

NORTHEAST CHAPTER II VOLLEYBALL OFFICIALS ASSOCIATION, INCORPORATED

www.ne2volleyball.com

CONSTITUTION AND BY-LAWS

ARTICLE I ORGANIZATION

Section 1. The name of this organization shall be the Northeast Chapter # 2 Volleyball Officials Association, Incorporated. This association shall be an affiliate of the New Jersey Interscholastic Athletic Association (NJSIAA) and anything not specifically covered in this Constitution shall be in accord with the constitution of the NJSIAA.

Section 2. The organization may at its pleasure by a vote of the memberships body change its name.

ARTICLE II PURPOSES

The purposes for which this organization has been organized are to:

1. Bring together individuals of common interest in officiating. To encourage high standards of officiating techniques, rendering a mutual assistance to its members by a collective effort and planning. To promote the sport of volleyball, improve and standardize officiating throughout the state and develop new officials. To cooperate with the NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION and its member schools and adhere to all NFHS rules. This organization shall be NON-PROFIT and INCORPORATED.
2. Encourage the spirit of fair play and sportsmanship.
3. Have available at all times an adequate number of thoroughly trained and capable officials.
4. Preserve the traditions, foster the ideals, advance the interests and improve the quality and prestige of the volleyball referees through a comprehensive program of recruitment, classroom training, and on-the-court experience.
5. Develop and maintain a high standard of ethics among officials.

ARTICLE III MEMBERSHIP

Membership in this association shall be open to any person who has attained the age of eighteen (18) years by June 1 of the year that he or she seeks membership. Neither membership in, nor services provided by the association will be denied to anyone on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition. This applies to all groups with the exception of those exempted in Title IX of the Educational Amendments 1972.

The membership of this association shall be in one of the following categories:

- a) ACTIVE MEMBERS
- b) INACTIVE MEMBERS
- c) HONORARY MEMBERS
- d) CADETS Year 1
- e) CADETS: Year 2/ PROVISIONAL
- f) PROBATION
- g) SUSPENDED

ARTICLE IV BOARD OF DIRECTORS and THE EXECUTIVE COMMITTEE

Section 1. The Board of Directors shall consist of the immediate Past President, President, Vice President, Corresponding Secretary, Recording Secretary and Treasurer. Chairpersons of Committees are appointed by the President with the approval of the Board of Directors and the Executive Committee.

The Board of Directors and the Executive Committee shall be known as the Executive Council.

The Executive Council shall have the control and management of the affairs and business of this organization. They shall only act in the name of the organization when a regularly scheduled meeting is convened by its President after due notice to all the Council Members such meeting or at the request of any two members of the Executive Council.

Section 2. The Executive Committee shall consist of not more than six (6) members elected and members of various positions including, Cadet Supervisor, Attendance Chairperson, and Chapter Rules Interpreter.

Section 3: As per the NJSIAA, registration for a member by the Executive Council will not be issued or renewed for anyone who has:

a. convicted or adjudicated with a finding of fault, guilt or violation, in regard to an offense against a minor or any sexual offense unless/until such offense has been reversed by proper authority with jurisdiction over the matter, or;

b. convicted or adjudicated with a finding of fault, guilt or violation, in an offense involving any illegal/illicit drug or controlled substance, as proscribed by federal or state law or regulations, prior to five (5) years following the completion of any sentence/parole/probation period for the offense, or;

c. currently serving a sentence or a parole/probation period for any offense or adjudication of guilt imposed by any court, judge or administrative body, other than a simple traffic summons.

ARTICLE V MEETINGS

The association shall conduct regular meetings, the dates and locations of which shall be determined by the Executive Council.

ARTICLE VI COMMITTEES

The President, with the approval of the Executive Council shall have the authority to name committees and appoint committee chairperson as he/she deems necessary. He/she shall also have the authority to designate the number of members on any committee. He/she shall outline the duties and responsibilities of all committees.

ARTICLE VII AMENDMENTS AND CONFLICTS

Any amendments to this constitution must be made at a business meeting, or a special meeting called for that purpose. All amendments must be passed by a vote of two-thirds (2/3) of the members present and voting.

ARTICLE VIII NJSIAA REQUIREMENTS

As part of the NJSIAA registration procedures, all active officials will be required to take and pass an open book review examination and other requirements of the NJSIAA.

