

# East Side Volleyball Officials Association

## BYLAWS

Adopted by Membership: 2/5/2023

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### ARTICLE I – NAME

1. The name of this organization shall be the East Side Volleyball Officials Association (ESVBOA).
2. The association is approved by the Michigan High School Athletic Association (MHSAA).

### ARTICLE II – PURPOSE

East Side Volleyball Officials Association is organized exclusively for educational/training purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The purpose of ESVBOA shall be to promote quality officiating for volleyball programs by:

1. Recruiting, encouraging and mentoring new officials.
2. Administering local training sessions and hosting camps/clinics to provide for the training of volleyball officials in the mechanics, rules, and protocols of officiating.
3. Ensuring member compliance with registration, testing and Member in Good Standing (MIGS) status.
4. Assisting with the observation and recommendation of officials for postseason tournament consideration
5. Promoting the MHSAA “Code of Conduct For Athletic Officials’.
6. Maintaining “Approved Association” status as defined by the MHSAA.

### ARTICLE III – MEMBERSHIP

#### Section A - CLASSES OF MEMBERSHIP AND PRIVILEGES

1. An **ACTIVE MEMBER** shall meet the MHSAA standards for MIGS by:
  - 1.1. Being a registered MHSAA Volleyball Official.
  - 1.2. Being current on required association dues.
  - 1.3. Attending 50% or more of association meetings.

- 1.4. Not being subject to association discipline beyond censure (or equivalent).
  - 1.5. Active members are entitled to one vote in the conduct of ESVBOA business.
  - 1.6. Active members are eligible to hold any elected office, i.e., President, Vice President, Treasurer, ...etc.
2. An **INACTIVE MEMBER** is one that has paid their dues but has not met all requirements for MIGS status.
    - 2.1. May not vote.
    - 2.2. May not hold elected or appointed office.
3. An **HONORARY MEMBER** is one such as an athletic director, administrator, coach or anyone else who is nominated for membership in the Association by virtue of his/her support of the purpose of the Association and evidence of commitment to officiating.
    - 3.1. May not vote.
    - 3.2. May not hold elected office.
    - 3.3. May serve in any capacity to which the President and Board of Directors appoints.
    - 3.4. MHSAA registration is not required.
    - 3.5. Not required to pay ESVBOA dues.
    - 3.6. Annually reviewable by the Board of Directors.
4. An **AUXILIARY MEMBER** is an official that is unable to meet attendance requirements due to the lack of associations in their area.
    - 4.1. During the Local Approved Association application process, the Board of Directors, upon majority vote, may apply to accept Auxiliary members as defined by the MHSAA. (See MHSAA Local Approved Association Application for more information.)
    - 4.2. The Board of Directors will define the Auxiliary membership dues and additional benefits.

## **Section B - MEMBERSHIP RESPONSIBILITIES**

1. Maintain current registration with the MHSAA, except in the case of honorary members.
2. Follow MHSAA "Code of Conduct for Officials".
3. Maintain a conduct which reflects professionalism.
4. Attend meetings, training programs, clinics and camps.
5. Continually develop officiating skills to the highest level.

## **Section C - RESIGNATION**

A member, not in default of dues and who in all other ways is a member in good standing, may at any time file a written letter of resignation with the ESVBOA which then shall be effective as of the date filed.

## **Section D - EXPULSION/SUSPENSION/REINSTATEMENT**

The ESVBOA Board of Directors shall have the power to censor, suspend or expel any member for violation of the MHSAA Code of Ethics or for conduct injurious to the best interests of the organization and the sport of volleyball in general or for the refusal to comply with the bylaws, policies and rules of the association.

The MHSAA supports Local Approved Associations holding their member officials to high standards of conduct and

professionalism. From time to time this may result in an association taking disciplinary action against a member for an alleged violation or infraction of its bylaws or the MHSAA Officials Guidebook.

The steps below are recommended by the MHSAA and will be used by the ESVBOA if conduct or behavior is encountered that is believed to warrant potential disciplinary action.

1. Request written allegations from the aggrieved party and/or witness(es).
2. Determine whether written allegations of misconduct or unprofessionalism indicate a violation of association bylaws and/or MHSAA Officials Guidebook standards, policies or regulations.
3. Send a letter to the accused member providing the allegations and requesting a written response within a specified timeframe.
4. Review the written response and determine what, if any, further action is required.
5. Clarification may be needed via phone or in person.
6. If allegations are found to have merit, the Board of Directors determines the appropriate disciplinary action to be taken.
7. Provide the affected member an explanation of the findings, decisions and any sanctions in a written determination letter.
8. Provide the affected member an opportunity to appeal the decision (to either an independent or full-membership body) in writing and within a specified timeframe.
9. Both sides present their cases before the appellate body for discussion and a final determination. A final determination (and sanctions if applicable) is provided to the affected member in writing.
10. If the association recommends disciplinary action by the MHSAA for violations of MHSAA Officials Guidebook standards, policies or regulations, the recommendation should be sent to the MHSAA Assistant Director who oversees officials.

