

MAINE STATE VOLLEYBALL ASSOCIATION BY-LAWS

MAY 2018

Article I: NAME

The name of the organization shall be the Maine State Volleyball Association (MSVBA).

Article II: PURPOSE

To promote volleyball in Maine for individuals and teams, and to foster the growth of volleyball by competition, training, and education.

Article III: MEMBERSHIP

Section 1: Membership in the MSVBA shall be open to any individual interested in following or promoting volleyball in Maine.

Section 2: The membership year shall run from September 1 to August 31, to coincide with the USA Volleyball (USAV) membership year. All memberships shall expire on August 31, regardless of when during the year the individual joins.

Section 3: Annual membership fees shall be established by the MSVBA Executive Board. The association shall waive fees for the elected positions.

Section 4: Members are entitled to participate in tournaments (as per guidelines for each tournament), and other activities of the Association; vote in elections and at membership meetings; and to hold elected or appointed positions.

Section 5: Members may be suspended or fined, for violations of the code of conduct, serious violations of the rules, or other disciplinary problems, as voted by the Executive Board. Suspended members are not eligible to participate in MSVBA tournaments. Fined members may not participate in MSVBA tournaments until the fine has been paid. Members under suspension by NERVA/USAV will not be eligible to participate in MSVBA tournaments in any capacity.

Article IV: EXECUTIVE BOARD

Section 1: The governing and administrative body of the MSVBA shall be the Executive Board, consisting of the Elected Positions and Appointed Positions listed below. The Executive Board shall be responsible for conducting the business of the Association, including but not limited to:

- 1) Voting on changes in the Rules and Policies of the Association;
- 2) Approving the annual budget and proposed expenditures;

- 3) Making decisions regarding any disciplinary problems which are brought up as a result of actions at an MSVBA tournament or in the conduct of Association-related business;
- 4) Creating appointed positions and standing committees as necessary.

Section 2: Elected Positions

Elected positions shall be filled annually by vote of the membership and shall carry with them voting privileges at meetings of the Executive Board. No individual shall be elected to more than one elected position; in an “acting” capacity, they shall not have a second vote on the Executive Board.

Elected positions will serve two year terms, coincident with membership years. President and Secretary will be elected in odd numbered years and Vice President and Treasurer will be elected in even numbered years. In 2012 all positions will be elected, with President and Secretary being elected to one year terms and Vice President and Treasurer to full two year terms. In 2013 the President and Secretary will be elected to two year terms. There shall be no limitation on the number of consecutive terms for elected positions.

Elected members of the Executive Board may be removed only by a 2/3 majority of the other elected members present at any official meeting of the Board. Reasons for removal could include consistent non-attendance at meetings, dereliction of duty, or gross misconduct.

Any open position on the Executive Board shall be filled for the remainder of the term by a majority vote of the Board.

President: The President shall be the chief officer of the Association, responsible for conducting all meetings of the Executive Board and general membership, naming persons to the appointed positions below, appointing ad hoc committees, and coordination of the activities of the other members of the Board as necessary.

Vice-President: The Vice-President shall assume the responsibilities of the President in the event of the President’s absence, resignation, or incapacity, and shall be responsible for other functions as assigned by the President.

Secretary: The Secretary shall be responsible for taking, distributing, and maintaining the minutes of meetings of the Executive Board and General Membership, and for handling any necessary correspondence for the Association. The Secretary shall work with the Registrar to maintain the membership records of the Association, provide copies of current membership ratings for each tournament, and act as a resource of membership information.

Treasurer: The Treasurer shall maintain the financial records of the Association and associated bank accounts, and shall submit regular written financial reports to the Executive Board.

Section 3: Appointed Positions

The Appointed Positions listed below shall be assigned by the President and ratified or removed by majority vote of the Board. These positions will carry voting privileges at Executive Board meetings, and may be filled by elected Board members. Appointed individuals may hold more than one Appointed Position but may not have a second vote on the Board. Persons holding Appointed Positions shall report to the President and submit periodic reports at meetings of the Executive Board.

The Executive Board may establish minimal compensation levels for each Appointed position.

At-Large Representatives: There shall be At-Large Representatives whose numbers will be determined by the President and ratified by majority vote of the Board for each new season. At-Large Representatives shall have no assigned responsibilities other than to attend Executive Board meetings and provide additional representation for the general membership, but may take on Appointed Positions or other functions as assigned by the President.

Registrar: The Registrar shall, at the direction of the Secretary, be responsible for maintaining the list of MSVBA members in good standing. The Registrar shall also be responsible for maintaining the list of ratings for each player and provide those to the Tournament Coordinator and Directors as necessary.

Ratings Chairpersons: There shall be a separate Ratings Chairperson for MSVBA female and male players. The Women's Chair shall be selected from the female members and the Men's Chair shall be selected from the male members. The Ratings Chairpersons shall coordinate the assigning of ratings to all members of their respective gender, including appointing individuals and/or committees to evaluate players, and shall coordinate with the Registrar to maintain the list of assigned ratings and handle any correspondence necessary.

Tournament Coordinator: The Tournament Coordinator shall chair the Tournament Committee. The Tournament Committee shall be responsible for sanctioning and scheduling all MSVBA tournaments and for planning and coordinating the MSVBA year-end Qualifying Tournaments and Championships, if any. The Tournament Coordinator shall be responsible for naming a Tournament Director for every tournament.

Referee Coordinator: The Referee Coordinator shall be responsible for assigning USAV-certified referees for MSVBA tournaments, coordinating with the Tournament Coordinator, Tournament Directors, and Referees as necessary.

