



HCVA BYLAWS

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HARRIS COUNTY VOLLEYBALL ASSOCIATION, INC. BY-LAWS

ARTICLE I – GENERAL PROVISIONS

Section I: Names and Symbols

The Harris County Volleyball Association Inc (HCVA) is the registered name of the Corporation and the legal property thereof. The use of the name Harris County Volleyball Association, In. are at all times limited to those purposes approved by the Harris County Volleyball Association Board of Directors.

The use of any symbols or logo adopted by the HCVA Board of Directors to represent the corporation or any of its programs or departments is limited to those purposes approved by the HCVA Board of Directors.

Section II: Affiliation

The Harris County Volleyball Association, Inc. (HCVA), with the mailing address 7509 GA-116 Hamilton GA 31811. HCVA serves the families in the following Georgia Counties: Harris, Troup, Muscogee, and Meriwether.

- a. To the extent permissible under applicable law, the Harris County Recreation Department (HCRD) rules and bylaws, policies and requirements take precedence over and supersede the governing documents and decisions of HCVA.

Section III: Authority

HCVA shall exercise through its governing body all such powers as may be required in the furtherance of its stated purpose, or purposes.

Section IV: Purpose

The purpose of HCVA is to create and maintain a youth volleyball program which develops players of all skill sets and is rooted in the ideals of good sportsmanship, honesty, loyalty, and courage which are taught through organized athletic activity. All participants of the program shall strive to develop athletic skills and fair play, while placing secondary importance on the winning of games.

Section V: Non-Discrimination

HCVA will not discriminate against any individual on the basis of race, color, religion, age, sex, national origin or skill level.

Section VI: Sexual and Physical Abuse

To the extent permissible under applicable law, HCVA shall adopt policies prohibiting sexual and physical abuse that are consistent with criteria established by NAYS.

Section VII: Tax Status

HCVA shall maintain its tax-exempt status under the Internal Revenue Code.

Section VII: League Officials and Members

All League Officials (including but not limited to Board Members, Appointed Officers and Coaches) and Association Members shall adhere to relevant Codes of Conduct, Association policies, laws of the game and other relevant standards to provide a safe and enjoyable experience for everyone affiliated with HCVA. Disciplinary action shall be taken as necessary and appropriate for anyone failing to adhere to established policies, standards and expectations.

ARTICLE II – MEMBERSHIP

Section I. Membership

Membership in HCVA is open to any volleyball players and their parents or legal guardians and coaches participating in either and/or both the Recreational and Select Programs of HCVA. Membership is congruent upon agreement of the member to abide by the By-Laws, policies, procedures and decisions of HCVA and HCRD and to assist to the best of his or her ability in the furtherance of HCVA programs and purpose. Membership is seasonal (as defined by HCRD) and is defined into two seasons which begin in the fall and end in the following spring. Any and all registration fees adopted by the Board of Directors must be paid for each player per season to establish or continue membership in HCVA, unless otherwise granted a hardship waiver.

Members who fall under the category of Coach, Board of Director and/ or Appointed Officer Positions do not have to pay a membership fee unless they have players registered with HCVA.

Section II. Voting Members

One Parent or legal guardian of each registered player (that a full membership fee was paid for Fall and/or Spring of each season), coaches and appointed officers who are registered with HCVA and who also are in good standing will have one vote (1) to cast for each Board of Director position that is open for election at the annual meeting. In addition, each current Board of Director member, who does not have a registered player, will also have one vote (1) for each Board of Director position that is open for election. In the event of a tie, the President's vote will count twice.

Voting members, officers, and Directors do not receive multiple votes for additional positions held and/or players registered (they can only cast one (1) vote).

Voting members must be present at time of voting, have been a member of HCVA as defined in this section, and must have been registered in either the fall or spring season of volleyball to be eligible to vote at the Annual Meeting.

ARTICLE III – ADMINISTRATION

Section I. Board of Directors

The Board of Directors shall be composed of 6 elected Board Members. The elected members of the Board will generally be elected to serve a two-year term. Members of the Board of Directors may be re-elected if desired by membership at the completion of their term. An election will be held in June at the Annual Meeting of the HCVA every year. A simple majority vote of all members present shall be sufficient for election. In the event there is more than one candidate for a particular office the election shall be done by secret ballot and counted by a person not a candidate for election. Only in the event of no one declaring their candidacy for a Board of Director position prior to annual meeting shall nominations from the floor be accepted.

- a. Anyone wishing to run for a Board of Director position shall submit a self-nomination in the form of a written request by email to the HCVA Secretary at least (2) weeks prior to the Annual Meeting in June. The Secretary will acknowledge and give a receipt of the request to the member.
- b. While not mandatory, it is the desire of the HCVA that any individual serving as a Board Member will be a member of the HCVA.