ARTICLE IX QUORUM

No official business may be transacted at any meeting unless a quorum is present. A quorum shall consist of 15% of the active membership.

BY-LAWS

ARTICLE I MEMBERSHIP

Section 1: Membership in this association shall be open to any person who has attained the age of eighteen (18) years by June 1 of the year that he or she seeks membership.

To be eligible for membership in this association an applicant shall:

1. File an application with the Association Corresponding Secretary, along with the appropriate fees. All applications and fees must be received by a date established by the Executive Council in the year that the applicant seeks membership.

2. Attend training classes as provided in these By-Laws and shall pass written and field tests as required by the Cadet Training and Examination Committee and the NJSIAA.

3. Pay annual dues and registration fees in the amount specified by the Executive Council. The Executive Council shall also establish a date by which all dues and registration fees shall be paid. Failure to submit fees to the Corresponding Secretary by the prescribed date shall result in the loss of membership or of late fees being assessed.

4. To renew a membership, a member shall:

a. File a renewal/ registration form with the Association Corresponding Secretary, along with the appropriate fees/dues. The Executive Council. shall establish a date by which all dues and registration fees shall be paid. Failure to submit fees to the Corresponding Secretary by the prescribed date shall result in late fees being assessed or the loss of membership.

b. Fulfill all chapter requirements (i.e.: refresher test, concussion certification) as required by the NJSIAA and /or the N.E # 2 Volleyball Officials Association

Section 2: Membership in this association shall be in one of eight categories:

a. **ACTIVE MEMBERS** are members in good standing having passed the yearly refresher test as per the NJSIAA requirements, attended required meetings, and paid dues and registration fees meeting all Chapter requirements. These members are eligible to be nominated as officers, serve on committees, and have voice and vote. ACTIVE MEMBERS in good standing shall be eligible to officiate at any level and vote.

b. **INACTIVE MEMBERS** are members who have paid the appropriate dues and registration fees and have met all Chapter requirements for being classified as inactive members. Inactive members cannot officiate matches at any level, may not hold office, nor serve on committees but shall have voice but not have any voting privileges. An inactive member may remain inactive for a period of two (2) consecutive years and then must return to active status for one (1) year. If a member chooses to become inactive during any given year notification must be sent in writing or email to the Corresponding Secretary by June 1. Inactive members shall be listed as inactive for the Fall and Spring volleyball seasons. An Inactive Member may change his or her status to active by informing the Corresponding Secretary in writing or Email and paying the necessary dues, registration, and insurance fees by July 31st of the year that he or she chooses to become an active member.

c. **RETIRING MEMBERS** are members who have given up their license to officiate volleyball matches. Retiring members with at least ten years of service shall be honored provided they meet the following requirements:

- Ten years of active service in good standing
- Submit a letter certifying his/her retirement to the Corresponding Secretary by April 15 of the year in which the retirement is to take place.

d. **HONORARY MEMBERS** are members who have retired from the association and are extended this honor, by the Executive Council upon retirement from the Association. Honorary members may not officiate matches at any level. They shall not pay any dues, registration, or insurance fees. Honorary members may speak at any meeting but shall not have any voting privileges. They may serve on committees in an advisory capacity only.

e. **CADETS Year 1** are officials in training, who have made application to the Association and anticipate meeting certification requirements by attending training classes, passing the NFHSS test, and successfully complete a specific number of observations as determined by the Cadet Training and Examination Committee and approved by the Executive Council. Cadets may not referee varsity games and are not eligible to vote in any Chapter election. Cadets who do not fulfill the evaluation requirements within a year are to be carried over to the next year and are required to pay active member dues and must fulfill all requirements of an active official including meetings and refresher test requirements.

f. **CADETS: Year 2/ PROVISIONAL** are officials who have successfully completed Year 1 of the cadet program by the timelines established. As Year 2 cadets, the official may only serve as a R2 on a varsity match. They must fulfill all requirements established for active members (testing, certifications, meetings, dues, etc.) They are required to attend one (1) additional rules meeting and two (2) mechanics meetings as determined by the Cadet Training and Examination Committee. They must successfully complete five (5) Evaluations, as determined by the Cadet Training and Examination Committee and approved by the Executive Council. An additional fee, as determined by the Executive Council, will be assessed to those officials in the Year 2/ PROVISIONAL program. Cadets: Year 2/ PROVISIONAL who do not fulfill the evaluation requirements within one year are to be carried over to the next year and are required to pay active member dues and must fulfill all requirements of an active official including meetings and refresher test requirements. They shall remain as Year 2/ PROVISIONAL officials until all requirements are fulfilled, but only within one (1) additional year. If after one (1) additional year they have not fulfilled the requirements they will be dropped from the association.

