

**Constitution & Bylaws**  
*of the*  
**Connecticut Board of Volleyball Officials**

*Adopted by the membership*  
*November 20, 2022*

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# CONSTITUTION

## Connecticut Board of Volleyball Officials (CBVO)

This organization shall be known as the Connecticut Board of Volleyball Officials, CBVO Association, LLC. The organization operates as a not-for-profit organization under IRS section 501 c (6).

The purpose of this organization shall be to train new officials for the sport of volleyball and improve officiating skills of all member officials. The Board meets these objectives by:

- *Advancing the ideals of good sportsmanship and fair play through qualified officiating in volleyball and respect for the authority of volleyball officials at all levels of competition.*
- *Facilitating the registration of officials with the National High School Federation (NFHS) through the Connecticut Interscholastic Athletic Conference (CIAC).*
- *Providing copies of current rules, updates on officiating mechanics and points of emphasis as provided by NFHS and CIAC.*
- *Providing training, rules interpretation and ratings in the interest of improving and standardizing officiating.*
- *Promoting the use of CBVO rated officials by providing rated officials to CT middle school and high school programs participating in volleyball.*
- *Promoting standards with respect to fees, ratings, uniforms and rules for officials.*
- *Fostering a high standard of ethics, encouraging fair play, sportsmanship, closer cooperation, and a better understanding among coaches, players, athletic directors, and the media on any and all issues that may arise concerning the sport of volleyball.*

## MEMBERSHIP

1. Any person having attained the age of 18 who is interested in officiating, and completes a requisite background check is eligible for provisional membership. No person will be discriminated against from membership or assignments based on race, sex, gender, disability, creed, religion, sexual orientation, or national origin.
2. All members are independent contractors to the school, organization or league for which they officiate. The Board shall not be responsible for withholding any local, state or federal taxes. Additionally, the Board shall not require payment of dues for any national officiating organization with the exception of NFHS. There shall be four classes of membership:
  - **Provisional** - Provisional members comprise those new officials who have passed a CIAC background check, completed new official training (including supervised scrimmages and clinics), and passed NFHS examination. Provisional members shall attend meetings and be given assignments. Upon recommendation to the Executive Board by the Training Committee, in conjunction with the Rating Committee, Provisional members shall become Active members.
  - **Active** - Active members comprise those who have satisfactorily completed required training, completed at least one season of officiating, hold a current rating and have paid their annual dues for the current year along with any outstanding fines or assignment fees. Active members may request a leave of absence as set forth in the bylaws while retaining active membership status.
  - **Active Alternate** – CIAC registered officials who are members of other CIAC volleyball boards.
  - **Associate** - Associate members are Active or Provisional members who have been approved for an official leave of absence by the Executive Committee.

3. Members may be expelled from the Board as defined in Article II section 4 of the bylaws for failing to remain a member in good standing, failing to uphold the Purpose of the organization or conduct detrimental to the Association, NFHS or CIAC.

## **Management**

1. The Officers of this Association shall be President, Vice President, Secretary, Treasurer, Scheduling Coordinators (Northwest /North central) and two At-Large Members (Northwest / North Central), who shall be elected at the Annual Meeting as set forth in the bylaws.
2. No member shall hold two elected positions, unless a vacancy exists in an office.
3. The CBVO shall be managed by an Executive Board. The Executive Board shall perform the duties prescribed by the bylaws and shall have the power and authority over the affairs of CBVO during the interim between meetings. Only Officers of the Association shall vote on duly presented motions to the Executive Board.

## **Parliamentary Authority**

The rules in Robert's Rules of Order will be used as a guide in governing this organization in all cases to which they are applicable and which they are not inconsistent with this constitution and the bylaws.

## **Amendments**

This constitution or these bylaws may be amended at any meeting of this organization by a two-thirds (2/3) approval of the members present, providing the proposed amendment(s) has been presented in writing or transmitted via email to the entire membership at least 30 days prior to the meeting. Abstaining votes are not counted when determining the two-thirds member majority total.