Even year elections will be for President, Secretary, Registrar. Odd year elections will be for Vice President, Treasurer, Scheduler. Board Members shall be elected at the beginning of the new business portion of the Annual Meeting in June but will not take office until the conclusion of the Annual Meeting.

Section II. Board of Directors, Authority and Responsibility

The Board of Directors shall meet monthly and as otherwise necessary to conduct the business of HCVA. A quorum of the Board of Directors shall be five (3) voting members. All members of HCVA and general public are welcome and encouraged to all meetings but hold no vote at monthly meetings. The Board of Directors shall be responsible for and have the final authority for:

- a. Interpreting and enforcing the By-Laws.
- b. The establishment, interpretation and enforcement of policies for the operation of the Association, rules of play, player eligibility, and the conduct of players, teams, coaches, spectators, and game officials for any activities conducted or sanctioned by the Association.
- c. The establishment of rules or regulations for specific cases not provided for by the By-Laws or policies of HCVA, but which are deemed necessary to carry out the purpose and objectives of the Association.
- d. The conduct of the day-to-day affairs of the HCVA
- e. Accountability of League Officials

Section III. Rules of Order

All Annual and Board of Directors Meetings shall be conducted in accordance with the current agenda as amended. Any member, coach, appointed position and/ or Board of Director that wishes to have an item added to the Board of Director Meeting Agenda must request to do so prior to or immediately upon the opening of the meeting.

Section IV. Officers

In addition to their duties outlined in these Bylaws, the following elected Board Members of the HCVA shall serve as the Disciplinary Committee:

- a. President
- b. Secretary
- c. Treasurer

In addition to their duties outlined in these Bylaws, the following elected Board Members of the HCVA shall serve as the Rules Committee:

- a. Vice President
- b. Registrar
- c. Scheduler

Section V. Duties of Officers

The officers of the league shall have the following duties:

ELECTED OFFICERS OF THE BOARD:

PRESIDENT:

The President shall preside over all board meetings, call the meetings to order, conduct the order of business, moderate discussions, conduct a vote on all motions and close the meetings. The President shall have the authority to call a meeting at any time. The president may cast the deciding vote in the event of a tie or may waive the right to do so. For the Recreational Program, the President shall have the authority to approve expenditures of up to \$250.00 and will be required to sign an approval for any reimbursement. The Board will approve all expenditures over \$250.

VICE-PRESIDENT:

The Recreational Vice-President will implement and oversee the day to day operations of the recreational programs in accordance with the broader direction provided by the full Board of Directors. The Recreational Vice-President shall act for the President in the absence of the President, or in the event that the office of President becomes vacant will hold office until an election by the board of directors can be held for the unexpired term. The Vice-President shall serve as the point of contact for any conflict resolution.

SECRETARY:

The Secretary will attend and keep minutes for all board meetings and send meeting minutes to the Board of Directors within 5 days of the conclusion of a meeting. The Secretary will post meeting minutes on the website within 3 days of approval of said minutes. The Secretary with the help of the Treasurer shall record all public correspondence and maintain a file of all official

HCVA business. The Secretary will be responsible for making the agenda available the day of meetings. Any items listed on agenda need to be submitted by the Friday prior to the meeting. The Secretary is responsible for making sure Board Meeting dates are posted on website and emailed to all members of HCVA within fourteen (14) Days and again with three (3) days before board meetings. If the Secretary is absent from a meeting it is the Board's responsibility to have another Board Member take minutes in their absence.

TREASURER:

The Treasurer shall receive all monies of HCVA and distribute it upon approval of the Board of Directors accordingly. The Treasurer shall keep a detailed account of income and expenditures and have the authority to pay emergency expenditures up \$250.00 but must notify the full Board of Directors of the emergency expenditure. The Treasurer shall prepare and present a financial report at each scheduled board meetings, will prepare items that need the boards authorization and present a yearly financial report at the Annual Meeting. The Treasurer shall maintain a monthly Treasurer's Reports (batch) and copies of both reports will be given to the Secretary to be filed with the minutes from meetings. The Treasurer shall ensure all applicable tax forms are filed with the Internal Revenue Service. The treasurer with the help of Secretary shall record all public correspondence and maintain a file of all official League business.

REGISTRAR:

The Registrar develops all registration templates and manages registration in accordance with the broader direction provided by the full Board of Directors. The Registrar shall organize the registration of players, teams and coaches, maintain up-to-date membership lists and rosters of players for Programs of HCVA teams, and coordinate and supervise that registration of players and teams with the HCVA for both inter-and intra-league play. The Registrar shall pass along to the Treasure(s) all funds received in connection with the registration process, and work with the Treasurer and other Officers to develop and maintain accurate rosters and membership information.

