

# THE CONSTITUTION AND BYLAWS

**ARTICLE I: NAME** The name of this organization shall be “**The Ohio High School Volleyball Coaches Association**”, and is a non-profit corporation whose membership is voluntary. This corporation shall also be referred to as the “**OHSVCA**”, or this “**Association**”.

## **ARTICLE II: OBJECTIVES**

**A.** To promote and help maintain the highest possible standards in interscholastic volleyball and the volleyball coaching profession, and to work together for the improvement of conditions in Ohio high school volleyball.

**B.** To promote harmonious relationships between school administration and coaches in their respective schools concerning the administration of the sport of volleyball.

**C.** To have a representative group of coaches to address member concerns in the hope of creating better relationships between schools and creating a sympathetic understanding of volleyball problems.

**D.** To promote fellowship through professional and social contacts among coaches.

## **ARTICLE III: MEMBERSHIP**

**Section 1.** There shall be four classes of memberships in this association: active, associate, honorary, and lifetime.

**(a)** “Active membership” status shall be available only to those individuals who are engaged as volleyball coaches at the senior and junior high/middle school team levels at an OHSAA member school of the OHSAA sanctioned sport of girls volleyball.

**(b)** “Associate membership” status shall be available to any other person interested in the activities of this organization. However, associate members shall not have the right to vote or hold the office of President and Vice-President. However, if the Treasurer or Secretary is not an active member, then he/she must be a Lifetime Associate Member.

**(c)** “Honorary membership” status shall be granted to a worthy candidate based on the following criteria:

**(1)** Nomination by a local district trustee or an officer or a committee/advisory head

**(2)** Acceptance through a two-thirds vote of the Trustees present

(3) An honorary member shall not have the right to vote or hold office in this organization

(4) Honorary membership may be one year or more.

(d) “Lifetime membership” shall be available to any persons who qualify as “active members” and who wish to pay a one-time membership fee which fee shall be fixed by the Board of District Trustees.

**Clarification:** Once a “Lifetime Member” becomes “inactive”, he/she will retain “Lifetime membership” status as a “Lifetime Associate Member.”

**Clarification:** If a volleyball team at any level is eliminated by a school district due to lack of funds, that coach may retain his/her active status for one calendar year.

**Section 2.** Every active and associate member must renew his/her membership in the OHSVCA by forwarding to the Treasurer the annual dues as assessed for the ensuing year. Any member’s dues that are not received by June 30th shall have his/her membership suspended until such time as the dues are paid or the membership is declared terminated by the executive board.

**Section 3.** Active and associate membership shall extend from July 1 through June 30 of the following year. The open enrollment period for active membership is from July 1 through September 30. To be an active member after September 30 a coach must become a lifetime member.

#### **ARTICLE IV: CANCELLATION OF MEMBERSHIP**

**Section 1.** The district trustees, by a two-thirds vote of district trustees present, may suspend the membership of any member whom the trustees deem to have violated the purposes of the OHSVCA as set forth in the Constitution. Furthermore, any member who engages in conduct that would bring dishonor to the OHSVCA may have his/her membership terminated by a two-thirds vote of trustees present. Notice of any such action contemplated in this section shall be given to the member no less than ten (10) days before the meeting set for such action.

**Section 2.** Any member whose membership has been suspended, terminated or canceled by vote of the district trustees may appeal directly to the Association for reinstatement at a regular annual meeting. The action of the majority of the Association members present shall be final.

**Section 3.** Any member whose membership is suspended or terminated shall likewise lose any and all rights or privileges afforded members including, but not limited to, any voting rights.

## **ARTICLE V: OFFICERS**

**Section 1.** The elected officers shall consist of a President, Vice-President, Treasurer, and Secretary. In addition, the immediate past President shall serve as an ex-officio officer.

**Section 2.** All of the above elected officers shall serve a two-year term. The offices of president and treasurer shall be elected in even-numbered years; the offices of vice-president and secretary shall be elected in odd-numbered years.

**Section 3.** The elected officers shall be elected in their respective years by a written ballot of the membership present at the Association's annual meeting during the state volleyball clinic.

**Section 4.** Elected officers shall be elected by majority vote of active members present during the Association's annual meeting.

**Section 5.** In the event an officer/coordinator cannot complete the term of office, the following procedure will be followed:

(a) President: The vice-president shall assume the additional duties of the presidency. The district trustees will elect from the active membership of the Association a new president at its next scheduled meeting. The newly selected president shall assume the duties of the presidency for the remainder of the term.

(b) Vice-president: The president shall assume the additional duties of the vice-president. The district trustees will elect from the active membership of the Association a new vice-president at the next scheduled meeting to fulfill the remainder of the term.

(c) Treasurer and/or secretary: The vice-president shall assume the additional duties of the treasurer and/or secretary. The district trustees will elect a person from the active membership of the Association to fulfill the remaining term of the respective officer(s).

(d) Coordinators: Either the president or vice-president shall assume the additional duties of that coordinator. The executive committee will appoint from the membership of the Association a new coordinator at the next scheduled meeting to fulfill the remainder of the term.