## **Standing Committees**

The standing committees shall be the:

- Training Committee
- Audit Committee
- Rating Committee
- Constitution and Bylaws Committee
- Grievance Committee

# BY-LAWS

## ARTICLE I – Application for Membership

- Section 1 Each person who applies for membership to the Board must pay annual dues for the year, a CIAC background check fee (as needed) and any fee to cover testing and training expenses.
- Section 2 Applicants who complete the required training program and successfully pass the NFHS examination are designated Provisional members and are eligible for assignments.
- Section 3 Following completion of a Provisional season the Training Committee, in conjunction with the Rating Committee, shall determine if a member becomes an Active member or remains a Provisional member. Provisional membership status shall be determined by Dec 1<sup>st</sup> of the officiating season.
- Section 4 Following a third Provisional season the Training Committee in conjunction with the Rating Committee shall determine if a member becomes an Active member. Provisional members not advanced to Active membership after their third season shall be discharged from the Board, without prejudice.

## ARTICLE II – Membership

### Section 1 Active / Provisional Membership

- A. An individual shall retain Active / Provisional membership and considered in good standing by fulfilling the following requirements:
- Pay all Board approved dues, fines and scheduling fees.
  - Maintain a satisfactory CBVO rating and complete the NFHS examination annually.
  - Attend mandatory meetings and training sessions.
  - Complete required rating sessions if officiating matches.
- B. Members must also perform one or more of the following functions to remain active:
- Actively officiate matches.
  - Train or rate officials.
  - Serve as an examiner or judge for ratings.
  - Hold a position on the Executive Board.

### Section 2 Active Alternate Membership

- A. Active Alternate members are primary members of other CIAC registered volleyball boards available for use by Scheduling Coordinators, as needed. Active Alternate members are not eligible to vote on Board matters and are exempt from attending mandatory meetings. Alternate officials must remain in good standing with their Board.
- B. An active official on another CIAC volleyball board may retain membership on the Board by fulfilling the following requirements:
- Pay all Board approved dues, fines and scheduling fees.
  - Maintain a satisfactory CBVO rating and complete the NFHS examination annually.

### Section 3 Leaves of Absence

- A. A one year leave of absence may be granted to any member in good standing upon written

request. A second additional year may be granted upon request to the Executive Board.

- B. Upon approval of their leave of absence a member will be designated as an Associate member.
- C. Associate members may not officiate matches, have no standing in the organization, retain no voting rights and do not pay dues while in Associate status.
- D. Members in Associate status may return to Active membership by written notification to the Executive Board and fulfilling the requirements of Active members.
- E. Short term leaves of absence for medical or special circumstances, less than 1 year in duration, may be granted by a majority vote of the Executive Board.

#### Section 4 **Transfers**

- A. An official wishing to transfer from another officially recognized CIAC volleyball board shall be accepted with the following provisions:
  - Transferring officials submit a resume to the Executive Board.
  - The official's previous board provides a letter of recommendation indicating the member is in good standing, and also indicates the official's level of officiating skills.
  - Pay required annual dues.
- B. Members in good standing, when transferring to another Board (in or out of State) may request a Letter of Recommendation from the Executive Board signed by the President or Vice President.

#### Section 5 **Membership Discipline**

- A. Members may be referred to the Executive Board for disciplinary action, probation, or suspension for the following:
  - Failure to pay annual dues, fines or scheduling fees.
  - Failure to attend three consecutive mandatory meetings.
  - Poor or inappropriate conduct on or off the court. Conduct on the court includes but is not limited to; an official's behavior, reliability, repeated tardiness, mechanics, techniques, knowledge of the rules or for consistently being out of uniform.
- B. The Executive Board may assign members disciplinary action, probation, or suspension by a majority vote following a duly presented motion at an Executive Board meeting.
- C. Members given disciplinary action or probation are eligible for assignments.
- D. Suspended members will complete required actions before being returned to active status.
- E. Members placed on disciplinary probation or suspension may grieve the actions of the Executive Board to the Grievance committee.

