2. Preside at all membership meetings of the Board.
3. Act as President of the Executive Committee.
4. Coordinate the work of all committees of the Board.
5. Keep informed of all Board activities and reports of ratings.
6. Review payment of bills as submitted by our Treasurer.
7. Will be second signatory on Board accounts.
8. Appoint standing committees when deemed necessary.
9. Keep an up-to-date list of active members as supplied by the Secretary and Treasurer.
10. Establish dates for future Board meetings.

B. Secretary:

1. Be familiar with contents of NYSPHSAA handbook.
2. In the absence (or disability) of the President, performs all the duties of the latter.
3. Work closely with the President in order to get acquainted with the Board procedures.
4. Keep a record of the minutes of all Board meetings.
5. Notify members of the meeting dates.
6. File any certificate required by any federal or state stature.
7. Be the official custodian of the records and seal of this Organization.
8. Provide and send an up-to date roster to NYSCVOA when necessary.
9. Provide an up to date roster with ratings to the membership at the Interpretation meeting (i.e. the first Meeting of the season) in late August."

C. Treasurer:

1. Receive and hold all funds of the Board and dispense according to the directions of the President.
2. Keep an accurate account of all monies received and dispersed, and make a report at each meeting of the Executive Committee.
3. Submit financial statement to Board and members at the business meeting.
4. Provide President with a list of members who paid dues/fines.
5. Provide material/information to the Audit Committee.
6. Submit yearly membership dues to NYSCVOA.

Section 2. Standing Committees: (See Constitution)

Article III - RATINGS

Section 1. MOVEMENT IN RANK

- A.** The official must meet the following criteria:
1. Be a member in good standing with the organization for three years.
 2. Having been rated a minimum of **7.5 out of 10** by the coaches for three (3) consecutive Years based on the official ratings reported by Section One.
 3. Must have officiated a minimum of fifteen (15) matches as reported by Section One, each of those three consecutive years.

Section 2. PRACTICAL EXAM

A. THE RATERS

1. Varsity - Three raters, two must hold a Varsity rating.
2. Junior Varsity – Two raters, one must hold a Varsity rating.
3. Modified – Two raters each must hold a minimum Junior Varsity rating.

B. RATEE

1. They may be observed on one or more separate matches.
2. They must score at their rating level.
3. A rater will not rate on a match that they are officiating.

Section 3. RECERTIFICATION

Recertification is the renewal or upgrading of a rating prior to the expiration of the current rating.

NOTE: A rating level may go **up or down** depending on score earned

1. When a member is advised of a recertification date, the member will report to that match just like a regular assignment.
2. Once scheduled, if the member fails to show up, they may be dropped in rank.
3. Member will be advised of result within four weeks.

Article IV - DUES

Section 1. Annual dues will be established by the Executive Committee. Dues are payable to the treasurer before or at the business meeting. Failure to pay dues on time will result in a fine. The Secretary will notify the member by certified mail. If dues and late fees are not paid within thirty (30) calendar days of that certified letter it will be understood by all parties to be a resignation by the delinquent member. Failure to comply with fine and late fee will result in forfeiture of membership. In-active fee will be half of the annual dues.

Section 2. OFFICIAL'S ACTIONS THAT CAUSE FINES

1. Paying annual dues late.
2. Missing any mandatory meeting.
3. Officiating out of uniform.
4. Failure to show for an assigned match without notification.
 - a. All fees will be determined by the Executive Board

Section 3. An official transferring from another Board shall pay dues for the following year by the November Business meeting or as soon as member is approved.

Article V - FEES FOR OFFICIATING

The fees are those approved in a contract negotiated by the officials' associations and assigning agent (BOCES).

Article VI - OFFICIAL UNIFORM

The official uniform shall be that required by NYSCVOA and described in the current New York State approved rules guide. It is mandatory that this official uniform be worn whenever board members are fulfilling their duties as officials.

