



IROQUOIS-EMPIRE VOLLEYBALL ASSOCIATION, INC.

OPERATING CODE

2003-2004

Revised 12/31/03

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I. Introduction

The General Operating Guide for the Iroquois-Empire Volleyball Association (IREVA) is designed to define the standards, policies and procedures for the operation of the Board of Governors. This document is designed to outline the roles and responsibilities that each participant plays in support of our mission statement, in comparison to the Player handbook, which is designed to incorporate general member information.

Mission

IREVA's mission is to administer USAV Regional programs and to promote volleyball as a lifetime activity.

IREVA will pursue this mission through the establishment of goals pertaining to several key strategic areas, including:

Competition Levels

Tournament Quality / Quantity

Marketing

Communication

Officiating

Organizational Issues & Development

In accordance with the bylaws of the region, the Board consists of elected and appointed members, whose responsibilities include, but are not limited to:

Manage the business, property and affairs of the region

Support and work with other directors to optimize the performance of the Board

Avoid conflicts of interest which might interfere or seem to interfere with their ability to fulfill their obligations to the Region

Set a standard for appropriate conduct for the Region

Set aside personal differences to represent Region members

Act, establish policy, and implement decisions in the best interests of the Region

Serve as a representative of any and all Region members

In addition to any other duties assigned by the Board, each officer designated shall have the responsibilities set forth in the following pages.

Membership of the Board of Directors

The membership on the Board of Directors shall be open to all persons who are interested in furthering the mission of the Region as stated above. All Board members are required to be members of the Region throughout the duration of their Board participation. Board member individual IREVA registration fees are waived during their year(s) of participation on the Board.

II. USA Volleyball Obligations¹

According to the USA Volleyball Bylaws, the Regional Volleyball Association shall have the responsibility to:

Determine the plan of organization and create substructures required for optimum development and accomplishment of the mission of the Regional Volleyball Association. Cooperate with local branches of other Member Organizations and attempt to ensure their representation on committees of the Regional Volleyball Association.

Ensure appropriate representation to each of the Divisions and other special interest areas of the Corporation.

Sanction/approve, promote and conduct open volleyball competitions, exhibitions and events held within the geographical area of the Regional Volleyball Association.

Enforce all policies, rules, regulations and guidelines, as adopted by the Board of Directors of the Corporation and/or the Board of Directors of the Regional Volleyball Association.

Register individual participants and teams.

Appoint a referees' chair and a scorekeepers' chair or an officials' chair that shall be responsible within the Regional Volleyball Association for the certification of referees and scorekeepers and recommendation of candidates for national certification, as authorized by the Officials Division.

Submit the following reports:

An annual report to the National Office, no later than thirty days following the close of the fiscal year of the Corporation. It shall include, but not be limited to, the following information: annual fiscal statement; statistical report of volleyball activity; and all financial reports filed with local, state and national revenue agencies including Tax Form 990. If the Regional Volleyball Association is not required to file Form 990, the Regional Commissioner shall submit the balance sheet and the profit and loss statement.

An annual report for the Official Guidebook to the National Office in the format requested by the announced deadline.

Registration reports with accompanying fees to the National Office, the first being due February 15 (Bylaws, Article IV, 4.03), in order to qualify for USA Championship Events.

Have the authority to discipline individual and team registrants for any period of time not to exceed twelve months.

¹ Operating Code of the USA Volleyball Association (2002-2003). The complete Operating Code can be found online at http://www.usavolleyball.org/natoff/02-03operating_code.htm#articleVII

III. Duties and Responsibilities of Board Members

President

The President is the Regional Commissioner, and has the powers and duties thereof as defined by the USA Volleyball Association.

The President is the principal representative of the Region to the USA Volleyball Association. In addition to this duty, the President:

Has the powers and duties customarily associated with the office of the President and shall be the Chief Executive Officer of the Corporation.

Presides at meetings of the Board and of the membership, including the Council.

With the advice and approval of the elected governors, appoints and defines the duties and responsibilities of subordinate officers, including:

Those having charge of registration, referees, scorekeepers, age group development, and eligibility.

Any Assistant Commissioners

Other subordinate officers as needed to replace appointees who have resigned or been replaced by the Commissioner.

Prepares or causes to be prepared a budget to be submitted to the Board for its approval at its last regular meeting prior to the start of the fiscal year.

Is a member, ex officio, of all committees except the Nominations Committee.

In addition to the aforementioned duties and responsibilities, the President has other obligations consistent with law or the bylaws, as designated by the Board.

Vice President

Is acting President in the event of the President's absence, incapacity or unavailability.

The Vice President may have other duties consistent with the laws or bylaws, as delegated by the Board.

Secretary

The responsibilities of the Secretary include, but are not limited to:

- Ensuring the proper custodial care of the Region's records.
- Keeping the minutes of the meetings of the Board and of the membership, including the Council.
- Upholding the correspondence of the Corporation.
- Updating, on a yearly basis, the **Operating Code** and **bylaws** as amended.
- Performing all of the duties fundamental to the office of the Secretary, as defined by the President and the Board.
- Giving notice and performing such other acts as may be required by the law or the bylaws.

The Secretary may have other duties consistent with the law or the bylaws, which may be assigned by the Board or by the President.

Treasurer

In fulfillment of his/her responsibilities, the Treasurer:

- Keeps charge and custody of all funds and financial accounts and securities of the Region.
- Keeps or causes to keep adequate and correct accounts of the Corporation's business.
- Prepares and submits to the Board at its request statements of the financial condition of the Corporation.
- Assists the Commissioner in preparation of the annual budget proposal.
- Maintains history of significant income and expense categories to facilitate budget preparation and financial management.
- Ensures the timely payment of bills within the established budget, as well as deposit of receipts.
- Monitors cash flow and maximizes interest earnings via a savings account, which is maintained with joint signature authority of the Commissioner.
- Ensures checks and balances with other board members who may have occasion to handle finances.
- Ensures that financial records are suitable for audit
- Maintains records of expense reimbursement policies and relevant Board decisions.
- Maintains inventory of equipment and assets.