#### Section 6 **Grievances**

- A. Members may appeal Executive Board discipline to the Grievance Committee. In order for a grievance to be considered it must be submitted to the Grievance Committee Chair, in writing, within 14 days following notification by the Secretary. Grievances shall not be combined.
- B. The Grievance Committee must investigate all written grievances within 10 days of notification.
- C. Upon completion of the investigation, the Grievance Committee will forward its decision on the

grievance to the member and the Executive Board.

- D. If the Grievance Committee finds in favor of the members disciplined or fined, the discipline / fine shall be rescinded and the Treasurer will reimburse any fines within 1 month.
- E. If the Grievance Committee finds in favor of a member suspended, the suspension shall be rescinded. Missed assignments due to the suspension are not a liability of the Board or Officers of the Board.

## Section 7 **Membership Expulsion**

- A. Members may be considered for expulsion from the Board for the following reasons including, but not limited to:
  - Failing to repeatedly maintain membership in good standing.
  - Failing to respond to repeated Board communications.
  - Failing to meet or uphold the Objectives of the organization.
  - Conduct detrimental to the Board's welfare.
  - Inclusion on any sexual offender list in the United States.
- B. A member shall be expelled following:
  - A recommendation of expulsion by two-thirds of the Executive Board.
  - A vote to expel, by two-thirds of the Board's Active membership, at the next duly called meeting following the Executive Board vote.
- C. Any member being considered for expulsion shall be notified by email and certified mail to the address of record. The member shall be allowed to address both the Executive Board and the Board membership prior to any voting by each group.
- D. Expulsion is not eligible to be grieved through the Grievance Committee. Members expelled from the Board may re-apply for membership after a period of not less than 5 years from the date of expulsion.

## **ARTICLE III – Officers**

### Section 1 **Duties of the President**

- A. Shall preside at all meetings of the Executive Board and CBVO meetings.
- B. Is a non-voting, ex-officio member of all committees. The President may cast a vote in the event of a tie vote of any committee.
- C. Shall interpret policies and handle the needs and problems of the Board.
- D. Shall serve as a representative of any contractual negotiations with other organizations or appoint a qualified Board member.
- E. Shall initiate procedures for the removal of any member of the Executive Board.
- F. Shall oversee the Scheduling Coordinator(s) and Rating Director.
- G. Shall appoint committees when necessary.

H. Shall assist in the planning and operation of rating and training sessions.

#### **Section 2 Duties of the Vice President**

- A. Shall assume all the responsibilities of the President in their absence.
- B. Shall assist the President in supervising the actions of standing committees.
- C. Shall Chair the Constitution & bylaws Committee.

#### **Section 3 Duties of the Secretary**

- A. Shall keep accurate records of all general meetings and Executive Board actions and distribute minutes of general meetings within 14 days.
- B. Attend to the correspondence of the organization.
- C. Maintain a membership roster, complete with full addresses, email addresses, telephone numbers, and membership status.
- D. Notify each member in advance of any meeting, in accordance with the bylaws.
- E. Notify each member and the Treasurer of any fine owed to the Board within 1 week of the fine being assessed.
- F. Provide each Board member the slate of nominees for elected office. Notification shall be made by email.
- G. Provide each Board member any proposed constitution and by-law change, as provided by the Constitution and bylaws Committee. Notification shall be made by email.
- H. Maintain the latest version of the Constitution and bylaws and provide copies to membership upon request.
- I. Shall receive a stipend from the Board at the end of the season for their service.

#### **Section 4 Duties of the Treasurer**

- A. Shall be the custodian of all funds belonging to the organization, and shall present a written statement of all receipts and expenditures at each Executive Board meeting.
- B. Shall collect all fines and membership dues.
- C. Shall notify the coordinators of any officials who have not paid their fines/dues prior to the beginning of the season.
- D. Shall disburse monies for payment of all bills and operating expenses upon authorization of the President.
- E. Shall submit a detailed financial statement to the members at the preseason and postseason meetings.
- F. Shall submit all financial records upon request to the Audit Committee in accordance with the bylaws.
- G. Shall receive a stipend from the board at the end of the season for their service.