g. **PROBATION:** members have failed to meet one or all Association requirements. Members on probation must attend four (4) meetings and fulfill all of the requirements necessary to become an active member. While on probation, members will only be allowed to officiate regular season matches. They cannot accept any postseason/state matches.

h. **SUSPENDED:** members have failed to meet one or all Association requirements while serving probation or commits more serious violation, as determined by the Executive Council. Suspended members are not eligible to vote in any Association election and are ineligible to officiate any matches or tournaments at any level, during the period of suspension. Upon completion of suspension, the member shall be placed on Probation and must attend four (4) meetings and fulfill all of the requirements necessary to become an active member.

Section 3: FORMER members who choose to return to active officiating after a one (1) year lapse in time shall be allocated the opportunity to return based on the following:

1. Complete a renewal form.
2. Pay the appropriate dues for the current year and past dues and fees as established by the Executive Council.
3. Pass the yearly rules refresher test.
4. Attend a total of 3 meetings with one (1) being a rules interpretation meeting and another a mechanics meeting within the established timelines.
5. Comply with all other requirements (i.e. Concussion certifications, etc.) to become an active member.

Section 4: Transfer members who are members in good standing in their current volleyball association will be permitted to enter our association based on the following:

1. Complete an application form.
2. Pay the appropriate dues for the year they want to enter. The deadline for transfer shall be the same as the last deadline for dues submission.
3. Provide documentation from the current association that they be in good standing and up to date in any and all requirements. (i.e. Concussion Course, refresher test)
4. Successfully complete 5 evaluations using format determined by the Board of Directors to demonstrate their ability to officiate on the level that NE # 2 expects. Failure to complete within one year will prevent the transfer from obtaining “active” membership and will keep them on as a transfer for an additional year. If after one (1) additional year they have not fulfilled the requirements they will be dropped from the association.
5. Attend all required mechanics and rules meetings as required of all members. Attendance at their former association or dual association will be accepted as a replacement for one or more of our required meetings.

Section 5: Non-Compliance of Members

Non-compliance of association requirements are, not limited to, one or more of the following:

- a. non-submission of dues and registration fees.
- b. failure to submit and pass the annual refresher test.
- c. missing an assignment.
- d. missing required meetings.
- e. wearing a non-approved uniform.
- f. conduct unbecoming of an official

Section 6: Conduct Unbecoming of an Official shall be grounds for disciplinary action and the following penalties shall be implemented:

1. Charges must be made in writing to the President. The President shall determine within fourteen (14) calendar days which charges or complaints shall be referred to the Executive Council for review.
2. Once convened, the Executive Council by a majority vote shall determine if complaint or charges merit consideration.
3. Once determination is made the corresponding secretary will inform the member of the charges that they face and inform the member of the decision of the Executive Council, within ten (10) days of the

decision. The member against who said allegations have been file shall be informed in writing by registered letter and email of all allegations against him/her and shall be given copies of all written documents submitted to support the accusations.

4. If the Executive Council determines to proceed with the charges or complaint, the President will appoint a member(s) of the Executive Council to investigate the allegations. They shall report his/her findings to the Executive Council with his/her recommendations within fifteen (15) days of his/her appointment.
5. Based on his/her recommendation, the Executive Council can accept the recommendation of the appointee or conduct a hearing with accused member. Any member against whom allegations have been filed is entitled to counsel, at the appeal before the Executive Council. Such member shall also have the right to call any witnesses that they deem fit to support his/her appeal.
6. The Executive Council shall determine by a two thirds ($\frac{2}{3}$) vote of members present, of their decision of the appropriate action.
7. Within ten (10) days the Corresponding Secretary will notify in writing, by registered mail, the decision of the Executive Council.
8. Any disciplinary action determined by the Executive Council will carry in addition to any discipline brought by the NJSIAA.
9. Appeals- The member has the right to appeal any decision to the NJSIAA within fifteen (15) days after the decision of the Executive Council.

Section 7: DISCIPLINARY SITUATIONS

Members who fail to meet the required number of meetings are to be placed on **probation** for the following year. Members who fail to submit the annual refresher test are placed on **Immediate Suspension** for one year.