1. Officiating out of uniform will result in a fine (Article IV, Section 2, # 3).
 - a. Failure to pay the fine within fifteen (15) calendar days will result in a one year suspension from the Board.
 - b. Three (3) such violations will result in a one year suspension from the Board.

Article VII - DISCIPLINARY ACTION COMMITTEE (DAC)

Section 1. PROCEDURES FOR SUSPENSION OF OFFICERS

1. The Disciplinary Action Committee (DAC) shall be composed of a minimum of three (3) officials from the membership selected by the Executive Committee.
2. Upon receipt of a letter of contention, the DAC shall be established. A hearing shall be scheduled within ten (10) business days of receipt of letter. The hearing will be held at a location and time convenient to the suspended official and the DAC.
3. In case of incompetence and/or neglect of duties in regard to the office of President, Secretary, Treasurer, the course of action will be:
 - a. The officer may be relieved of all official duties by the majority vote of the Executive Committee.
 - b. Any officer relieved of her/his duties must be so informed by certified letter within 72 hours of removal by the Executive Committee, such letter to contain a brief statement concerning the reasons for suspension.
 - c. In the event that the officer desires to contest the suspension, they shall do so in writing within ten (10) business days after receipt of written notification of dismissal. This letter shall be sent to all Executive Committee members.
 - d. Upon receipt of a letter of contention, the Disciplinary Action Committee shall be established and a hearing scheduled within 10 business days of receipt of letter at a location and time convenient to the suspended officer and the DAC.
 - e. In the event of a hearing, the suspended officer shall remain suspended unless a majority of the DAC votes to reinstate the officer or take any other course of action.
 - f. The Board President shall preside over the DAC and vote only in the event of a tie. The suspended officer will not have a vote.

Section 2. PROCEDURES FOR SUSPENSION OF OFFICIALS

1. The course of action shall be:

- a. The official may be relieved of their duties by the President and/or the DAC and must be so informed by certified letter within seventy two (72) hours of the suspension. This letter is to contain a brief statement concerning the reason for suspension.
- b. In the event that the official desires to contest the suspension, they shall do so in writing within ten (10) business days. This letter shall be sent to any member of the Executive Committee.
- c. Upon receipt of a letter of contention, the Disciplinary Action Committee shall be established and a hearing scheduled within 10 business days of receipt of letter at a location and time convenient to the suspended official and the DAC.
- d. In the event of a hearing, the suspended official shall remain suspended until the Executive Committee has rendered a decision based on the DAC recommendation.

Article VIII - PROCEDURES FOR INJURY

Section 1. PROCEDURES FOR INJURY TO AN OFFICIAL

1. Notify the coach and Athletic Director of your injury.
2. Make note of this injury (including time, date, and witnesses) in the scorebook/score sheet and have signed by fellow official and home team coach.
3. For your records, you should note time, date, nature of injury, place name of coaches, name of any witnesses and any pertinent information (make a photocopy of score sheet).
4. Receive required medical treatment and obtain report of injury and receipt for any expense. Such expenses should be submitted to your primary insurance carrier and then to our insurance for secondary coverage where applicable.

Article IX - CODE OF ETHICS

1. You are obligated to abide by the Constitution and By-Laws of the Hudson Valley Volleyball Officials, Inc., as well as contracts with Section 1. Copies will be made available, upon request, when all negotiations are completed.
2. The President will notify the Assignors in the area of service, and any other interested parties who contact her/him for information on all rated officials. DO NOT CALL coaches or assignors (BOCES) requesting work.
3. Officials are assigned games according to rating received from your board, and according to availability.
4. An official may request (on the availability form) not to service a particular school or not to work with a particular official.
5. DO NOT accept an assignment unless you have every intention of completing it. Call home school to confirm any assignments you have taken.
6. If a valid reason prevents you from doing an assigned contest, inform the assignor immediately. Penalties and procedures are outlined in the contract.
7. NEVER switch an assignment with another official. All changes must go through the assignor.
8. We are contracted to provide Section 1 schools with officials - therefore each member is required to accept assignments in Section 1.
9. Pay is received for all games assigned by Section 1 assignors. Games not assigned by Assignors (i.e., CYO, colleges, private high schools) are paid by individual schools.
10. You must wear the official uniform for your sport. Officials should refrain of wearing excessive jewelry. As a paid professional, your appearance should be beyond reproach emphasizing cleanliness and good grooming. Officials are expected to arrive and be ready to officiate at least 30-45 minutes prior to game time.
11. When a difference of opinion arises between officials, the head official makes the ruling and the other official is obliged to be supportive.
12. Avoid making statements to coaches, teams, spectators, or news media after a game or contest.