#### **Section 5 Scheduling Coordinator(s)**

- A. Shall make all assignments for all Board members in areas under their jurisdiction.



- B. Shall be the liaison between the Board and each school or other volleyball organizations that the Board services.
- C. Shall refer all questions on rules interpretations to the Rules Interpreter.
- D. Shall forward to the Executive Board for discussion, all complaints against any Board member concerning conduct or officiating performance.
- E. Shall receive a fee from all members for all assignments worked. This fee shall be reviewed annually by the Executive Board. Any proposal for changes in this fee are initiated by the Executive Board and approved by a majority of the full board.
- F. Shall supply the President with any information regarding schools served, official's assignments and the number of assignments by official.
- G. Should assist in the evaluation and the rating of officials.

**Section 6 Duties of the At-Large Executive Board Members**

- A. Shall serve as a liaison from the general membership to the Executive Board.
- B. Will Chair the Audit Committee.
- C. Will Chair the Grievance Committee.

**ARTICLE IV – Executive Board**

Section 1 The Executive Board of the CBVO Association shall consist of the following;

- Officers of the Association
- Training Coordinator
- Rules Interpreter

Section 2 The position of Training Coordinator will be appointed for a two-year term by Officers of the Executive Board, in odd years, at the first Executive Board meeting following annual elections. Duties are as follows:

- Serve as Chair of the Training Committee.
- Develop new official training along with second and third year official training based on input from the Executive Board.
- Recommend to the Executive Board which Provisional members are to be given Active status.

Section 3 The position of Rules Interpreter will be appointed for a two-year term by the Officers of the Executive Board, in even years, at the first Executive Board meeting following annual elections. Duties are as follows:

- Provide interpretation on the rules of volleyball. Any question regarding rules interpretation that cannot be resolved shall be forwarded to the State or National governing authority for resolution.
- Present the annual rules interpretation sessions to Board membership and coaches.

Section 4 A vacancy in any office or on the Executive Board shall be filled by election of the membership at the next regular meeting or a duly called special meeting. The Executive Board may appoint a

member to fulfill the duties of an office until an election is complete. Election will be for the duration of the vacated term. If an appointed member fulfills greater than fifty percent of the vacant term they shall serve in the position until the next scheduled election for the position.

Section 5 The President shall call all meetings of the Executive Board and will notify its members a minimum of 7 days in advance.

Section 6 A minimum of five Officers of the Association shall constitute a quorum for any meeting of the Executive Board.

Section 7 Unless specified in the bylaws, duly presented motions to the Executive Board require a majority vote of Officers present at the meeting to pass. Abstaining votes are not counted in the majority total.

Section 8 All expenses incurred by the Executive Board in the performance of their CBVO duties shall be reimbursed. Mileage, not covered by approved stipends, shall be reimbursed at the current governmental accepted rate for non-profit organizations.

Section 9 Executive Board Members are exempt from dues.

Section 10 The Executive Board will:

- Propose changes to annual membership dues, subject to approval by the membership.
- Propose changes to scheduling fees, subject to approval by the membership.
- Propose missed meeting fines, late fees for dues and late fees for scheduling fees, subject to approval by the membership.
- Set annual stipends for the Secretary, Treasurer, Training Committee and Rating Committee.
- Approve all Board operating expenditures.
- Set officials' uniform requirements.
- Act on membership matters presented to the Board.
- Assist in the preparation of new membership training and general membership training.
- Review proposed amendments to the constitution and bylaws and provide recommendations of approval or disapproval to the membership.

Section 10 The Executive Board will publish uniform requirements, training requirements, dues, scheduling fees, fines and other important standing membership information in a Board policies document.

## **ARTICLE V - Meetings**

Section 1. Fifty percent (50%) of all Active and Provisional members in good standing shall constitute a quorum for a Board meeting.

Section 2 There shall be two kinds of Board meetings: Regular and Special.