## **ARTICLE IV – MEETINGS**

1. There shall be at least three (3) “rookie” meetings (fall, winter, spring) scheduled and led by the Recruiting and Mentorship Coordinator.
  - 1.1. Not designed for sport-specific rules and technical content.
  - 1.2. Should provide information on duties of administration, contest management and handling other situations.
2. There shall be at least three (3) sport-specific “educational” meetings per year.
  - 2.1. Content should include covering rules, interpretations, theory and philosophy.
  - 2.2. At least one meeting must be held before the MHSAA season starts.
3. ESVBOA will host at least three (3) accumulative hours of hands-on “mechanics and techniques training” per year.
4. There shall be at least one (1) association-wide annual business meeting.
  - 4.1. The annual business meeting will be held after the completion of the MHSAA volleyball season in November or December.
  - 4.2. The purpose of the annual business meeting is to discuss strategies, hold elections, approve financial reports, discuss general officiating topics, etc.
5. Special business meetings may be called by the President upon written request of twenty-five percent (25%) of the active members.
6. A quorum for the annual business meeting or special business meeting of the association shall consist of those persons who are either present or who attend by electronic means. In no case shall it be less than 30 percent (30%) of the active members.

7. There shall be at least two (2) regular meetings of the Board of Directors each year.

## **ARTICLE V – DUES**

1. The annual membership fee, also known as dues, shall be established by the Board of Directors.
2. The President has the right to waive payment of dues for any reason.
3. Annual dues shall be collected by September 1st for the forthcoming year, in order for members to be in consideration for good standing with the association.
4. An extra fee may be assessed for any late payments. This will be identified on the application form.

## **ARTICLE VI – BOARD OF DIRECTORS**

1. The Board of Directors (BOD) shall consist of a President, Vice President, Secretary, Treasurer, Recruiting and Mentorship Coordinator, Director of Training, and three (3) At-large Officers.
2. Only active members are eligible to hold office.
3. Their positions will have a term duration of two years. There will be no limit on the number of terms a member may serve.
4. A majority of the BOD shall constitute a quorum.
5. They are expected to attend all meetings. Failure to attend may constitute consideration for replacement.
6. They shall perform the duties prescribed in the bylaws and shall have the power and authority over the affairs of the association during the interim between business meetings.
7. They shall have charge of the property, control and management of the affairs and funds of the Association and shall have the authority to perform all acts and functions consistent with these bylaws.
8. They shall approve expenses and financial reports of the ESVBOA.
9. The President maintains the ability to create committees by appointing a member of the BOD as a chairperson. That chairperson shall enlist the rest of the committee with a minimum of three total committee members.
10. A member shall be removed only for gross malfeasance of office or dereliction of duty. At a BOD meeting, where consideration of removal of a member is to be considered, at least two-thirds (2/3) of the quorum present must approve the removal on a written ballot.
11. In the event of death, resignation, or removal of the President, a successor shall be named by the BOD to fill the unexpired term. In the event of the death, resignation, or the removal of the Vice President, Secretary, Treasurer, Recruiting and Mentorship Coordinator, Director of Training, or any At-large Officer, an appointment to fill the unexpired term shall be made by the President with the consent of a majority of the BOD.
12. The BOD, or their designee(s), shall maintain an association website, which provides its membership with timely information about association activities and news, or opportunities deemed beneficial for its members.
13. All members shall have an equal vote.

## **ARTICLE VII - BOARD MEMBER DUTIES**

### **A. The PRESIDENT shall:**

1. preside over all association-wide, Board of Directors, and special business meetings of the association.
2. establish and coordinate the work, and serve as a non-voting member, of all committees of the association.
3. be kept informed of all association activities.
4. act as the association's official representative to the MHSAA, USAV, PAVO, NFHS, and any other officiating bodies
5. receive, transmit as necessary, and file reports and other communications on behalf of the association.
6. rule on all matters of association policy.
7. authorize or supervise the preparation and filing of any tax returns on behalf of the association by the Treasurer.
8. authorize the preparation and submission of the annual MHSAA approved association application by the Secretary.
9. attend the annual Assigners and Association Leadership Meeting as scheduled by the MHSAA.
10. create agendas for all Board of Director and Annual Business meetings, with the assistance of the Secretary.

### **B. The PAST-PRESIDENT shall:**

1. be an active member of ESVBOA.
2. may attend BOD meetings.
3. advise the President and other members of the BOD regarding past practices, general operations and other matters to assist in the smooth operation of the association.
4. act as a non-voting member of the BOD.
5. serve in the advisory role for a period of up to one year after the end of their term as President.