13. Avoid making statements to coaches, teams, spectators, or news media with regard to fellow officials or any game or contest that you are not officiating or have not officiated.
14. Avoid making statements concerning your plans, which may give the impression that you are rushing to complete the contest.
15. An official WILL NOT determine if and when an injured player is to be moved.
16. An official should not declare a forfeited game because an opponent's bus is late to arrive.
17. In the event that a problem should occur in which there is an indication of a protest or a contest is to be discontinued, the official is to note the game time, score and/or game situation in the scorebook, and follow procedure outlined for the sport in the appropriate rule guide. The President should be notified within 24 hours.
18. If, in accordance with the official game rules; a situation should occur in which the officials must remove the coach from the contest area, the game should be discontinued unless another official school representative is present to assume the responsibility for the team. NOTE: A parent, student, etc., is not considered an official School representative. The President must be notified within 24 hours.
19. You must file a written report if a difficult situation or problem is encountered with a coach, team member, spectator, etc., with the President.
20. You are obligated not to officiate a match involving a school when any of the following occurs: you are a full-time employee of that school, your spouse is employed by that school or your child is a student in that school.

Article X - RECOGNIZING & PREVENTING SEXUAL HARASSMENT:

DEFINITION: "Unwelcome behavior of a sexual nature or with sexual overtones which embarrasses or demeans, regardless of the intent."

A. Legal Prohibitions

1. Title VII of the 1964 Civil Rights Act (Sexual Issues).

Note: 1991 - expanded the Civil Rights Acts to include emotional distress.

B. Two Main Categories of Sexual Harassment

1. Quid pro quo (this for that).
2. Hostile Environment.

C. Type of Sexual Abuse

1. Verbal behaviors:
 - a. Sexual comments, jokes, suggestions.
 - b. Demeaning names (honey, sweetie, broads, babe, etc.).
 - c. Calling attention to another's body parts.
 - d. Remarks about another's gender or sexual orientation.
2. Non-Verbal Behaviors:
 - a. Suggestive looks, leering, mimicking.
 - b. Offensive gestures.
 - c. "Messages" on T-shirts.
3. Physical Behaviors
 - a. Patting, squeezing, rubbing, pinching, or repeatedly brushing up against someone's body.
 - b. Violating another's "space."

D. Suggested Responses to Sexual Harassment

1. Informal Procedures:
 - a. Be assertive right away.
 - i. If you see something that your partner is doing and you believe it is not proper, tell that person.
 - ii. If it is a player directing sexual harassment towards you or your partner, advise them to stop and advise the coach.
2. Formal Procedures:
 - a. Disclose details to the Executive Board.
 - b. Disclose details to School District.
 - c. Keep and present detailed records (who, when, where, why and how, also witness or potential witnesses) of the harassment.

E. Advice to the Harasser:

1. What you meant is much less important than how the behavior was perceived.

- a. "I was only kidding" and phrases like "I really meant no harm" do not make it go away.
 2. Civil suits can be pursued.
- F.** Some advice to the victim:
1. You have a right to work/play (referee or players) in a non-threatening environment.
 2. Be strong, be assertive.
 3. Passivity can be interpreted as "a green light".
 4. Others might be suffering, not just you.