The Treasurer performs all of the duties incident to the office of Treasurer, including preparing and filing all **financial reports**, **tax returns**, and **national financial records** in a timely fashion.

Office Manager

Mission: The Regional Office strives to meet the needs of the membership by being the communications hub of the region.

Duties include but are not limited to:

I. General Information Center – (established office hours, 20 per week):

- Answer telephone and messages
- Send and receive Faxes
- Transmit and answer e-mail messages
- Generate mailing labels for major mailings
- Liaison to the National Office
- Coordinate D&O Insurance
- Supplies: rulebooks, guides, USAV forms, IMPACT manuals
- Annual reports
- Administer regional calendar
- Provide introduction package for new Board members

II. Maintain the Office:

- Fax
- Phone – 800-251-9811
- Computer and computer database
- Laser Printer and scanner
- Files and records maintained for archive
- Supplies inventory

III. Regional Championships - Organize and Coordinate:

- Form Regional Championship Committee
- Procure Sites
- Mail registration packets
- Supply necessary information to the referee chair for referee scheduling
- Verify information on team rosters
- Determine and generate tournament schedules and distribute to referees, head official, and team contacts.

IV. Elections

- Mailing of the slate and the proxies
- Summarize proxies and tabulate votes during the elections meeting.

The responsibilities of the Office Manager may include other duties deemed necessary by the IREVA Commissioner.

Registrar

The role of the Registrar is to ensure that all playing and non-playing participants within the Region are registered according to the regulations set forth by USA Volleyball and the Region.

In the fulfillment of this obligation, the Registrar will:

- Produce the forms and instructions necessary to register individuals and teams for participation in USA Volleyball events.

- Receive completed forms and payment from individuals and teams and **maintains the database** of IREVA participants.

- Make available (via the Web) the following information:

 - Individual registration numbers

 - Club and team listings

 - Team representative information

 - Produces monthly report given to the Treasurer, including any payment collected for registration.

 - Produces monthly reports as required by USA Volleyball's National Office.

In addition to the above duties, the Registrar will work with the Communications Chair whenever possible to explore opportunities to increase IREVA membership.

Tournament Coordinator

The role of the Tournament Coordinator is to assist IREVA members in the sanctioning, scheduling, and running of tournaments during the regular season. The Tournament Coordinator will approve or deny applications to hold tournaments on certain dates based on established guidelines and policies.

The Tournament Coordinator's responsibilities include, but are not limited to:

Responsibility for the sanctioning of tournaments

Approval of tournament dates upon request by tournament directors

Maintain and distribute tournament director guidelines and procedures

Report, on a semi-annual basis, on tournament activity

Provide data, analysis, and goals that support development, competition, and communication

Competition Chair

The responsibilities of the Competition Chair include, but are not limited to the following duties:

Monitoring tournament results at all levels by collecting results from tournament directors.

Update/maintain rankings for Men's and Women's teams per IREVA guidelines and policies.

Publicize the results of IREVA-sanctioned tournaments and team rankings on the Region's Web site.

Evaluate the propriety of individual team competition levels and recommend in-season level changes as appropriate or necessary.

Review prior season team results to determine and recommend competition level changes for specific teams.

Assist with the seeding of teams in Region-sanctioned tournaments, including Regional Championships

Assist the Commissioner with issues of player and team classification, including National competition.

Respond to team representatives' requests for information.

Referee Chair

The Referee Chair's responsibility is to develop and maintain a body of certified referees who are qualified to officiate all tournaments sanctioned within the region.

This duty will be met by the following actions.

Recruit new first referees for certification.

Schedule clinics for first and second referees that are:

Convenient for all geographic locations

Timely in terms of the scheduled playing seasons (adults and juniors)

Efficient in use of region funds to reach a maximum number of players

Posted on website at least 3 weeks in advance

Help Referee Assignor maintain referee data (level of certification, date of expiration, etc.) that are up-to-date and easy-to-use by Assignor and easily accessible by tournament directors.

Develop referees who are qualified to conduct clinics for second and first referees.

Oversee testing and rating of referees.

Improve the quality of referees by:

Encouraging upgrading to next level.

Providing suggestions to existing referees through formal and informal ratings and communications.

In addition to these duties, the Referee Chair will:

Monitor information about USAV rule changes, and ensure that the information is disseminated to the Board as well as to the team representatives.

Attend national/zonal meetings for Referee Chairpersons, or arrange to send a replacement approved by the Board.

Prepare written reports on Regional referee activities for the Board meetings.

Develop and implement goals to measure progress in referee development.

Order rulebooks and guides via the Office Manager for clinics.

Track clinics and ratings performed for referees.

Notify Treasurer of successful upgrades.

Notify Treasurer of payments due for clinic fees.

Scorekeeper's Chair

The Scorekeeper Chair's duty is to develop and maintain a cadre of certified scorekeepers qualified to officiate all tournaments sanctioned within the region.

This duty will be fulfilled by the following actions:

Schedule clinics for new and provisional scorekeepers that are:

Convenient for all geographic locations

Timely in terms of the scheduled playing seasons (adults and juniors)

Efficient in use of region funds to reach a maximum number of players

Posted on website at least 3 weeks in advance

Maintain scorekeeper data (level of certification, date of expiration, etc.) that are current and easily accessible to tournament directors.

Develop scorekeepers who are qualified to conduct clinics.

Oversee testing and rating of scorekeepers.

Improve the quality of referees by:

Encouraging upgrading to next level.

Providing suggestions to existing scorekeepers through formal and informal ratings and communications.

In addition to these duties, the Scorekeeper Chair will:

Monitor and disseminate information about USAV Scorekeeping changes.

Attend national/zonal meetings for Scorekeeper Chairpersons, or arrange to send a replacement approved by the Board.

Prepare written reports on Regional scorekeeping activities for the Board meetings.