A. Regular meetings shall be held at least twice a year and shall be set by the Executive Board. Regular meetings may include mandatory attendance requirements for membership. Regular meeting dates shall be scheduled by the Executive Board by May 1st each year. The last scheduled meeting of the year shall be designated the Annual meeting. Members must be notified at least 30 days prior to a regular meeting by the Secretary.

B. Special meetings can be called by order of the President, Executive Board, or by a petition signed by a quorum of the board members in good standing and presented to the Secretary. Notice of special meetings must be emailed to each Board Member not less than 14 days prior to the meeting. The specific agenda must be stated on the notice.

Section 3 Requests for absences from duly called meetings may be requested in accordance with Board Policies. Approved absences are included in missed meetings for the purposes of member discipline under Article II Section 5.

Section 4 Robert's Rules of Order shall govern the proceedings of all meetings.

Section 5 Only Active and Provisional members of the Board, not owing fines or dues may vote on any matter presented to the Board or during Election of Officers. Voting by proxy or email shall not be permitted. Election ballots submitted electronically must be submitted during the election process during the annual meeting.

Section 6 Order of Business

1. Roll Call
2. Reading of the minutes of the previous meeting
3. Treasurer's Report
4. Communications
5. Reports of Committees
6. Old Business
7. New Business
8. Good & Welfare of the Board
9. Adjournment

## **ARTICLE VI – Elections**

Section 1 Regular Elections

1. All Officers shall be elected by secret ballot for two-year terms at the Annual meeting.
2. All Active members of the Board are eligible to run for elected positions.
3. The positions of President, Secretary, Central CT Scheduling Coordinator, and Central CT At-Large Member shall be elected in odd years. Members shall only vote for Scheduling Coordinator and At-Large Member positions in their assigned area.
4. The positions of Vice President, Treasurer, Northwest CT Scheduling Coordinator and Northwest At-Large Board member shall be elected in even years. Members shall only vote for Scheduling Coordinator and At-Large Member positions in their assigned area.
5. Board members wishing to run for an office or Executive Board will submit their name, and the position they are seeking, to the Secretary no later than 30 days prior to the Annual meeting. Members are allowed to submit their name for multiple positions.
6. The Secretary shall send a slate of all eligible nominees to the membership two weeks prior to the Annual meeting.
7. All nominees shall have the opportunity to present their credentials and reasons for running for a position prior to voting at the meeting. A vote by secret ballot will be conducted for all open or opposed positions. If a nominee is unopposed, the Secretary may cast a single vote to close the

election for a position. Only Active and Provisional members of the Board may vote. The Secretary is responsible for providing a count of all members present and eligible to vote.

8. Election is made by majority vote. In the event of a tie vote, voting shall be conducted until a majority vote is achieved.
9. If a member is elected to multiple positions they will decide which position they elect to fill. The runner up to the other position will then be declared the electee of that position.
10. Newly elected officers will take office on January 1st of the following year.

## Section 2 Special Elections

1. In the event an elected position becomes vacant the Secretary shall make notice of the vacancy to all members by email and notify them the position will be elected at the next regular meeting.
2. A special election for the vacant position will be held at the next regular scheduled meeting.
3. Members wishing to run for the vacant position will submit their name to the Secretary within one week of the notification. The Secretary will comprise a slate of members to be presented at the next regular meeting. If there is more than 1 month before the next regular meeting the list shall be forwarded to the Secretary for notification to the membership as in regular elections.
4. The election process for the position will proceed as prescribed in Section 1.
5. If the result of the election results in the vacancy of another elected position the vacancy will be filled at the next regular meeting using the Special Election process.

## **ARTICLE VII – DUTIES OF COMMITTEES**

Section 1 All standing committees shall consist of at least three members. All standing committees should hold at least one meeting per year. The President is a non-voting, ex-officio member of all committees.

Section 2 Each committee Chair shall have the right to appoint members to a committee.

Section 3 Each committee shall maintain an accurate recording of all meetings and report all activities to the Executive Board.

Section 4 The President shall have the right to appoint ad-hoc committees.