SCHEDULER:

The scheduler will implement and oversee the scheduling of all games and coordinate to secure referees in accordance with the broader direction provided by the full Board of Directors. The scheduler provides event scheduling support for HCVA. Specifically, the Scheduler will develop HCVA spring and fall games and provide in electronic format for use on the HCVA website.

APPOINTED OFFICERS OF THE BOARD:

Appointed officers of the board will be appointed by the Board of Directors with a majority vote during each annual board meeting and appointments take effect at the close of Annual Meeting. A Board of Director can hold more than one appointed position while serving on the board of directors but must recuse themselves from voting on filling such positions. No person appointed to a position who is not on the Board of Directors shall have a vote on issues that come before the Board of Directors.

ARTICLE IV: REMOVAL AND VACANCIES OF DIRECTORS/OFFICERS OF THE BOARD

- (A) Forfeiture: Any Director/Appointee unable or unwilling to perform the duties of their respective office for any reason whatsoever for a period of sixty (60) days or has unexcused absences from three (3) consecutive meetings of the Board of Directors shall submit their resignation for such position to the President.
- (B) Resignation: Any Director/Appointee may resign their position from the Board of Directors/ Appointed position by submitting written notice to the President.
- (C) Impeachment: A Director may be removed from office upon the affirmative majority vote of the Board of Directors and the general membership must be notified of just cause.
- (D) Recall: the general membership may remove from office any Director for just cause upon the affirmative vote of a majority of the current membership.

Vacancies: If any vacancy occurs on the Board of Directors or appointees the Board may vote to fill the position, in accordance with the process and timelines established in Article III, Section I, at the next meeting or allow the position to remain vacant until the next annual meeting.

ARTICLE V- COMMITTEES

The Board of Directors may appoint standing and special Committees to advance the purposes of HCVA in such matters as rules of competition, scheduling, publicity, membership, and other activities which may be well served by Committees. Each Committee shall be given an estimated length of time and report regularly to the Board of Directors at meetings and shall make recommendations to the Board.

ARTICLE VI – RECREATIONAL PROGRAM

The Board of Directors shall propose the dates and fees at the annual meeting for the fall and spring seasons of Recreational volleyball. The proposals will be voted on at the Annual Meeting each year, generally after the newly elected Board of Directors has been completed.

Section I: Purpose

The purpose of the Recreational Program is to provide a positive, fun filled environment, encouraging individual player development which is rooted in the ideals of good sportsmanship, honesty, loyalty, and courage. All participants of the program shall strive to develop athletic skills and fair play, while placing secondary importance on the winning of games.

Section II: Team Selection

1. HCVA will divide teams evenly with players by gender and year of experience of playing volleyball by draft.
2. HCVA will allow Coaches and Assistant Coaches to request/have their child/children on their team.

3. Priority will be given to siblings when assigning teams. That is, if a player is selected and has a brother or sister playing in the same age division, that sibling will automatically be placed on the same team unless a specific request is made to not place them together. Team numbers will then be balanced during the draft phase. Other hardship reasons will be handled on a case by case basis (car-pooling requirements due to parental work schedules, etc.).
4. Teams formed in the fall season will continue through the spring season. Any open positions on teams will be filled using the draft method.

Section III: Fees and Funds

Funds collected from members or other sources for the participation of player(s) in the Recreational Program will be part of HCVA Recreational Program funds. The Registrar or Recreation Vice-President will collect all monies and will turn in all money to the Treasurer. The Registrar or Recreation Vice-President shall provide a receipt(s) with all monies that will differentiate between sources of funds (registration, uniforms, merchandise sales, sponsorship's/donations, tournament fees, etc.).

Section IV: Playoffs

1. Playoffs will follow a double elimination bracket based on the overall number of teams in each division.

ARTICLE VII – AMENDMENT OR REPEAL OF BYLAWS

These Bylaws may be amended by the Board of Directors as necessary to support the development, growth and furtherance of the Purpose of HCVA. Any changes of and/or amendments to the Bylaws that need to go into effect to conform to new Georgia or US Volleyball guidelines and/or to better serve the HCVA members and players can be brought up and voted on at a regularly scheduled HCVA Board Meeting. Proposals for an amendment or repeal of the By- Laws by members, appointed officers and/or Board of Directors require a 2/3rds majority vote of the Board of Directors. Upon approval to consider amendments or repeal, a Committee shall be formed to revise the Bylaws to incorporate any proposed changes. Changes cannot be voted on or approved until the next regularly scheduled Board Meeting and will only go into effect upon an approved motion to accept the Bylaws as revised.