Propose and outline goals for recruitment and scorekeeper development.

Track clinics and ratings performed for scorekeepers.

Notify Treasurer of successful upgrades.

Notify Treasurer of payments due for clinic fees.

Officials Clinic Coordinator

The Officials Clinic Coordinator is responsible for assisting the Referees and Scorekeepers Chairs in scheduling clinics for officials. This will include coordinating sites, times, and clinicians commensurate with the geographic needs of the region.

Junior Program Director / Junior Development Chair

The goals of the Junior Program Director focus on the founding and endurance of a Youth/Junior Program that will enhance the experience for players and coaches alike. The aim is to create an environment that will cultivate skill development, team cooperation, sportsmanship, knowledge and participation in the game. The obligations of this position include, but are not limited to the following:

Establish or cause to be established Youth/Junior development programs within the Region.

Ensure that all Youth/Junior sanctioned events conform to Regional guidelines and the Operating Code.

Conduct (or cause to be conducted) a yearly Regional Championship event for all Youth/Junior participants

Schedule (or cause to be scheduled) and conduct periodic (at least once annually) meetings of the Junior Team Representatives.

Attend national/zonal meetings for Youth/Junior Olympic Volleyball Coordinators or arrange to send a replacement approved by the Board.

Prepare written reports concerning Youth/Junior activities for Board meetings.

Submit articles to the Newsletter Editor for printing in the Regional newsletter.

Monitor and disseminate Regional and National information of interest or importance to Youth/Junior players, representatives and coaches.

Assist in the development of Youth/Junior teams and clubs.

Provide input for budget issues affecting the Junior division of IREVA.

Junior Referee Coordinator

The Junior Referee Coordinator works closely with the Referee Chair in promoting a Junior Referee Program. The duties in this position include, but are not confined to:

Assisting the Referee Chairperson in the development and updating of a Junior Referee Certification program.

Organizing and/or coordinating Junior Referee clinics for certification and training.

Providing all successful candidates with certification identification as approved by the Referee Chairperson and the Board.

Monitoring and recording the progress, status and abilities of junior referees and referee candidates.

Junior Boys Coordinator & Junior Girls Coordinator

Within each respective group of players, there will be a coordinator whose responsibilities include:

Monitor the needs and opinions of male/female Youth/Junior players, coaches and team representatives.

Monitor the effect, benefits and/or detriments of Region policies and activities on male or female Youth/Junior players, coaches and team representatives.

Advocate the needs and interests of male or female Youth/Junior players, coaches and team representatives at Board meetings.

Develop and suggest Regional policies, activities and changes to benefit male or female Youth/Junior players, coaches and team representatives.

Assist the Junior Development Chair in organizing, coordinating and seeding male/female Youth tournaments, clinics and events including the Regional Championships.

Coaching Development Chairperson

This individual will serve as the regional contact for new and existing club coaches. This position will coordinate with the Communications Chair to establish and meet goals for coaching development.

Fulfillment of this obligation will include the following:

Provide coaches with resources and moral support for coaching issues that arise.

Provide coaches with dates, locations, and costs of upcoming coaching clinics that are available and worthwhile for their increased knowledge of the game and its strategies.

Seek out and encourage people to coach and get involved with new or existing clubs to promote the sport of volleyball and discover the joy of coaching.

Order and distribute the annually updated IMPACT manual for each of the IREVA IMPACT clinicians via the Office Manager.

Receive attendance/completion lists from IMPACT clinicians and CAP participants to update records of certified JO Coaches and pass them onto the IREVA Office Manager to update the IREVA.

Develop, evaluate and track clinicians

Referee Assignor

The duties of the Referee Assignor include:

Maintain regular and ongoing communication with tournament directors. Discuss the following:

Projected referee needs

Number of courts / locations

Number of teams with playing referees

Discuss fees to be paid to referees

Assign referees on basis of:

Ability appropriate to level of competition

Proximity to playing site

Availability (does ref want lots of work or almost no work?)

Keep list of certified referees up-to-date (in coordination with Referee Chair) and posted to the Web

Recreational Coordinator

The duties of this position include, but are not restricted to the following:

Establish or cause to be established Recreational and League programs within the Region.

Schedule, or cause to have scheduled, and conduct periodic meetings of the Recreational and League representatives, to be held no less than once per year.

Prepare written reports concerning Recreational and League activities for Board meetings.

Submit articles to the Communications Director for publication via the Region's Web site and/or in the Newsletter.

Assist in the development of Recreational and League teams or clubs.

Monitor and disseminate Regional and National information of interest or importance to Recreational and League participants, including players, coaches and team representatives.

Identify local activities and contacts

Coordinate communication of recreational opportunities with the Communications Chair.

Communications Director

The Communications Director will have responsibility for the publication and distribution of the quarterly newsletter. In addition, he/she will ensure that timely, relevant information is available on the Region's Web site.

The goals of this position include:

- Improved communication within the Board to enhance our ability to meet the stated objective/mission of promoting the sport of volleyball in the Region.
- Improved communication between the Board and the team representatives in order to encourage feedback on the part of players and coaches
- Increase awareness of IREVA to non-IREVA players via several avenues of communication including Internet, Media, Email, and other non-IREVA leagues and events.

In an effort to fulfill these goals, the Communications Director will:

- Prepare, or cause to be prepared, a periodic newsletter in print and electronic media, to be distributed up to four times per year.
- Seek advertisement opportunities to offset printing and distribution costs.
- Obtain annual quotes for printing and delivery of the newsletter.
- Oversee the publication and presentation of information on the Region's Web site.
- Coordinate input and messages from other Board members and functions to the general membership.
- Coordinate Player Handbook and Operations Manual content.

Newsletter Editor

The responsibilities of the Newsletter Editor are:

- Write and collect materials for the quarterly newsletter.
- Publish the newsletter during the season.
- Is responsible for having the newsletter printed, addressed and mailed.