Section 5 Duties of the Training Committee

- A. Conduct the training of first, second and third year officials.
- B. Conduct additional rules specific training as necessary to aid board members in maintaining and improving their officiating mechanics, techniques and knowledge of the rules.
- C. Provide additional supervision and guidance for new officials and veteran officials as necessary.
- D. Recommend to the Executive Board which Provisional members are to be given Active status.

Section 6 Duties of the Constitution and bylaws Committee

- A. The Vice President shall Chair the Constitution and Bylaws Committee.
- B. Keep a current edition of the Constitution and bylaws available during all meetings.

- C. Be familiar with the constitution and bylaws and be prepared to aid the president, the Executive Board or the membership on questions dealing with the constitution and bylaws.
- D. Review the constitution and bylaws annually to insure compliance with the Boards Objectives.
- E. Review any proposed amendments for conflicts with other bylaws and editorial content within two (2) weeks of receipt.
- F. Forward proposed amendments to the Executive Board for review and recommendations for approval or disapproval to the membership.
- G. Forward all proposed changes, following review, to the Secretary for distribution to the membership.
- H. Maintain a file of all proposed changes to the Constitution and bylaws for a minimum of three (3) years.

#### Section 7 Duties of the Audit Committee

- A. An At-Large Executive Board Member shall Chair the Audit Committee.
- B. The Committee shall review the treasurer's financial records within 30 days of the end of the fiscal year.
- C. This Committee shall make a written report of the status of the financial records to the Executive Board at the first Executive Board meeting following the audit and at the first regular meeting of the new calendar year.

#### Section 8 Duties of the Rating Committee

- A. Shall be chaired by an individual appointed by the President, assisted by the Scheduling Coordinators and include at a minimum one rater from each Scheduling Coordinators' assignment area.
- B. Provide ratings of all first, second, and third year officials. Provide additional ratings of officials as determined by the Rating Committee.
- C. Address concerns / complaints of coaches regarding game officiating through the Executive Board and work with members to improve performance as needed.

#### Section 9 Duties of the Grievance Committee

- A. The Grievance Committee shall be chaired by an At-large Executive Board member and include two members from each Scheduling Coordinators' assignment area.
- B. The Grievance Committee will investigate all written grievances within ten days of notification.
- C. Following investigations, the Grievance Committee will inform members and the Executive Board of their decision on the grievance.

### **ARTICLE VIII - Code of Conduct for Officials**

1. Officials should arrive at the game site at least 30 minutes prior to match time, to allow sufficient time to inspect facilities and equipment, discuss ground rules, instruct scorers, timers and line judges, and to discuss any pertinent information with the coaches and other officials. For schools that follow NCAA rules, officials should arrive at least 40 minutes prior to match time.
2. The officials' uniform adopted by the Board shall be worn.

3. No official shall partake of any substance prior to officiating or while in uniform which would impair physical or mental performance.
4. Every member's conduct, speech, and actions, during a match or while in uniform, shall be above reproach. Behavior should always demonstrate an example of sportsmanship, courtesy, and self-control.
5. Officials shall report any unsportsmanlike conduct, speech, action or misconduct of a flagrant nature by coaches, players, or spectators to the Board.
6. No official shall criticize any other official or the CBVO in the presence of coaches, players, spectators, or the news media before, during or after a match.
7. No official shall cancel an officiating assignment without first contacting their Scheduling Coordinator.
8. No member shall seek to influence a coach for the purpose of promoting personal officiating opportunities.
9. Every member shall seek to possess a comprehensive knowledge and understanding of the letter and intent of the playing rules and officiating techniques.
10. No official shall solicit matches unless he/she is operating as an individual contracting agent in a venue/area without a coordinator.
11. No official shall falsify records or reports for personal gain.
12. No official shall engage in scouting activities or engage in conversation with coaches regarding officiating assignments.

