

HAVOC BY-LAWS

Article I: Name

This organization shall be known as the Houston Area Volleyball Officials' Chapter (HAVOC). This chapter is formed as an affiliate of TASO. In any matter not specifically referred to in these By-Laws and all matters inadvertently in conflict with law or practice of TASO, the chapter affirms its intent to abide by the law and practice as defined by TASO By-Laws. This chapter shall be composed of the following counties: Brazoria, Galveston, Harris, Montgomery, and Walker.

Article II: Purpose

The purpose of this organization shall be:

- to assist the state organization in recruiting and certifying UIL volleyball officials.
- to improve the quality and consistency of volleyball officiating.
- to support and promote the sport of volleyball.
- to foster national and/or international amateur sports competition in volleyball.

Article III: Membership/ Certification

Membership shall be in accordance with the specifications of the TASO By-Laws. Acquiring, maintaining, and/or loss of certification of officials shall be in accordance with the TASO By-Laws/Operating Procedures.

Section 1: Each TASO official will be ranked each year by criteria from TASO.

The rankings to be used for this purpose are: **Certified, Approved, and Registered**. Rankings will be determined according to the following criteria: Completed years of experience as a secondary school official to date and proficiency on the court.

A member's failure to complete the mandatory exam and/or attend a mandatory rules clinic makes him/her ineligible for any officiating assignments.

A member's failure to complete the mandatory requirements for two consecutive seasons may result in expulsion.

When circumstances beyond the control of the official prevent him/her from meeting the mandatory requirements, an official may apply, in writing to the TASO state office for a "hardship exception" using the approved form.

When an official retires, he/she will retire at the highest classification attained during his/her career.

Section 2: A **Certified** official is that individual who has demonstrated consistent superior performance over a sustained period of time. This official is at the top of his/her peer group and has met standards of performance in excess of those required of Approved or Registered. The qualifications for a certified official are as follows: from TASO policy

- The official must score a 90 or better on the mandatory TASO/NFHS rules examination for that year.
- The official must attend a mandatory TASO-Volleyball Rules Clinic or must complete an online clinic for that year.
- The official must have a minimum of seven (7) years experience as a high school official, either with TASO Volleyball or another association which is a member of the National Federation of State High School Association.
- The official must have paid state and local dues for the current year.
- The official must attend mandatory chapter meetings and trainings as required.

Section 3: An **Approved** official is that individual who has demonstrated the competence and gained the experience necessary to officiate at all levels of athletic competition in his/her sport. This official is in the upper middle range of his/her peer group. The specific qualifications for an approved official are as follows: from TASO policies

- The official must score an 80 or better on the mandatory TASO/NFHS rules examination for that year.
- The official must attend a mandatory TASO-Volleyball Rules Clinic or must complete an online clinic for that year.
- The official must have a minimum of two (2) years experience as a high school official, either with TASO Volleyball or another association which is a member of the National Federation of State High School Association.
- The official must have paid state and local dues for the current year.
- The official must attend mandatory chapter meetings and trainings as required.

Section 4: A **Registered** official is that individual who, for whatever reason, does not meet the qualifications for a higher division and all first and second year officials.

This official may work any level of athletic competition.

The following is directly from TASO Operating Procedures:

- The official must score a 70 or better on the mandatory TASO/NFHS rules examination for that year.
- The official must have paid the required application fee as well as the required state and local dues.
- The official must attend a mandatory TASO-Volleyball Rules Clinic or must complete an online clinic for that year.
- The official must attend mandatory chapter meetings and trainings as required.

Section 5: An **Auxiliary** official is that individual who will serve in the position of line judge only and not work in any other position. The qualifications for Auxiliary officials are: from TASO policies

- The official must have paid the required application fee as well as the required state and local dues.

- The official must have completed and passed, with a score of 70 or better, training specific to lines calling.
- The official must attend mandatory chapter meetings and trainings as required.