Marketing / Development Coordinator

The responsibilities of this position include:

- Seeking and obtaining positive public relations and publicity for the Region.
- Promoting Regional events and activities.
- Seeking appropriate sponsors for Regional events and activities.
- Coordinating the design and marketing of Regional products and logos.
- Seek opportunities to develop relationships with coaches, players and the community to enhance the sport within the Region.

IV. Operating Policies and Guidelines

Junior Advisory Board (JAB)

The purpose of the Junior Advisory Board is to provide input to the IREVA Board on all issues dealing *exclusively* with youth and Junior-Olympic (YJOV) competition.

The Junior Advisory Board will be composed of the following positions:

Chair (appointed by commissioner with consent of IREVA Board)

Club representatives (appointed by JAB Chair with consent of IREVA Board)

Northeastern Girls

Southeaster Girls

Northwester Girls

Southwestern Girls

Eastern Boys

Western Boys

The Junior Advisory Board will be charged with the following tasks and functions:

Discuss YJOV competition issues and bring recommendations to IREVA Board

Determine Regional championship formats

Determine which teams will receive IREVA bids to national championships

Manage the disbursement of support money to teams going to national championships

Discuss and develop new team incentives (such as reduced registration fees)

Discuss and present a proposal for the acceptability of irregular playing conditions (6th player doesn't show up, etc.) 5-person team (ghost player), player from another team

The Junior Advisory Board will meet at least twice per season, between the September and November IREVA Board meetings, and between the January and May IREVA Board meetings. Minutes of the meetings, as well as all resulting recommendations and proposals will be provided to the IREVA Board within one week of the Junior Advisory Board meeting.

Adult Advisory Board (AAB)

The goal of the Adult Advisory Board is to provide input on behalf of players, coaches and other adult IREVA members, to the IREVA Board on all issues dealing *exclusively* with adult competition.

The Adult Advisory Board will include the following positions

Chair (appointed by commissioner with consent of IREVA Board)

Competition Chair

Player representatives (appointed by AAB Chair with consent of IREVA Board)

representing the following levels:

BB Male

BB Female

B Male

B Female

Co-Ed or Recreational Male or Female

The Adult Advisory Board will be charged with the following tasks and functions:

Discuss adult competition issues and bring recommendations to IREVA Board.

Review, discuss Regional Championship Tournament format

Discuss eligibility issues, team classification, and player classification.

Develop and propose policy to determine which teams will receive IREVA bids to national championships

Coordinate the disbursement of support money to teams going to national championships

Discuss and develop new team incentives (such as reduced registration fees)

Discuss and present a proposal for the acceptability of irregular playing conditions (6th player doesn't show up, etc.) 5-person team (ghost player), player from another team, and non-sanctioned tournaments (rainbow, friendship, masters).

The Adult Advisory Board will meet at least twice per season, between the September and November IREVA Board meetings, and between the January and May IREVA Board meetings. Minutes of the meetings, as well as all resulting recommendations and proposals will be provided to the IREVA Board within one week of the Adult Advisory Board meeting.

Hosting an IREVA Tournament

Initial Approval

1. Tournament Directors must discuss available dates with the Tournament Coordinator (email is preferred).
2. Tournament Directors inform the Tournament Coordinator that they have a site and want to apply for a date, or use the online tournament request tool.
3. If approved, the tournament date(s) will be reserved for ten days to allow for paperwork to arrive. If an application is not complete or does not arrive within ten days your dates will be released.
4. Tournament Directors must complete a tournament sanction application, including a check for sanctioning fees of \$25 per court. Also, a separate check for \$50 will serve as a refundable performance bond. Written directions to the tournament site should be submitted.

Final Approval

1. The Tournament Coordinator will review final applications. If everything is in order, Tournament Directors will be sent notification of final approval along with a sanction number.
2. Once Tournament Directors have been given a sanction number, they are permitted to collect entry fees and solicit teams for their tournament.

Note: The tournament sanction applies only to the tournament described in the application. Any changes including, but not limited to, date, location or level must be approved by the Tournament Coordinator in writing prior to the event. Failure to obtain this approval may result in forfeiture of the sanction (i.e. no insurance) and Tournament Directors will be subject to disciplinary action.

Guidelines for Officials Clinics

Region-Hosted Clinics

Referee and Scorekeeper Chairs will schedule ten clinics each before the beginning (November 1) of each season. In most cases, referee and scorekeeper clinics will be given on the same date at the same location. The dates and locations for each of these clinics will be posted on the IREVA website by at least November 1. These clinics will be scheduled to maximize convenience for members in all geographic locations, to be timely in terms of the scheduled playing seasons (adults and juniors), and to be efficient in use of Regional funds to reach a maximum number of players.

Officials who have achieved National or Junior National certification will present one of these clinics once per season at no charge to the Region, other than compensation for round-trip mileage. If one of these officials is requested to present a second Region-hosted clinic, he/she will be compensated \$80 plus mileage.

Club-Hosted Clinics

Clubs or teams that wish to host an official's clinic other than those hosted by the Region may do so at their own expense. The club/team director can get a list of certified referee clinicians from the Referee Chair or a list of certified scorekeeper clinicians from the Scorekeeper Chair. The club/team director can contact each of the eligible clinicians to check their availability and cost. Club/team directors can charge attendees to compensate for the cost.

Expenses

The Region will compensate clinicians for all receipted expenses associated with preparing materials for clinics, whether Region-hosted or club-hosted. This will include photocopying materials and purchase of pencils. Receipts should accompany a completed IREVA Expense Reimbursement Claim sent to the IREVA Treasurer after results and participant lists have been provided to the appropriate Chairperson.

In special instances, special aids may be needed, such as poster-sized score sheets. These must be purchased only with advance authorization from the appropriate officials Chair.

Fiscal Policy

1. **Compensation:** IREVA shall not compensate its officers, directors, or other members of structures or substructures for the performance of duties directly related to their position(s) with the IREVA beyond documented expenses and stipends consistent with the Region's fiscal policies.