## **ARTICLE VI: DISTRICT TRUSTEES**

**Section 1.** The State of Ohio shall be divided into sixteen (16) geographical districts. Each geographical district shall be entitled to elect one representative to serve as a member of the Board of District Trustees. Additionally, there shall be one 7<sup>th</sup> and 8<sup>th</sup> Grade representative to serve on the Board of District Trustees.

**Section 2.** Management of the affairs of the Association shall be vested in the Association's officers, Board of District Trustees, and Coordinators (refer to Bylaw 6, standing committees). POINT OF EMPHASIS – officers, district trustees, and coordinators have the right to make motions, but only the seventeen district trustees have the right to vote on these motions.

**Section 3.** Active and Lifetime members within each geographical district shall elect their District Trustee to represent their district on the Board of District Trustees. The trustee must be an active member of the OHSVCA. Furthermore, the active members and lifetime members of each geographical district shall determine the term of each of their representatives. In the event that a trustee is unable to complete the term of office, one shall be appointed by a majority vote of seated OHSVCA trustees and shall serve until the district can elect a trustee. In local districts where there is no local organization to elect a district trustee, a person from that area shall be appointed by a majority vote by the seated OHSVCA district trustees.

**Section 4.** The officers, district trustees, and coordinators shall have complete control and management of the affairs, funds and properties of the Association.

(a) No member of this Association is to be held legally liable for the actions or properties of the Association.

**Section 5.** The Board of District Trustees shall meet no less than three (3) times each year, to-wit: at the State Volleyball Clinic, at the State Volleyball Tournament, at the spring meeting. The president or a majority of the district trustees may call special meetings.

## **ARTICLE VII: MEETINGS**

**Section 1.** The annual meeting of the Association shall be held during the State Volleyball Clinic.

**Section 2.** A quorum shall consist of the active members and active lifetime members present. Due notice of the annual meeting shall be given to all members in good standing.

## **ARTICLE VIII: AMENDMENTS**

**Section 1.** Any proposed amendment to the Constitution of the OHSVCA shall be submitted in writing to a District Trustee(s) or an Officer(s) prior to any regular or called meeting of the officers, district trustees, and coordinators.

**Section 2.** Any proposed amendment(s), together with the opinion of the Officers, District Trustees, and Coordinators, shall be presented at the annual meeting of the Association. A two-thirds majority of the members present shall be necessary for adoption. No action may be taken on any proposed amendment at any meetings other than the Annual Meeting.

## **ARTICLE IX: REMOVAL FROM DUTIES**

**Section 1.** Any Officer, District Trustee, Coordinator or other persons engaged by the OHSVCA who has failed to fulfill the assigned duties or who have violated the purposes of the OHSVCA as set forth in the Constitution and Bylaws may be removed at any time in any of the following ways:

- (a) by a three fourths vote of the district trustees (13 of 17)
- (b) by a three fourths vote of the general active membership present at the annual meeting

## **ARTICLE X: TAX EXEMPTION STATUS**

**Section 1.** Being a non-profit organization, the Association will adhere to the following items:

- (a) The Association will only pursue the purposes listed in Section 501c (3) of the IRS Code.
- (b) The Association will not carry on any activities that do not fall under the specifications of Section 501c (3) of the IRS Code.
- (c) That upon dissolution of the Association, any funds will be transferred to the OHSAA to distribute to another organization that promotes volleyball and qualifies as being exempt as listed under Section 501c(3) of the IRS Code. If no such organization exists at the time of the Association's disillusionment, then any remaining assets will be distributed to another organization that promotes high school athletics and meets the requirements as stated in Section 501c(3) of the IRS Code.

# BYLAWS OF THE OHSVCA

## **BYLAW 1: MEMBERSHIP DUES**

**Section 1.** The annual membership fee shall be \$25.00 for all active or associate members.

**Section 2.** A lifetime membership is a one-time fee of \$200.00.

**Section 3.** Any change in membership fees must be approved by a two-thirds vote of the district trustees present at the meeting.

## **BYLAW 2: REIMBURSEMENT**

**Section 1.** The officers and unpaid coordinators of the OHSVCA are to be compensated at the current IRS rate per mile one way mileage to the OHSVCA meetings designated in Article VI, Section 4. Invited guests may be compensated at the same rate as the officers and unpaid coordinators of the OHSVCA.

**Section 2.** It is recommended by the OHSVCA that district trustees (or the representative) be compensated by the respective district at the current IRS rate per mile one way mileage to the OHSVCA meetings designated in Article VI, Section 4.

**Section 3.** Meals may be provided at the meetings at the expense of the OHSVCA.

**Section 4.** The president or a member designated by the president may receive expense money to attend the National High School Athletic Coaches Association Convention, the National Federation of Interscholastic Coaches Association Convention, the AVCA Convention or any other national convention where he/she represents the OHSVCA.

**Section 5.** The officers, unpaid coordinators and invited guests of the OHSVCA may be reimbursed for lodging and meals when attending required meetings. Contracted positions may be reimbursed for lodging when required attendance at meetings necessitates an overnight stay.