A member may not become inactive after being placed on probation or suspension. All former members with more than a one (1) year lapse in time as of July 31 shall apply for membership and meet all of the cadet requirements **while on suspension.**

Members who have failed to meet any one of the chapter requirements may submit in writing and transmit to the chairman of the Executive Council the member's rationale for not being placed on probation or suspension. After receiving the letter and reviewing the information, the Executive Council shall recommend whatever action they think is appropriate under the provisions of the Constitution and By-Laws. When allegations against a member are certified by the Grievance/Ethics Committee and submitted to the Executive Council, the following procedure shall be followed:

- a. The member against who said allegations have been filed shall be informed in writing by registered letter of all allegations against him/her and shall be given copies of all written documents submitted to support the accusations
- b. The member so notified shall have fifteen (15) days to respond to said charge(s) and submit in writing his reason(s) for a hearing before the Executive Council.
- c. The Executive Council after receiving the written notice shall hear the appeal within twenty (20) days of receiving the member's notice for an appeal. At this time the member may present evidence refuting the allegations.
- d. Any member against whom allegations have been filed is entitled to counsel at any appeal before the Executive Council. Such member shall also have the right to call any witnesses that they deem fit to support his or her appeal.

SECTION 8: For violations of these By-Laws, the Executive Council may impose the following penalties, at its discretion:

- a. A fine of one game fee may be assessed for lateness to a game, failure to fulfill or complete an assignment, uniform violations, or late submission of dues and registration fees.
- b. For conduct unbecoming an official, including missing an assignment, a member may be subject to a fine and/or probation for one year, and/or suspension for a time as determined by the Executive Council for expulsion from the association.
- c. All fines are payable to the Treasurer within seventy-two (72) hours of notification (excluding Sundays).
- d. Failure to pay assessed fines within the required time limit will result in expulsion. While such action is pending, the member shall be suspended from working and all assignments shall be returned. The NJSIAA shall be informed of the suspension or expulsion of any member of this association.

SECTION 9: As per the NJSIAA, registration for a member by the Executive Council will not be issued or renewed for anyone:

- a. convicted or adjudicated with a finding of fault, guilt or violation, in regard to an offense against a minor or any sexual offense unless/until such offense has been reversed by proper authority with jurisdiction over the matter, or;
- b. convicted or adjudicated with a finding of fault, guilt or violation, in an offense involving any illegal/illicit drug or controlled substance, as proscribed by federal or state law or regulations, prior to five (5) years following the completion of any sentence/parole/probation period for the offense, or;
- c. currently serving a sentence or a parole/probation period for any offense or adjudication of guilt imposed by any court, judge or administrative body, other than a simple traffic summons.

SECTION 10: An official whose registration has been forfeited, suspended or revoked or an applicant who is denied registration, under the provisions of this policy, may petition the chapter for reinstatement or re application based on the following:

- a. If suspension, revocation or forfeiture of registration is based upon conviction, adjudication or finding of guilt as a result of an indictable offense: The official/applicant may petition for registration one year after the completion of the parole/probation period; other than conviction of illegal, illicit drugs or controlled substance, where a five year probation period is used, or immediately upon dismissal or reversal of the charge or conviction (provided the offense was NOT involving a minor, or a sexual offense).
- b. If suspension, revocation, forfeiture or denial of registration is based upon any conviction, adjudication or finding of guilt involving a minor or a sexual offense, reinstatement/application will not be permitted until such offense has been reversed by proper authority having jurisdiction over the matter.

ARTICLE II DUES

The Executive Council shall also establish a date by which all dues and registration fees shall be paid. Failure to submit fees to the **TREASURER** by the prescribed date shall result in the loss of membership or late fees being assessed. The dues of this organization shall be established for active, inactive, probationary, and

suspended members by the Executive Council. All dues increases shall be established by the Executive Council at the annual business meeting. Dues not paid by July 31 of the current will year result in loss of membership.