The above named *may* receive honoraria or other compensation for assignments not related to, or in conflict with their position(s) (that is for services outside their assigned duties) as a director consistent with the current approved fiscal policies of IREVA.

2. **Wages:** Wages or salaries are not available to any person, whether providing services to IREVA or not.

3. **Contract Labor:** Monetary compensation may be paid to independent contractors for services specified by the IREVA Board. The individual receiving such monetary compensation shall not be considered an employee of IREVA, and the individual is responsible for tax withholding and FICA payments.

4. **Honoraria:** Lump sum compensation, possibly paid in installments, may be paid for specific services rendered. The individual receiving payment would *not* be considered an employee of IREVA, and the individual is responsible for tax withholding and FICA payments.

5. **Expense Reimbursement:** Direct compensation of actual expenses incurred, based on the submittal of required documentation in keeping with adopted fiscal procedures. This remuneration shall be related to approved budget items or be specifically approved by the appropriate authority. Expense reimbursement is not subject to tax withholding or FICA deductions.

Guidelines for Reimbursement

Persons performing routine and scheduled duties for the Region are often eligible for reimbursement of expenses. Reimbursements are made only when a properly completed and signed IREVA Expense Reimbursement Form (attached) is sent to the IREVA Treasurer. Expenses incurred at vendors (photocopiers, office suppliers, Thruway tolls) must be accompanied by original receipts. All expenses must be economical, and timely in accordance with their budgeted intent.

Mileage will be reimbursed at the most recent rate published by the IRS.

The following officers will have their expenses reimbursed:

Commissioner Referee Chair Scorekeeper Chair Junior Program Director	National Meeting(s) Phone Office Supplies
Office Manager Treasurer Secretary Others	Phone Office Supplies

IROQUOIS-EMPIRE VOLLEYBALL ASSOCIATION, INC.
Expense Reimbursement Claim

ATTACH ALL RECEIPTS

Travel-Related Expenses			
Date:	Destination:	Purpose:	
Lodging: \$	Meals: \$	Mileage: \$	
Air Fare: \$	Car Rental: \$	Tolls: \$	
Other:		\$	

Office/Administrative Expenses		
Photocopying: \$	Phone: \$	Postage: \$
Supplies: \$	Other: \$	

Services Rendered		
Date:	Event:	Location:
Referee Clinic: \$	Scorekeeper Clinic: \$	Referee: \$
Other:		\$

Miscellaneous Expenses	
Item(s):	Expense: \$
Item(s):	Expense: \$
Item(s):	Expense: \$

Total Expenses Claimed for Reimbursement:	\$
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:

Person Requesting Reimbursement	
Name:	
Street Address:	
City & State:	Zip:
Signature:	Date:

Office Use Only	
Amount Paid: \$	Check #:
Expense Category:	Comments:

Stipends

The following appointed board members of the Iroquois-Empire Volleyball Association, Inc. receive monetary stipends. These are the only payments made to individuals other than compensation of incurred expenses as outlined elsewhere in this manual.

Office Manager Stipend \$6000 annually, paid at a rate of \$500 monthly.

Registrar Stipend \$2 per registering member, paid monthly at a rate of that month's registration, as submitted to Treasurer.

Newsletter Editor Stipend \$250 per edition distributed to entire membership. Not to exceed four editions per fiscal year.

Handbook Editor Stipend \$250 per edition distributed to entire membership. Not to exceed one edition per fiscal year.

Tournament Coordinator Stipend \$750 per season (September through May), paid at the rate of \$250 in November, February, and May

Officials Assignor Stipend \$750 per season (September through May), paid at the rate of \$250 in November, February, and May

Regional Championship Referees Stipend Paid at the published IREVA rate for matches and/or days worked. Stipend may include compensation for room, board, and/or mileage as deemed necessary by the head official and the tournament director.

These stipends are provided under the conditions that the individual receiving such monetary compensation:

- Shall not be considered an employee of IREVA,
- Is not entitled to any benefits associated with employment,
- Is responsible for tax withholding and FICA payments, and
- Must sign the affidavit (below) to this effect before receiving stipends.

I, _____, am providing services to the Iroquois-Empire Volleyball Association, Inc. (IREVA) in the capacity of _____, have read the above policy, and attest that these services are provided by me as an independent contractor to IREVA. I am not an employee of IREVA and do not expect, nor will not claim, any benefits as an employee of IREVA.

Signed _____ Date _____.

Nationals Subsidy Policy for Adults

The decision for the automatic bid to Nationals will be determined by March 15th. This means that teams from IREVA wishing to participate in Nationals must submit the required paperwork to the Commissioner by March 15th.

The highest ranked team from the level participating will receive the automatic bid. The rankings for this will include external information as available. (i.e. results from tournaments outside of IREVA).

Regarding disbursement money for Nationals, 1 ½ shares of the money set aside each year will go to the team with the highest finish in the Regional tournament for each level of competition. (A, BB, B for men's and women's) One share of the money will go to each of the remaining teams.

Tax Exempt Status

IREVA is incorporated in New York State and is a Group D Member of USA Volleyball, which is the National Governing Body for the sport within the US Olympic Committee framework. See IREVA Bylaws and the USAV Guidebook for more details.

The Internal Revenue Service recognizes IREVA as a not-for-profit organization under Section 501(c)(3). This classification covers educational, religious, fraternal, and numerous other types of organizations, including amateur sports groups. Any contributions or donations to IREVA are tax deductible as charitable donations by the donor, or might be deductible as business expenses, for example, as advertising and promotion.

Individual members, teams and clubs and their activities are not covered by IREVA for tax purposes, but could qualify independently for similar status. Any contributions or donations to a club or team so recognized by the IRS would be tax deductible as charitable donations. Any contributions or donations to other members, teams or clubs and their activities presumably may also be deductible by the donor as business expenses (but not a charitable donation). Teams and clubs should consult with legal and financial advisors as needed to address their own circumstances. Several clubs in IREVA have obtained such recognition. For more information, see IRS **Publication 557** and **Package 1023**.