**Section 6.** Phone calls for OHSVCA business shall be reimbursed at the expense of the OHSVCA if they are properly logged and turned in monthly to the treasurer.

**Section 7.** The treasurer and president must approve any other reimbursements.

## **BYLAW 3: SUBCONTRACTED POSITIONS**

**Section 1.** The Association shall subcontract individuals to perform the following listed duties.

- (a) All Star Match Coordinator

- (b) Awards Coordinator
- (c) Clinic Coordinator
- (d) Clinic Coordinator Assistant
- (e) Clinic Registration/Membership Coordinator
- (f) Poll Coordinator
- (g) Technical Support Coordinator
- (h) Any position or job designated by the district trustees.

**Section 2.** Any compensation to subcontracted individuals shall be established by the district trustees.

#### **BYLAW 4: PROJECTS**

The projects of this Association shall include, but not be limited to:

- A. State rankings of the high school volleyball teams
- B. The selection of player all-state teams
- C. College scholarship awards
- D. Final four pins
- E. State all-star matches for girls
- F. Coaches' awards (milestones, coach of the year, etc.)
- G. Website
- H. Lifetime/Yearly memberships
- I. State coaches clinic
- J. Elite camp for players
- K. Academic Achievement Certificates for team and individual winners
- L. Historical records
- M. Drill book
- N. Hall of Fame
- O. Rings for State Championship Coaches

#### **BYLAW 5: ORDER OF BUSINESS**

The usual order of business may be as follows:

- A. Call to order by the president
- B. Reading and disposal of the minutes
- C. Report of the officers
- D. Report from the OHSAA

- E. Report of the coordinators and executive secretary
- F. Report of the district trustees'
- G. Old business
- H. New business and resolutions
- I. Adjournment

## **BYLAW 6: EXECUTIVE COMMITTEE**

**Section 1.** The executive committee will be presided over by the president of the OHSVCA.

**Section 2.** The executive committee will consist of the president, vice-president, treasurer, secretary, executive director and 3 district trustees elected from the 17 district trustees. The elected trustee members will serve for a term of 2 years and be elected at the November meeting of the Board of Trustees. Two members will be elected in even number years and one will be elected in odd numbered years. The executive director shall be a non-voting member of this committee.

**Section 3.** This committee is empowered to act on behalf of the district trustees and OHSVCA at such times when emergency action must be taken and all of the officers and district trustees cannot convene in meeting. Any action so taken shall be presented for ratification to the District Trustees at the first meeting following such action.

**Section 4.** Members of the Executive Committee will serve on the Personnel Committee. The Personnel committee will be responsible for interviewing candidates for open Subcontracted Positions and Coordinator Positions. The committee will also conduct job evaluations for these positions as well as for those jobs or positions designated by the Trustees in Bylaw 3 section 1. The Committee will then make recommendations to the Board of Trustees to hire / rehire. The Board of Trustees then hires / rehire by simple majority. Removal of duties during the term of service must follow Article IX, section 1 of the OHSVCA Constitution.

## **BYLAW 7: AMENDMENTS TO BYLAWS**

**Section 1.** Any changes or amendments to the Bylaws of the OHSVCA shall be made upon majority approval of the Board of District Trustees during any of its regular or special meetings.

**Section 2.** Any active or lifetime member who wishes to propose a change or amendment to the Bylaws of the OHSVCA shall submit the proposal in writing to the Executive Committee no less than ten (10) days before the next meeting of the Executive Committee. The Executive Committee shall have the right to reword any such proposal in order that the same is made consistent with existing Bylaws.

**Section 3.** The Executive Committee may submit proposed changes or amendments to the Board of District Trustees at any time the Executive Committee deems appropriate for the benefit the Association.

#### **BYLAW 8: STANDING COMMITTEES**

Standing committees of the OHSVCA shall include five or six trustees who report to the officer in parenthesis:

- A. Ways and Means (secretary)
- B. Appropriations / Events (treasurer)
- C. Constitution & Bylaws (vice president)

#### **BYLAW 9: ELECTION PROCEDURES**

**Section 1.** Persons interested in running for office must contact the vice-president of his/her intent to run for office prior to July 1. After July 1, he/she may still run on a write in ballot.

**Section 2.** Names shall appear on the ballot listed in alphabetical order during even years and reverse alphabetical order during odd years.

**Section 3.** Elections are to take place at the state coaches' clinic. Polls are to be open all day Friday and in the morning on Saturday. Polls are to close at 1:00 PM on Saturday. Results are to be announced at the general session at the conclusion of the clinic.

**Section 4.** To obtain a ballot and vote, an active member or active lifetime member must register at the membership desk. The ballot box is to be sealed.

#### **BYLAW 10: EXECUTIVE DIRECTOR**

**Section 1.** The Executive Committee will contract annually with an individual to serve as Executive Director of the OHSVCA. The position will consist of a one year contract, renewable by recommendation of the Executive Committee. The duties performed by the Executive Director will include but are not limited to the following:

- A. Overseeing the general welfare of the OHSVCA.
- B. Monitor progress of all coordinators to ensure successful events.
- C. Serving as the public relations person for the organization.
- D. Negotiate all contracts on behalf of the Association.