Section 6: Membership dues shall be in the amount agreed upon by the HAVOC Executive Board. Annual membership shall begin January 1, and end December 31, of the same year.

Section 7: Any member not complying with the organizational requirements for “Conduct of Officials” specified in the By-Laws of TASO and HAVOC shall be subject to disciplinary action as set forth in the TASO Code of Ethics

Article IV: Executive Board and Board

The Executive Board and Board shall be the governing bodies of HAVOC. The Executive Board shall consist of the duly elected offices of President, Vice-President, Secretary/Treasurer, and Scheduler of the organization. The Board consists of the above named offices and also includes, the Immediate Past President, District Director, Website administrator (non-voting), President of a satellite chapter, (if applicable) and four (4) members-at-large. The Board shall be empowered to rule on situations not covered in the HAVOC By-Laws.

Article V: Meetings

HAVOC will sponsor regular meetings and clinics with notice to all members. (either by email and/or on the website). The minimum number of meetings per season will be in accordance with the TASO By-Laws. The December meeting will be the Annual Meeting and count as the first meeting of the next season. 3 meetings can be held remotely.

Any officiating member who fails to attend at least 2/3 of the meetings will not be eligible to officiate play-off matches, run for an office and/or vote on any items at the Annual Meeting in December of that current year. Furthermore, he/she will be considered as a member **not** in good standing. An official who does not attend 2/3 of the meetings could lose his/her HAVOC membership per disciplinary action of the HAVOC Executive Board. New members joining the June training need to attend 3 out of the 4 remaining chapter meetings.

If a member is unable to attend a meeting, he/she shall notify the Chapter Secretary/Treasurer **by email**, not text or message left on phone. Unexcused absences may be subject to disciplinary action of the HAVOC Executive Board.

If a member chooses to officiate for more than one chapter, they are subject to the TASO Multi Chapter Membership Policy. HAVOC members, under this policy, whether choosing HAVOC as their primary chapter or not, cannot use the other chapters’ meetings, trainings or games to fulfill HAVOC requirements for membership. or an excuse from HAVOC requirements for membership.

Article VI: Amendments

Any proposed amendment of the HAVOC By-Laws must be submitted in writing to the Executive Board no less than four (4) weeks prior to the Annual Meeting. Amendments will be voted on at the Annual Meeting.

Article VII: Duties of Officers

Section 1: The President shall preside at all of the meetings of the chapter and all board meetings. He/she shall conduct all negotiations on behalf of the chapter. He/she shall make every effort to further the policies adopted by the chapter. He/she shall help to set meetings and clinics, do all communications/announcements to the memberships and appoint special committees, as needed.

Section 2: The Vice-President shall perform all the duties of the President in case of absence or inability to act. He/she shall serve as an ex-officio member of any committees established. He/she arranges the sites of the chapter meetings. He/she will coordinate trainers and training sessions for the chapter.

Section 3: The Secretary/Treasurer shall keep minutes of all the meetings of the chapter and the Board. He/she shall help to send notices and correspondence pertaining to secretarial and financial records, be responsible for scrimmage fees received, be responsible to TASO and UIL for play-off eligibility, preserve records and have charge of all necessary printing and mailings.

A list of play-off officials shall be compiled by the secretary, given to the Board for ranking and finalized by those rankings, as requested by TASO and UIL. This list shall consist of official's names and any other information as requested by TASO/UIL. This list shall be forwarded to TASO for approval and will be forwarded to TAPPS and UIL.

He/she shall be in charge of disbursement and collection of fees and dues authorized by the chapter, carry the funds of the chapter in a bank in the name of the chapter, file IRS report and issue all checks approved for such funds. A financial report shall be given at the Annual Meeting of the chapter. He/she shall submit, in a timely manner, all necessary documentation to TASO relative to the members of the chapter and their officiating activity. He/she will be bonded.

Section 4: The Scheduler is responsible for recording all match and tournament assignments received from participating schools, for assignments of qualified officials to matches, for the timely distribution of schedules to schools and officials and for rescheduling games due to non-compliance of TASO requirements.