Teams and clubs are encouraged to obtain sponsors to support their activities and events, as well as for IREVA itself. Not only does such support reduce costs for participants, but it also promotes volleyball awareness in our communities. However, several important limitations on sponsors should be noted. Names, symbols or other representations related to USOC or USAV shall not be used in any manner without the expressed written permission of USAV. See the current USAV Guide for more details.

No vendors or advertising are allowed at the Regional Championship Tournament, or any other IREVA-*hosted* event without the written permission of the IREVA Board, or its designee, and the site host. Proposals for sponsorship, advertising or sales at these events are encouraged, and should be referred to the Commissioner for review and consideration.

Vendors and/or advertising will not be allowed at IREVA-*sanctioned* tournaments without the permission of the host club and the site owner.

Any questions on these topics should be referred to the Commissioner and Treasurer, either directly or through another Board member.

V. Revised Bylaws of the Iroquois-Empire Volleyball Association, Inc.

A New York State Not-for-profit Corporation

(As amended through February 1998)

Article I: Name

- 1.1 The name of the organization is Iroquois-Empire Volleyball Association, Inc. Reference in these bylaws to Iroquois-Empire Volleyball Association, IREVA, the Association, or the Corporation shall be deemed to be reference to Iroquois-Empire Volleyball Association, Inc., unless the context requires otherwise.

Article II: Purpose

- 1.1 In furtherance of the purposes set forth in its Certification of Incorporation, the Corporation shall be a Group D Member Organization (Regional Volleyball Association) of USA Volleyball (USAV). Reference in these bylaws to the Region shall mean the district denominated the "Iroquois-Empire Region" as its boundaries are now established and as may be changed from time to time.

Article III: Members and Meetings of Members

- 3.1 (a) The Corporation shall have one class of members consisting of those persons who
- (i) are registered with the USAV in accordance with its Operating Code and
 - (ii) have paid the Corporation the additional local registration fee prescribed by its Board of Governors.
- 3.1 (b) Membership shall be effected and evidenced by a current USAV registration certificate endorsed by the Regional Commissioner. Membership and registration certificates are not transferable
- 3.2 (a) The annual meeting of members to receive reports of officers and to conduct elections shall be on a date and at a time and place within the Region determined by the Board of Governors, provided, however, that the date shall be not more than 12 weeks prior to the annual meeting of Delegates of Member Organizations of the USAV. The powers, rights, and privileges of members at the annual meeting shall be exercised by the Members' Council (the Council). [Revised 11/24/1996]
- 3.2 (b) The Council shall be comprised of Councilors selected by each of the several volleyball clubs active in the Region. Each club, in the manner of its own choosing, shall select a number of Councilors equal to the number of its teams plus one additional Councilor for each whole multiple of three teams, based upon the number of teams of record as of January 31 of each year. A club shall forthwith notify the Secretary of the selection of its Councilors, but failure to so notify shall not disqualify any Councilors from sitting in the Council. For the purpose of this subsection, a club is an organization composed of one or more teams voluntarily affiliated with each other and which by its name, acts, and other indicia holds itself out to be a club. A team is a basic playing unit within a club for which the appropriate team registration fee has been paid in accordance with the Operating Code of the USAV and the policies and procedures of this Corporation.

- 3.2 (c) Members not within a club as defined in 3.2 (b) are constituted the Club-at-Large, which shall choose one Councilor. Such Councilor shall be that person who earliest after January 31 of each year files with the Secretary a nominating petition containing the signatures of five members of the Club-at-Large or, if its members number seven (7) or fewer, a majority of them.
- 3.2 (d) Notice of the annual meeting shall be published in the newsletter of the Corporation most nearly preceding it and personal notice shall be mailed using ordinary mail to all Councilors whose names have been provided to the Secretary. The notices required by this section shall be made not less than thirty (30) days prior to the meeting.
- 3.2 (e) One-third of the authorized number of Councilors, present in person or by proxy, shall constitute a quorum for the transaction of the business of the Council, including elections. The Council shall be the judge of the credentials of the Councilors.
- 3.3 Special meetings of Members may be called by the Board of Governors upon reasonable notice or upon the call of ten percent of the total number of Members. A quorum at a special meeting of Members shall be the lesser of one hundred (100) Members or one-tenth of the total number of Members. Members may attend and vote in person or by proxy.

Article IV: Board of Governors and Meetings of the Board

- 4.1 (a) The Corporation shall be managed by its Board of Governors (the Board). The Board shall consist of not more than twenty-five (25) persons as follows:
- i) Nine (9) Directors
 - ii) The President, Vice President, Secretary, Treasurer
 - iii) The subordinate officers having charge of registration, referees, scorers, age group development, and eligibility
 - iv) Such appointees, not to exceed seven (7), as may be appointed by the Commissioner for particular purposes [Effective 9/1/1992. Resolution 12/6/1991].
- 4.1 (b) The Directors, President, Vice President, Secretary and Treasurer collectively comprise the "elected governors." The other members of the Board collectively comprise the "appointed governors."
- 4.2 (a) A governor may hold only one elected office of the Corporation, but may at the same time hold one or more appointed offices of the Corporation. Holding office within a club or serving as a Councilor shall not be deemed holding an office of the Corporation. Regardless of the number of offices of the Corporation held, a governor shall be entitled to but one vote.