### **C. The VICE PRESIDENT shall:**

1. in the absence of the President, preside over any regular, Board of Directors, or special business meetings of the association and otherwise act on behalf of the President as directed.
2. oversee the association's training, observation and tournament recommendation efforts.
3. fulfill the duties of the Secretary or Treasurer when required by a vacancy in that position until a successor Secretary or Treasurer has been appointed by the President to complete the term.
4. serve as parliamentarian and conduct the meetings according to the "Robert's Rules of Order".

### **D. The SECRETARY shall:**

1. record the minutes of all regular, Board of Directors and special business meetings.  
Note: The minutes from previous meetings shall be provided to the BOD in advance of the next meeting for review before BOD approval.
2. keep accurate records of all members, and their names, addresses, and MHSAA numbers.
3. keep accurate records regarding membership (active/inactive) and MIGS status for all association members.
4. regularly manage association rosters online through the MHSAA website.
5. notify members of all meetings of the association.
6. prepare and submit the annual MHSAA approved association application.
7. organize and keep up-to-date association files on a shared drive accessible only to the current BOD.
8. collaborate with the Treasurer to maintain accurate membership records including, but not limited to, attendance, dues and MIGS status.
9. assist the President and Director of Training with the compilation of meeting agendas.

E. The **TREASURER** shall:

1. collect dues from association members.
2. keep accurate records of all receipts and expenditures.
3. disburse money for payment of bills, upon authorization of the Board of Directors, for expenses incurred for approved association activities.

Note: Any checks for the payment of money and other evidence of indebtedness shall be able to be signed by the Treasurer, President, Vice President or Secretary.

4. submit periodic financial statements to the Board of Directors.
5. ensure access to financial institution accounts by the current President and Vice President.
6. provide a financial statement as part of the treasurer's report at all meetings and whenever requested by members.
7. prepare all pertinent and required financial forms for MHSAA, Federal and State tax filings.
8. collaborate with the Secretary to maintain accurate membership records including, but not limited to, attendance, dues and MIGS status.

F. The **RECRUITING AND MENTORSHIP COORDINATOR** shall:

1. attend mandated Officiate Michigan Day training when offered by the MHSAA.
2. be designated for communication with the MHSAA on all things recruiting and retention at the association level, distribute state-level messaging to local members and manage local recruiting efforts.
3. develop officials as outlined in the MHSAA Officials Mentorship Program.
4. coordinate a continuity and succession plan for the association.
5. be responsible for the fulfillment of requirements for "rookie" meetings as required by the MHSAA.
6. assist the Director of Training with training of new members, coordinate new member strategies, and help new members assimilate into the association and officiating community.
7. lead a group effort to develop short and long-term recruitment goals with strategies that incorporate pathways for the advancement of both traditional and "legacy" officials.
8. represent the association and the Board of Directors when designated by the President or the association board.

G. The **DIRECTOR OF TRAINING** shall:

1. meet the guidelines for trainers and attend required training which may be provided through the MHSAA including, but not limited to, the following:
  - 1.1. have five (5) years varsity experience in the sport for which they are endorsed by the Local Approved Association or extensive experience at the college or professional level in the sport.
  - 1.2. they must be committed to the sport. Working with other Trainers, supporting the MHSAA training philosophy and dedication to study and teaching development are indications of commitment.
  - 1.3. have demonstrated communication skills which identifies them as an empathetic teacher and sensitive mentor.
  - 1.4. attend mandated Officiate Michigan Day training when offered by the MHSAA.
  - 1.5. conduct at least three (3) sport-specific educational meetings per year, or one (1) meeting per month during the specific sport season, covering rules, interpretations, theory and philosophy.
  - 1.6. conduct mechanics and techniques training of at least three (3) accumulative hours.
  - 1.7. accept that their candidacy status is subject to review by the MHSAA and may be denied or revoked if it is determined to be in the best interest of the MHSAA.
2. create methods to train renewing and new members in volleyball officiating.

3. assist in the planning and coordination of the annual business meeting and any general membership meetings
4. assist the Secretary to prepare and submit the annual MHSAA approved association resolution and the association's postseason recommendations to the MHSAA.
5. assist the Recruiting and Mentorship Coordinator with training of new members, coordinate new member strategies, and help new members assimilate into the association and officiating community.
6. in collaboration with the Secretary, complete and submit the "MHSAA Recognized Camp/Clinic Application Form".
7. create agendas for educational and mechanics training meetings with the assistance of the Secretary and consent of the President.