The scheduler may appoint an assistant scheduler to help with the duties of the scheduler each year, with Board approval. The majority of the

scheduling shall be completed in late spring to mid-summer. He/she shall make collection bills for match assignments which are assessed. Notification of assessment fees shall be received by each chapter member at the conclusion of the current season.

Officials' assignments shall be based on: HAVOC member in good standing, certification, experience, availability, exam score, location, school's request and officials' request.

Section 5: Members-at-Large shall be representative of and for all the general membership. There shall be four (4) members elected. The term is rotating with two (2) elected each year for a two (2) year term. These members shall assist as necessary at meetings, trainings and other HAVOC activities, as needed.

Section 6: No HAVOC member shall have any right, title or interest in or to any property owned by HAVOC or used in connection with the performance of its functions, nor in or to any income or other funds received by it; and no part of the net earnings of HAVOC shall inure to the benefit of any member.

Section 7: The membership fee is determined by the Board. It is non-refundable. If not paid by January 15, of the year of the season, a late fee of \$25 is assessed for both the chapter dues and secretary fee.

Article VIII: Loss of HAVOC Membership

Section 1: Failure to pay chapter and TASO dues, assignment fees, and fines.

Section 2: Notice to the Executive Board of an unsatisfactory performance by an official from a coach shall be investigated, and if indicated, the President shall appoint a qualified member to observe the official in question and report to the Executive Board. Any further action shall be left to the discretion of the Executive Board.

Section 3: Loss of membership may occur by failure to attend 2/3 of the chapter meetings and all of the required trainings, test and clinics. If a member is excessively absent, whether excused or unexcused, the case may be reviewed by the Executive Board.

Section 4: Continuous failure to report to assigned matches.

Article IX: Satellite Chapter

A satellite chapter may be established in accordance with TASO By-Laws.

Article X: Code of Ethics

HAVOC members are regulated by the established policies and procedures as established and voted on by TASO, which include, but are not limited to, the following policies:

Conflict of Interest, Uniform, Transparency, Designated Administrator, Solicitation, Social Media, Code of Ethics, Code of Conduct, Standard Ethics, Standards of Conduct and Game Assignment. Policies or statements for guidance on these issues are found on the TASO website. Go to www.taso.org/taso-policies

- Section 1:** The official shall arrive at the match site with sufficient time to inspect facilities, discuss ground rules and equipment, instruct scorers, line judges and libero tracker of duties and any pertinent information with coaches and other officials. (30 minutes ahead of scheduled start time.)
- Section 2:** Official TASO uniform is required for all assigned matches. The only patch to be worn is the American flag on the left sleeve.
- Section 3:** Every official's conduct, speech and actions during, enroute to and from a match shall be above reproach and should always demonstrate the example of sportsmanship, courtesy and self-control.
- Section 4:** The official shall report to the President of HAVOC (within 24 hours) any unsportsmanlike conduct, speech, action or misconduct of a flagrant nature by coaches, players or spectators. The president shall immediately contact the District Director, contact the Executive Director of TASO who contacts UIL. The officials involved should submit a written report to the president of HAVOC and TASO immediately.(incident report)
- Section 5:** No official shall criticize any other official or TASO member.
- Section 6:** No official shall cancel an officiating assignment to accept any assignment or more advantageous assignment.
- Section 7:** If an official cannot fulfill an officiating assignment, he/she must notify the scheduler as soon as possible prior to the match. There will be a re-scheduling fee assessed for each re-assignment. If an official fails to fulfill an officiating assignment, there will be a fee (not to exceed the match fee) assessed by the Chapter. After the second such offense during the season, there will be another fine assessed.
- Section 8:** An official shall not compromise the integrity of TASO/HAVOC while in uniform.
- Section 9:** NO official shall solicit matches unless he/she is operating as an individual contracting agency in an area without an assigning secretary.
- Section 10:** No official shall falsify records or reports for personal gain.
- Section 11:** No official shall engage in scouting activity. Conversations with coaches regarding officiating assignments is unethical.
- Section 12:** If an official fails to pay all chapter dues, fees, fines, and assessments, TASO shall be advised that he/she is not a member in good standing.