- 4.2 (b) Whenever as a result of a governor's holding multiple offices the voting strength of the Board is reduced, the governors may temporarily appoint any other subordinate officer or officers of the Corporation or the Delegates to USAV or any combination thereof as alternate governors so as to bring the Board to its authorized voting strength. An alternate governor shall have all of the rights and privileges of other appointed governors during the period of the temporary appointment. The last appointed alternate governor shall be the first removed.
- 4.3 The Board shall hold regular meetings at least four (4) times in each membership year and more frequently as the business of the Corporation may require. One of the four required meetings shall take place in August, September or October, one in November or December, one in January or February, and one in March, April or May. Notice of a regular meeting may be written or verbal, delivered in person, by telephone, by mail, or by other appropriate means, and made not less than five nor more than fifteen days in advance of the meeting.
- 4.4 Special meeting of the Board may be called by the President or by any three governors. Special meetings may be called with twenty-four (24) hours notice provided by any reasonable means.
- 4.5 At any regular or special meeting of the Board a quorum shall be eight of whom five shall be elected governors. The vote of a majority of governors present at the time of the vote, a quorum being present, shall be the act of the Board [Effective 9/1/1992. Resolution of 12/6/1991].
- 4.6 Any action required or permitted to be taken by the Board or its committees may be taken without a meeting if all the members thereof consent in writing the adoption of a resolution authorizing the action
- 4.7 Governors shall be Members of the Corporation at the time of their election or appointment and shall re-register annually. IREVA will pay for their memberships.

Article V: Officers and Their Selection

- 5.1 The elected officers of the Corporation shall be the nine Directors, the President, the Vice President, the Secretary and the Treasurer.
- 5.2 Directors shall be elected by the Council at the annual meeting. They shall be divided into three classes for the purpose of staggering their terms. Within each class one director shall be chosen from the eastern portion of the Region, one from the western portion of the Region, and one from the Region at large. It shall be the custom, but shall not be required, that at least one Director in each class be male and at least one be female. The term of a Director shall be three years and shall run concurrently commencing on the first day of August next succeeding the election. Directors shall serve until their successors have been elected and have qualified. Vacancies in the office of Directors may be filled by a vote of the majority of the

Board then in office. A Director so elected shall serve until the next annual meeting at which time the Council shall fill the vacancy for the unexpired term. A Director may be removed in the manner prescribed by law.

5.3 The President, Vice President, Secretary, and Treasurer shall be elected by the Council at the annual meeting in 1992 and every four years thereafter. The terms of each office shall be four years and shall commence on the first day of August next succeeding the election. The corresponding officers incumbent at the time of the adoption of these bylaws are continued in office and their terms extended accordingly. Officers shall hold office until their successors have been elected and have qualified. Vacancy in any such office may be filled by the majority vote of Governors then in office and the persons so elected shall serve until the next annual meeting at which time the Council shall fill the office for the unexpired term. The elected officers may be removed in the manner prescribed by law.

5.4 The President

- i) Shall have the powers and duties customarily associated with the office of the President and shall be chief executive officer of the Corporation.
- ii) Shall be Regional Commissioner, have the powers and duties thereof as defined by the USA Volleyball Association, and be principal representative to the USA Volleyball Association.
- iii) Shall preside at meetings of the Board and of the membership, including the Council.
- iv) Shall, with the advice and approval of the elected governors, appoint and define the duties of subordinate officers including:
 - those having chare of registration, referees, scorekeepers, age group development and eligibility
 - any assistant commissioners, and
 - such other subordinate officers as may be required; such appointments shall be made on a yearly basis and as needed during the season to replace appointees who have resigned or been replaced by the Commissioner. Replacement of appointees during the season shall be at the discretion of the Commissioner for reason of nonperformance of assigned duties.
- v) Shall annually nominate for the approval of the Council the Delegates, other than himself/herself, to the Delegate Assembly of the USA Volleyball Association.
- vi) Shall prepare or cause to be prepared a budget to be submitted to the Board for its approval at its last regular meeting prior to the start of the fiscal year
- vii) Shall be, ex officio, a member of all committees except the Committee on Nominations; and
- viii) Shall have other such duties, not inconsistent with law or with these bylaws, as may be delegated to him/her by the Board.

5.5 The Vice President

- i) shall in the event of the President's absence, incapacity, or unavailability be Acting President.
- ii) shall have such other duties, not inconsistent with law or these bylaws, as may be assigned by the Board or by the President.

5.6 The Secretary

- i) Shall have charge of the records of the Corporation.
- ii) Shall keep the minutes of the meetings of the Board and of the membership, including the Council
- iii) Shall give such notice and perform such other acts as may be required by law or these bylaws.
- iv) Shall carry on the correspondence of the Corporation, and
- v) Shall have such other duties, not inconsistent with law or these bylaws, as may be assigned by the Board or by the President.

In the event of the absence or disability of the Secretary, the Board may appoint an assistant secretary to temporarily perform the duties of the Secretary.

5.7 The Treasurer

- i) Shall maintain custody of the Corporation's funds and keep or cause to keep adequate and correct accounts of the Corporation's business.
- ii) Shall prepare and submit to the Board as it may require statements of the financial condition of the Corporation, and
- iii) Shall have such other duties, not inconsistent with law or these bylaws, as may be assigned by the Board or by the President.

In the event of the absence or disability of the Treasurer, the Board may appoint an assistant treasurer to temporarily perform the duties of the Treasurer.

Article VI: Committees

6.1 The Board may, by resolution, designate from among its members an Executive Committee consisting of three or more persons, one of whom shall be the President who shall be its chair. The Executive Committee shall have all the authority of the Board except as provided in the resolution or in law. The Committee shall serve at the pleasure of the Board.

6.2 There shall be the following standing committees of the Board:

- i) Awards and Recognitions
- ii) Nominations

The Board shall provide for the composition and operation of each such committee except as otherwise provided in these bylaws.

- 6.3 The class of Directors in the middle of its term shall be constituted the Committee on Nominations. The Director elected at large shall be the chair. The committee shall report to the Board at the regular meeting required to be held in January or February a single slate of candidates for the offices to be filled at the annual meeting. Upon such report the names shall be deemed in nomination before the Members' Council. In the event that a vacancy or vacancies in the class of Directors constituting the Committee is to be filled at the annual meeting, the corresponding Director from the class next junior shall serve on the Committee instead. [Effective 9/1/92. Resolution 12/6/91]
- 6.4 The Board may establish and provide for such special committees of the Board as it may deem desirable.
- 6.5 There shall be an Eligibility Committee, which shall be a committee of the Corporation. It shall be composed of the officer in charge of eligibility (as chair), the officers in charge of officials, and two players, appointed by the Regional Commissioner in consultation with the chair, from each level of competition within the Region. The Committee shall meet at least once prior to the regional championship tournaments for the purpose of assigning teams to their respective levels of play in those tournaments and shall report its findings to the Board. The Eligibility Committee shall have such other duties pertaining to the eligibility and classifications of teams and players as the Board may assign.