The Referee Coordinator shall work with the regional Chairman of Officials and NERVA Regional Referee Coordinator to ensure equitable assignments.

Development Coordinator(s): The “DC” shall act as director and will be responsible for development/coordination/implementation of programs and objectives focusing primarily on the promotion and enhancement of developmental play within the MSVBA. The number and specific responsibilities of the DC(s) shall be determined by the Executive Board, based on need.

Article V: EXECUTIVE BOARD ELECTIONS

Section I: Nominations

Nominations for the Elected Positions on the Executive Board up for election in a given year shall be made by one of the following procedures:

- 1) A Nominating Committee shall be appointed by the Executive Board to attempt to nominate at least one person for each Elected Position;
- 2) By written petition of at least ten members of the Association;

Nominations will be closed one week prior to the commencement of voting.

Section 2: Voting

The voting for Elected Positions shall be conducted at the final two tournaments of the sanctioned season, following these procedures:

- 1) The Executive Board shall appoint an Election Committee of three persons, none of whom is running for office, to supervise the distribution, collection, and counting of ballots;
- 2) Ballots shall be distributed to all Members during at least two (2) of the final three (3) tournament weekends of the sanctioned season, at the discretion of the election committee, or by mail as an absentee ballot upon request. Requests for absentee ballots must be received prior to the end of the final tournament of the sanctioned season. Any Member who receives a ballot at a tournament shall not receive a second ballot;
- 3) Candidates for positions which are contested shall be entitled to include a brief statement with the ballots;
- 4) Ballots distributed at a tournament must be returned to the Election Committee by the conclusion of the same tournament;
- 5) Absentee ballots will be distributed within two (2) business days after the final tournament of the sanctioned season;
- 6) Absentee ballots must be returned to the Election Committee by mail and must be postmarked within ten (10) business of the final tournament of the sanctioned season;

- 7) Any other procedures necessary shall be determined by the Election Committee.

ARTICLE VI: EXECUTIVE BOARD MEETINGS

Section 1: The Executive Board shall meet as necessary to handle the business of the Association, but not less than four times per year. For voting purposes, a quorum shall consist of no less than four voting members of the Executive Board.

Section 2: Regular meetings of the Executive Board shall be publicized, and shall be open to all members of the Association to raise issues for the Board to consider, present reports, or to observe. Special meetings of the Board, to handle specific issues, may be held without written notice to the membership, if demanded by a majority of the voting members of the Board submitted in writing to the President or Secretary. Such special meeting must be held within 14 days of receipt of the written request.

ARTICLE VII: MEMBERSHIP MEETINGS

There shall be at least one meeting of the general Membership of the Association each year, at a time established by the Executive Board. A minimum of two weeks' notice of this meeting, including the proposed agenda, shall be given to all Members; this notice may be made by electronic means. A quorum shall consist of whatever numbers of members are present. At Meetings, members may propose and vote on recommended changes in the rules and policies, propose amendments to the By-Laws (IAW Article X), and nominate candidates for the Executive Board.

ARTICLE VIII: FINANCES

Section 1: The Association shall operate on a fiscal year of September 1 through August 31.

Section 2: The President shall submit a proposed budget which must be approved by the Executive Board at its first or second regular meeting of the year. All specific expenditures must be approved by a separate vote of the Board.

Section 3: A year-end financial statement, including an Income Statement and Balance Sheet, shall be published in the newsletter or by electronic means.

ARTICLE IX: COMPETITION

Section 1: Competition at MSVBA tournaments shall be governed by the rules of the USAV, except as modified under the current MSVBA Rules as approved by the Executive Board.

Section 2: Tournaments must be sanctioned by the Tournament Coordinator.

Section 3: Each tournament will be run by a Tournament Director who is responsible for ensuring adequate facilities and equipment, ensuring referees are assigned and compensated if applicable,

and administering any prizes for the tournament. The Tournament Director shall work with the registrar to determine that membership requirements for each participant are met. The Tournament Director will work with the Treasurer to collect tournament fees and any membership fees as necessary.

Section 4: Participation in MSVBA-sanctioned tournaments is limited to members in good standing with the MSVBA/NERVA and USAV.

Section 5: Individual players may play on as many different teams as they desire (but only one team per tournament) except at MSVBA Qualifiers and Championships as specified in the Rules.

ARTICLE X: AMENDMENTS

Section 1: Proposal of amendments

Amendments to these By-Laws may be proposed by one of the following methods:

- 1) Majority vote of the Executive Board;
- 2) Majority vote at the Annual Meeting of the Membership;
- 3) Petition by ten percent (10%) of Members in Good Standing, ratified by the Executive Board.

Section 2: Ratification of amendments

Amendment of these By-Laws may be accomplished by one of these methods:

- 1) By majority vote of returned ballots distributed to all members;
- 2) By majority vote at the annual meeting of the membership, providing notice of the proposed amendment was included with the notice of the meeting in accordance with Article VII.

Section 3: The proposal of a By-Law amendment will contain the following information:

- 1) The current section of the By-Laws that will be changed.
- 2) The same section of the By-Laws with the proposed change incorporation.
- 3) A brief description of the change and, if pertinent, the reasoning behind the change.
- 4) A brief statement explaining why a voter would want to support the change.
- 5) A brief counter statement explaining why a voter might not want to support the change.

This concludes the MSVBA Bylaws, as approved by vote of the MSVBA Membership and ratified by the Executive Board on May 20, 2018