Article XI: Administrative

- Section 1:** Members who fail to comply with the By-Laws, and/or chapter policies, are delinquent in the payment of authorized charges, fines, penalties, assessments, or for any other conduct conclusively established to be contrary to the best interests of the Chapter, shall be subject to disciplinary action based on recommendation of the Board, pursuant to the TASO Due Process Guidelines.
- Section 2:** Members may appeal disciplinary action taken by the chapter's Board to TASO's state office at the following address:
1221 W. Campbell Rd., Suite 191
Richardson, Tx 75080

Phone: 214-390-2749 Fax: 214-390-2895

Section 3: HAVOC shall conduct pre-season training programs and educational information during the year at Chapter meetings.

Article XII: Election Procedures

Section 1: Members in good standing at the Annual Meeting are eligible to run for office and vote in the elections. Members wishing to run for office shall notify the Vice-President by email no later than forty five (45) days prior to the December election meeting. The Vice-President serves as the Chairperson for the chapter election meeting. This eliminates the option for floor nominations

Section 2: Ballots will be emailed to the membership thirty (30) days prior to the December election meeting. Ballots may be returned by email to the Vice-President. Election results will be announced at the December election meeting. Members in good standing 45 days prior to the ballot distribution are eligible to run for office and vote in the elections. Election results shall be filed with the chapter secretary and kept until the next Annual Meeting elections. This allows those who cannot attend the December meeting a chance to vote

Section 3: Officers shall be elected for two-year terms, with officers assuming their positions on January 1st of the calendar year following election. The election for the positions of Chapter President and Secretary shall be held in even calendar years. The election for the positions of Chapter Vice-President, Scheduler, and Treasurer shall be held in odd calendar years. Four members-at-large shall be elected for two-year terms, with two members elected in even years and two members elected in odd years.

Section 4: Officers resigning or unable to fulfill their elected position will be replaced by the Board at a called meeting as soon as possible. Those officers relinquishing their position will be removed from all committees and positions associated with the elected office from which he/she has resigned.

Section 5: In the event any of the positions of the HAVOC Board cannot be filled by an election, the Board may appoint a member to fulfill that office until the next election.

Section 6: Board members shall attend called Board meetings and complete assigned duties.

Article XIII: Provisions

HAVOC prohibits sexual harassment, intimidation and/or violence as defined in federal law. HAVOC prohibits unlawful discrimination or harassment because of race, color, creed, religion, national origin, citizenship, sex, age or physical or mental disability.

Article XIV: Fees

All officials shall comply with the schedule of fees and travel allowances as outlined in the UIL Constitution and Contest Rules.

The membership fee is determined by the Board. It is non-refundable. Late fees will be charged concurrently with TASO late charges. A late fee of \$10 is assessed for both the chapter dues and administrative fee (up to \$20 total).

The deadline for dues will moved if TASO moves theirs

HAVOC will pay \$2 for each member to the President and Vice President out of your HAVOC (chapter) fees.

Article XV: Ratifications and Amendments

Section 1: These policies become effective upon their approval by a majority of the present active membership at the annual meeting in December.

Section 2: Amendments to these By-laws may be made by a two-thirds (2/3) majority vote of active members present at the Annual Meeting after the proposed amendment has been presented to the Board.

Article XVI: Dissolution

In the event either TASO or Houston Area Volleyball Officials' Chapter is dissolved or ceases to be recognized by Texas University Interscholastic League (UIL) as the provider of officials for all volleyball contests, the remaining funds in HAVOC shall be, at that time, voted by the Executive Board to transfer funds to a new account name for the sole purpose of continuing the provisions of these By-Laws with a new name or to completely dissolve with equal distribution of funds to current members in good standing.

Dec., 2015

Nov., 2016