Article VII: Calendar

- 7.1 The Membership Year commences on the first day of November and ends the succeeding thirty-first day of October. [Effective 2/2/92. Resolution 2/2/92]
- 7.2 The Sanction Season commences the first day of November and ends on the later of the first day of August or the conclusion of the United States Championship. The Fellowship Season is that portion of the calendar year not within the Sanctioned Season.
- 7.3 The Fiscal Year of the Corporation begins on the first day of November and ends the succeeding thirty-first day of October. [Effective 2/2/92. Resolution 2/2/92].

Article VIII: Miscellaneous Provisions

- 8.1 The failure to literally comply with any provision of these bylaws as to notice shall not affect any action otherwise validly taken unless it is determined by the body taking or proposing to take an action that the failure is significant in nature and prejudicial to the affected member or members.

- 8.2 The Board is authorized and directed:
- i) To develop a policy manual by which the conduct of volleyball within the Region shall be governed.
 - ii) To periodically distribute a newsletter.
 - iii) To prepare or cause to be prepared a Guidebook and to periodically update it.
- 8.3 Matters of organization and procedure not otherwise provided for in law, the certificate of incorporation, these bylaws, or in resolutions and policies made pursuant thereto shall be governed by the Sturgis Standard Code of Parliamentary Procedure.

Article IX: Adoption and Amendment

- 9.1 These revised bylaws shall be effective upon the close of the meeting at which they are adopted in accordance with the bylaws then in effect. All bylaws previously adopted are hereby **repealed**.
- 9.2 These bylaws may be amended or repealed by the Board or by the Council on thirty days' notice subject to any limitations in law.

VI. Awards

The Region owes its success to the contributions made by its many volunteers. Accordingly, the Region will recognize extraordinary contributions of individuals and teams. These awards will be presented at the Annual Meeting. Recipients are selected by the nine elected Directors, chaired by the Director At Large whose term expires at the end of that season.

Father Charles K. Dwyer Award

One to be awarded annually to an individual in recognition of continued and distinguished service and leadership in the Region.

Silver Award

One to be awarded annually to an individual who has earned distinction as a referee or scorekeeper or who has made a substantial contribution to the training of officials and development of officiating in the Region.

Bronze Award

Up to three to be awarded annually to individuals for activities of special merit in a season such as tournament organization, team administration, special projects of benefit to volleyball, youth development, or other notable achievements.

Platinum Awards

Two to be awarded annually to one men's and one women's club exemplified by sportsmanship and their contribution to the success of volleyball in the Region, through its members' participation in the Regional administration, tournament sponsorship, officiating, and the development, extension, and promotion of the sport.

VII. Due Process and Grievance Procedure

Grievance Board

The Grievance Board receives and reviews *written* complaints. This group consists of three people:

Vice President (unless there is a conflict or he/she is unable), then Treasurer, then Secretary

A Regional Director (in the following priority order)

Expiring At Large

2-year term At Large

3-year term At Large

Expiring East

Expiring West

2-year term West

2-year term East

3-year term East

3-year term West

Official (in the following priority order)

Referee Chairperson

Scorekeeper Chairperson

Highest rated referees (in order of seniority)

After reviewing the written complaint, the Board does one of three things:

Dismisses the complaint as not worthy of a grievance hearing.

Solves the problem (the Board feels there is a minor problem) by writing a letter to the person in the wrong advising them of the complaint, and telling them they must correct the situation in the future or risk disciplinary action.

Holds a grievance hearing. This occurs when the Board feels the infraction is severe enough, or is a repetition of a previous violation, and that disciplinary action may be needed. One of these Grievance Board members becomes the Corresponding Secretary for this hearing.

Adjudication Committee

This committee will consist of all of the Club Representatives of the Region (excluding members of the Board of Governors). If a Board member is a Club Representative, they will assign a Team Representative or someone else from their team as the member of the Committee.

Procedure

After deciding that a hearing should be conducted, the Corresponding Secretary sends out a notice to all concerned parties by *certified mail* that a hearing will be held in two weeks at a nearby site. Included in the mailing is a *copy of the complaint*. The party facing disciplinary action is entitled to know who wrote the complaint as well as what the complaint is. If the party does not show up, the hearing will be conducted regardless. Any information sent on the parties' behalf should be presented. Also in the mailing is a list of members of the Adjudication Committee, excluding club members from either party. The parties should be allowed to eliminate five (5) or six (6) people from the list.

After both lists are returned, the Corresponding Secretary chooses three (3) people (one of them as Hearing Foreman) to serve on the Adjudication Committee. They are chosen at random from those closest to the hearing site. All information should be sent to the Committee before the hearing so they can be prepared to ask pertinent questions. These three people will sit in judgment, weigh the evidence, and decide on an appropriate sanction. The sanction decided upon should be disciplinary yet constructive, with the goal of promoting the sport of volleyball.

The Commissioner then reviews the determined sanction. If the Commissioner feels the sanction is unjust, he/she may ask the Committee to rethink its decision. After the Committee comes to an agreement, the person is notified of his/her sanction by *certified mail*. No person should be allowed to discuss the sanction after it is imposed. The person will have two weeks to appeal. A panel of the Board of Governors, which may either uphold or dismiss the sanction, would hear an appeal.

After the hearing, one copy of all correspondence is filed. Remaining copies are destroyed.

The Region will not seek to determine guilt or innocence in cases that have been decided in a recognized court of law. A final level of appeal can be made to the Regional Operations Division of USA Volleyball as outlined in the USA Volleyball Official Guide.