H. The **AT-LARGE OFFICERS** shall:

1. attend regular, BOD and special meetings of the association.
2. assist members of the BOD, as directed by the President, in conducting the business of the association.
3. represent the association and the BOD when designated by the President or the BOD.

## **ARTICLE VIII – ELECTIONS**

1. All terms of office for elected officers shall be two years.
2. Voting privileges shall be limited to active MIGS.
3. Elections shall be held at the annual business meeting (see Article IV "Meetings" section), which will be held after the completion of the MHSAA volleyball season in November or December.
4. An election committee will be created no later than October 1st.
  - 4.1. The election committee shall consist of three total members.
  - 4.2. Two Board members whose positions are not up for vote in the coming election and one active non-Board member.
  - 4.3. No members of the election committee shall be nominated nor accept nomination for a position in that year's election.
5. Election committee members will serve to prepare a slate of one or more candidates from the active membership for each of the elective offices to be filled. The election committee shall obtain the "consent to serve" from each candidate to be nominated.
  - 5.1. All nominees must be active members of the association during the season in which they seek election.
  - 5.2. Information about the nominees will be collected by the election committee and distributed to all members of the association for review, no later than two weeks prior to the annual business meeting.
  - 5.3. Additional nominations may be made from the floor at the annual business meeting providing the nominee consents to serve if elected. Self-nominations will be accepted.
6. The election committee shall conduct the election, count the ballots and announce the results.
  - 6.1. The election shall be by a recorded vote of the members present, in person or through live video conference.
  - 6.2. Unopposed positions shall be elected by voice vote.
  - 6.3. A single member shall hold each office and a member shall hold only one office at any given point in time. There shall not be any other restrictions relating to the re-election of any officer to any position.
  - 6.4. If a current Board Member seeks and is elected to a new position, their (now former) position will

then be up for election during the same meeting.

7. Elections will adhere to the following schedule:
  - 7.1. Positions to be elected in (or immediately thereafter) EVEN numbered years will be (in order):  
President / Secretary / Director of Training / At-Large #2 / At-Large #3
  - 7.2. Positions to be elected in (or immediately thereafter) ODD numbered years will be (in order): Vice  
President / Treasurer / Recruiting and Mentorship Coordinator / At-Large #1.
  - 7.3. Terms for newly elected officers will begin on January 1st.

## **ARTICLE IX – AMENDMENTS**

1. The ESVBOA bylaws may be amended by the association at the annual business meeting or at any special business meeting.
2. Proposed amendment(s) shall be made available to the members for their review on the association’s website or emailed to members thirty (30) days before the vote.
3. Revisions to proposed bylaw amendments made at meetings require a 2/3rds (66.7%) majority of the members attending.

## **ARTICLE X – DISSOLUTION**

If, for any reason, this association fails to exist in the future, the assets of the ESVBOA shall be donated to the Michigan Special Olympics.



## ADDENDUM A – HISTORICAL LIST OF BOARD MEMBERS

Service year is listed. Elections shall be held in November of the previous year.

Shaded boxes indicate the second year of a term.

	President	Vice President	Secretary	Treasurer	Recruiting and Mentorship Coordinator	Director of Training	At-Large #1	At-Large #2	At-Large #3
2019	Fusako Hines	Ken Bertin	Pat Jones	Gary Cook	Mick Hashley	-	Wayne Rockensuess	Grant Harris	-
2020	Fusako Hines	Ken Bertin	Pat Jones	Gary Cook	Mick Hashley	-	Wayne Rockensuess	Grant Harris	Gus Dumlao
2021	Fusako Hines	Ken Bertin	Pat Jones	Gary Cook	Mick Hashley	-	Wayne Rockensuess	Grant Harris	Gus Dumlao
2022	Fusako Hines	Ken Bertin	Pat Jones	Gary Cook	Mick Hashley	Gus Dumlao	Wayne Rockensuess	Grant Harris	Robert Curtiss
2023	Robert Curtiss	Ken Bertin	Samantha Jay	Gary Cook	Mick Hashley	Gus Dumlao	Wayne Rockensuess	Grant Harris	Ken Paszkiewicz
2024	Robert Curtiss	up for election	Samantha Jay	up for election	up for election	Gus Dumlao	up for election	Grant Harris	Ken Paszkiewicz
2025	up for election		up for election			up for election		up for election	up for election
2026		up for election		up for election	up for election		up for election		
2027	up for election		up for election			up for election		up for election	up for election
2028		up for election		up for election	up for election		up for election		
2029	up for election		up for election			up for election		up for election	up for election
2030		up for election		up for election	up for election		up for election		
2031	up for election		up for election			up for election		up for election	up for election
2032		up for election		up for election	up for election		up for election		
2033	up for election		up for election			up for election		up for election	up for election
2034		up for election		up for election	up for election		up for election		