*As adopted by the membership of the CBVO Association this 20th day of November, 2022.*



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*Anna Stern - Secretary CBVO*

***Appendix A***  
***CBVO Association Board Policies***

- A. Uniforms
- B. Meetings
- C. Dues
- D. Schedule Coordinator Assessments
- E. Fines
- F. Training
- G. Testing and Ratings

## ***CBVO Association Board Policies***

***The Executive Board has adopted the following policies with the approval of the full Board. These policies together with the Board Constitution and bylaws are the governing rules of the organization.***

### **A. Uniforms:**

- The standard uniform for the Board is as follows:
- Black slacks with black belt, if belt loops are present
- Black socks
- Black shoes
- White CBVO embroidered shirt, Blue or Gray PAVO shirt (CIAC approved). Officials will wear matching shirts during contests.
- During Playoffs only the White CBVO shirt is to be worn.

### **B. Meetings**

- There are a minimum of 2 mandatory meetings per year; preseason business / rules interpretation and season ending. Any member failing to be excused from a meeting, with prior notification, will be subject to fine. Notification must be made, in writing to the Vice President, at least 1 week prior to said meeting date. Any requested documentation of the absence must be presented in order for the absence to be approved.
- If a member fails to attend the preseason meeting they must attend a rules interpretation meeting with another board or a makeup session in order to receive assignments.
- Missed meeting fines may be appealed to the Grievance Committee.

### **C. Dues**

- The annual dues for the Board are currently \$100.00
- Dues will be fully refundable if a member retires or requests a leave of absence before receiving NFHS publications and annual CIAC registration. Only the banquet portion of dues are refundable after CIAC registration.
- If a member of the Executive Board fails to attend 75% of Executive Board meetings, dues will be required for the following year.
- Dues are payable by March 1<sup>st</sup> of the current season. Dues received after this date are subject to a fine.
- Dues and fines not received by April 1<sup>st</sup> of the current season will result in automatic suspension of membership and referral to the Executive Board for potential membership discipline.
- Annual CBVO dues are required to be paid by August 1<sup>st</sup> of the current season for 1<sup>st</sup> year officials.
- No assignments will be given to officials owing dues.

### **D. Schedule Coordinator Assessments**

The current Scheduling Coordinator assessments are 8% of fees paid for officiating. Payment of assessments may be requested in their entirety, at the end of the season, or incrementally. Assessments are required to be paid within 15 days of notification. Assessments not received within 15 days are subject to a fine.



## **E. Fines:**

- The fine for an unexcused missed meeting is currently \$25.
- The fine for late payment of dues is \$25.
- Late payment of scheduling assessments may be subject to a \$25 fine. Fines are payable directly to the Scheduling Coordinator.
- Returning a game to a Scheduling Coordinator, less than 48 hours prior to the scheduled start, may be subject to a \$25 fine. Fines are payable directly to the Scheduling Coordinator.
- All fines are automatically doubled if not paid within 15 days of notification. If after 30 days fines have not been paid membership is automatically suspended and members will be referred to the Executive Board for potential membership discipline.

## **F. Training**

All new CBVO members are required to meet the requirements of the Board training program. Training program requirements may be modified by the Training Coordinator for CBVO members transferring from another CIAC certified volleyball board or nationally certified volleyball organizations. Proof of certification is required.

- The training program shall apply to all 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> year officials.
- The initial training for 1<sup>st</sup> year officials is \$100. Additionally there is a \$10 background check fee if the official is not currently a CIAC registered official.
- All applicants must register by the annual Executive Board determined deadline.
- All training fees are required to be paid prior to the start of training.
- First year officials' dues are required as described under dues.
- Trainees shall attend all classroom sessions and assigned training matches as determined by the training coordinator.

## **G. Testing and Ratings**

- All members are required to score a minimum of 80% on the NFHS annual examination.
- All first, second, and third CBVO members are required to be rated by the Rating Committee. All members will be given a written record of their rating.

***Appendix B***  
***CBVO Association Constitution and Bylaws***  
***Record of Changes***

<b><i>Date</i></b>	<b><i>Section/Article</i></b>	<b><i>Rationale for Change</i></b>	<b><i>Outcome</i></b>
11/20/22	Constitution Revision & Update	This new document was presented to the membership for adoption.	Motion carried. Constitution, bylaws and board policies were adopted.