Late fees shall be assessed as per the following schedule:

Non-payment of dues after:	30 Days	\$ 60.00
	60 Days	\$ 90.00
	90 Days	\$ 120.00
	120 Days	\$ 150.00

ARTICLE III EXECUTIVE COUNCIL-OFFICERS and EXECUTIVE COMMITTEE

a. The officers of the organization shall be as follows:

- President
- Past President (Ex-Officio)
- Vice President
- Corresponding Secretary
- Recording Secretary
- Treasurer

b. The Executive Committee of the organization shall be as follows:

1. 6 members at-Large
2. Attendance Chairperson
3. Cadet Supervisor
4. Chapter Rules Interpreter

All Executive Council members will have one (1) vote.

c. Absentee voting will NOT be permitted. Any voting matter deemed a conflict of interest as determined by the President and approved by the Executive Council will eliminate said member from casting a vote on the issue.

d. Attendance at Executive Council meetings- any member that misses three (3) unexcused meetings will be removed for the remainder of his/her term. The validity of such absences will be determined by the Executive Council.

The **President** shall preside at all membership meetings and by virtue of his office be Chairman of the Executive Council. The **President** shall present at each annual meeting of the organization an annual report of the work of the organization. He/she shall appoint all committees, temporary or permanent, and see all books, reports and certificates required by law are properly kept or filed.

The **past President** shall serve in an “ex-officio” position (with voting rights.)

The **Vice President** shall in the event of the absence or inability of the President to exercise his office become acting president of the organization with all the rights, privileges and powers as if he had been the duly elected president.

The **Corresponding Secretary** shall make available electronically annually the Annual Membership Directory of the association. The directory shall include members' names, addresses, home, business, and cell phone numbers, and e-mail addresses (where applicable) of all members who are in good standing. Probationary and suspended members shall be listed in a separate section of the Annual Membership Directory. The directory shall be made available to all members of the association; all athletic directors in the area serviced by this organization and will be forwarded to the NJSIAA for members names to appear on the State list of volleyball officials.

The **Corresponding Secretary** shall also:

- file any certificate required by any statute, federal or state.
- be the official custodian of the records and seal of this organization.
- sign the checks and drafts of the organization.
- present to the membership at any meetings any communication addressed to him as Secretary of the organization.
- submit to the Executive Council any communications which shall be addressed to him as Secretary of the organization.
- attend to all correspondence of the organization and shall exercise all duties incident to the office of Corresponding Secretary.
- provide certificates of insurance to respective meeting locations.
- Keep website maintenance

The **Corresponding Secretary** shall perform such other duties as the Constitution, Executive Council, President and membership shall require for the proper functioning of the association.

The **Corresponding Secretary** shall receive an annual stipend, the amount of which shall be determined by the Executive Committee.

The **Recording Secretary** shall:

- take minutes at all Executive Council and Chapter's Annual Business meeting.
- keep the minutes and records of the organization in appropriate file to be keep on hand at all Executive Meetings.
- Update the constitution/by-laws with any new changes/revisions as approved by Executive Council.
- Send minutes of previous meeting to all Executive Council members seven days prior to the meeting

The **Recording Secretary** shall perform such other duties as the Constitution, Executive Council, President and membership shall require for the proper functioning of the association.

The **Recording Secretary** shall receive an annual stipend, the amount of which shall be determined by the Executive Council.

The **Treasurer** shall assume care of all monies of the association. He/she shall not pay out any monies unless ordered to do so by the Executive Committee, and all expenditures must be within written and approved budget limitations. He/she shall keep a record of all receipts and other disbursements, showing the day and date of each. **Each check shall require two (2) signatures, the treasurer and the corresponding secretary.** His/her accounts shall at all times be open to the inspection of any member at the annual business meeting. **There shall be an annual audit conducted by an independent accounting firm.**

The **Treasurer** shall deposit all dues and notify the Executive Council of members who are delinquent of payment of collection of local dues, state dues and assist the NJSIAA (if asked by the NJSIAA)

The **Treasurer** shall perform such other duties as the Constitution, Executive Council, President and membership shall require for the proper functioning of the association. All expenses incurred by the Treasurer shall be defrayed when they are within the budgetary limits and approved by the Executive Council.

The **Treasurer** shall receive an annual stipend, the amount of which shall be determined by the Executive Council.

Officers shall by virtue of their office be members of the Executive Council.

Executive Committee Members

6 At-Large Members

Terms of Office:

- a) Two (2) years, cannot serve in concurrent terms

Chapter Rules Interpreter:

- a) Shall interpret the rules at all scheduled state rules interpretation meeting and keep the Association up to date on rule changes and shall have a vote on the Terms of Office.
- b) Plan and Instruct the Cadet Class
- c) Shall receive an annual stipend, in the amount of which shall be determined by the Executive Council.

Attendance Chairperson:

- a) Shall record attendance at all general meetings.
- b) Inform the Executive Council members of any irregularities regarding members of attendance.
- c) Shall receive a stipend, in the amount of which shall be determined by the Executive Council.

Cadet Supervisor:

- a) Collect and compile information from 1st year Cadets on "Member Observations"
- b) Collect and compile information from 2nd year Cadets on "Floor Evaluations"
- c) Grant "1 Year Extensions" as needed to 1st year Cadets
- d) Grant "1 Year Extensions" as needed to 2nd year Cadets
- e) Communicate to Mentors status of 1st Year Cadets
- f) Distribute necessary paperwork to Cadets
- g) Inform Corresponding Secretary on status of Cadets
- h) Respond to Cadet inquiries
- i) Respond to inquiries from prospective Cadets
- j) Meet with Cadets after General Membership Meetings
- k) Inform Cadets of their responsibilities as a 2nd year Cadet
- l) Re-assign Mentors to Cadets as necessary
- m) Report to the Executive Council, progress & status of Cadets
- n) Implement changes to the Cadet Program as validated from the Cadet Program Evaluation Forms
- o) Investigate opportunities to supervise & instruct Cadets along with Mentors
- p) Monitor New Member Transfer
- q) Contact Mentors regarding Cadets year 2 Requirements
- r) Respond to inquiries from Mentors regarding Cadets year 2 Requirements

ARTICLE IV COMMITTEES

All committees of this organization shall be appointed by the President with the approval of the Executive Council.

The permanent committees shall be but not limited to:

- a. Attendance
- b. Auditing, Budget and Insurance
- c. Cadet Training/Examination
- d. Constitution and By-laws
- e. Grievance and Ethics
- f. Interpretation/ Mechanics
- g. Nominations and Elections
- h. Awards/Public Relations
- i. Welfare
- j. Honorary Membership
- k. Insurance

All committee chairs shall provide a written report to the Executive Council by a date established, so the report may be presented to the general membership at the annual business meeting.

ARTICLE V ELECTIONS

The annual business meeting of this organization shall be held at a scheduled meeting of the general membership each and every year. The Secretary shall cause to be mailed or emailed to every member in good standing at his address as it appears in the membership directory in this organization a notice telling the time and place of such annual meeting. Election of officers and members of the Board of Directors and Executive Committee shall take place at the Business Meeting.

Nominations for officers shall be made every second year by the Nominating Committee. Additional nominations must be made 14 days prior to the business meeting, by emailing the secretary, the names and positions that they are being nominated for so that ballots can be prepared, if necessary. All nominations must be signed by 2 people, one of whom shall be the nominator and the other being a second. Nominations may not be made from the floor. Elections for officers and Executive Committee Members shall be held immediately after the nominating committee has made its report. Nominations for members of the Executive Council shall be made by the Nominating Committee annually. Additional nominations must be made 14 days prior to the business meeting, by emailing the secretary, the names and positions that they are being nominated for so that ballots can be prepared, if necessary. All nominations must be signed by 2 people, one of whom shall be the nominator and the other being a second. Nominations may not be made from the floor. Elections for the Executive Council shall be held immediately after the nominating committee has made its report.

Only association members (Active) in good standing may cast ballots for officers or members of the Executive Committee. Honorary members, Inactive members and any member not in good standing may not cast a ballot in any election.

The President shall appoint the clerk and judges of all elections.

The term of office for newly elected officials shall begin after the conclusion of the May Executive Council meeting after the date of election.

The immediate past President shall serve in an “ex-officio” position with voting rights.

A director may be removed when sufficient cause exists for such removal. The Executive Council may entertain charges against any director. A director may be represented by counsel upon any removal hearing. The Executive Council shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the organization.

Vacancies in the Executive Council shall be filled by a vote of the majority of the remaining members of the Executive Council for the balance of the year.

ARTICLE VI MEETINGS

SECTION 1: A minimum of three (3) regular meetings shall be held prior to the annual business meeting. A minimum of two (2) regular meetings shall be held prior to the beginning of the volleyball season. Each active member must attend a minimum of three (3) regular meetings, at least one of which must be an interpretation meeting and one mechanics meeting. Said interpretation and mechanics meeting must be one of the first four (4) meetings held prior to the start of the Fall season. Any or all meetings may be designated as Interpretation meetings.

SECTION 2: The annual business meeting of this organization shall be held at a scheduled meeting of the general membership each and every year. The Secretary shall cause to be mailed or emailed to every member in good standing at his address as it appears in the membership directory in this organization a notice telling the time and place of such annual meeting. Election of officers and members of the Executive Council shall take place at the Annual Business Meeting.

SECTION 3: Special meetings of this organization may be called by the president when he deems it for the best interest of the organization. Notices of such meeting shall be mailed or emailed to all members at their addresses as they appear in the membership roll book a minimum of ten (10) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting, and by whom it was called. At the request of six (6) members of Executive Council or a quorum of members of the organization, the president shall cause a special meeting to be called but such request must be made in writing a minimum of ten (10) days before the scheduled date set for such special meeting. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

SECTION 4: No official business may be transacted at any meeting unless a quorum is present.

SECTION 5: All active members of the association must attend a minimum of two (2) regular meetings, at least one of which must be an interpretation meeting and one a mechanics meeting. Said interpretation and mechanics meeting must be one of the first four (4) meetings held prior to the start of the Fall season. Letters of explanation for failure to fulfill this obligation will be considered only if received by the Attendance Committee no later than fifteen (15) days after the missed meeting. Acceptance of the explanation shall be at the discretion of the Executive Council.

SECTION 6: Letters of attendance from other recognized chapters will be considered if signed by that chapter's Secretary on official letterhead stationery. Failure to satisfy the attendance requirements will result in penalties, as provided.

Failure to satisfy the attendance requirements will result in penalties, as provided. The following penalties are for unexcused absences from the required number of meetings:

FOR FAILURE TO ATTEND THE REQUIRED NUMBER OF MEETINGS

- (1) **First offense:** one (1) year probation (must attend 4 meetings the following year.)
- (2) **Second consecutive offense:** suspension but must attend required meetings and complete all requirements as an active member.
- (3) **Third consecutive offense:** expulsion from the association.

FOR FAILURE TO ATTEND THE REQUIRED INTERPRETATION / MECHANICS MEETINGS

- (1) **First offense:** one (1) year probation (must attend 4 meetings the following year).
- (2) **Second consecutive offense:** suspension but must attend required meetings and complete all requirements as an active member.
- (3) **Third consecutive offense:** expulsion from the association

ARTICLE VII ANNUAL TESTING OF ACTIVE OFFICIALS

Section 1: As part of the NJSIAA registration procedures, all active officials will be required to take and pass an open book review examination. The examination will be selected by the NJSIAA and will be presented as directed by the NJSIAA (on line or hard copy).

Section 2: The passing grade for refresher test shall be per cent determined by the NJSIAA

Section 3: NJSIAA will establish a date by which all review tests must be completed.

Section 4: Any member who fails to take the required review test or who fails to submit the review test by the required date, or does not achieve a passing grade as determined by the NJSIAA shall be subject to the following penalties and /or sanctions:

- a. Any member who does not achieve a passing grade must attend a remediation class at a designated date and time established by the Executive board and cost established by the Executive board. **Members who fail to attend the required remediation session will be suspended for that year.**
- b. Any member who fails to complete the test by the required date shall be placed on suspension for that year.
- c. A member on suspension shall not officiate any varsity level matches during the period of suspension. The Secretary will inform Athletic Directors, Assignors, and the NJSIAA of any member(s) who is/are on suspension.
- d. Members who violate paragraphs (b), (c), or (d) of this section shall be subject to additional penalties, which may include dismissal from this association.

ARTICLE VIII CADETS

Applications for cadet training shall be collected by a date determined by the Cadet Training and Examination Committee and approved by the Executive Council. Applicants shall be 18 years of age and in good health. The fee for becoming a cadet shall be determined by the Executive Council based on the cost of all materials, classroom instruction, and any other preparation deemed necessary for preparation to successfully complete the NFHS Volleyball Test.

ARTICLE IX ORDER OF BUSINESS

1. Call to Order
2. Reading of the Minutes of the preceding meeting
3. Reports of Committees
4. Reports of Officers.
5. Old and Unfinished Business.
6. Elections of Officers and /or Executive Committee members
7. New Business.
8. Adjournments.

Meetings shall be conducted as per Robert's Rules of Order – Newly Revised.

ARTICLE X AMENDMENTS

These Bylaws may be altered, amended, repealed or added to by an affirmative vote of not less than fifteen (15) percent of the members present.

Last Revision: August 2019