

***CLUB COCHISE***



**CLUB COCHISE VOLLEYBALL ASSOCIATION  
BYLAWS**

**SEPTEMBER 2007**

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## **Article I Club Cochise Volleyball Association**

### **Article II Mission Statement**

A. Club Cochise Volleyball Association (CCVA) , part of the USA Volleyball (USAV) Junior Olympic volleyball program is committed to providing quality training to all athletes ages 12 thru 18 who reside in Cochise County.

B. Club volleyball is for the players. Club volleyball is an off-season training program to improve and master fundamental volleyball skills. Emphasis is placed on conditioning, developing skills, commitment, teamwork, game and tournament experience, parent participation, and preparation for upper level play.

C. It is the mission of CCVA to give each Club volleyball member a competitive sports experience that will contribute to his or her own physical and psychological well-being.

D. CCVA has limited affiliation with numerous Cochise County schools to include: Buena, Benson, Bisbee, Tombstone, St David, and the elementary and middle schools in the county.

### **Article III Members**

A. Anybody within USAV's age limitations that enjoys volleyball and has not been banned by USAV and/or CCVA is eligible to participate, subject to certain limitations described below.

B. The rules of USAV and CCVA are strictly enforced. Players in this program will come from many different schools and cities and there is no room for rivalries. This program is non-denominational, with practices held at Buena and Benson High Schools, and other local facilities as required. CCVA is a non-profit club, and currently operates with a Board of Directors.

C. Team sizes are defined by the same rules that apply to USAV, no more than 12 girls on a team.

D. Members will be asked to fill out membership forms for both USAV and CCVA. These records will remain within the club. The cost per player to participate in CCVA can be found on the Club website. There is a late fee of \$100 for late registration. A \$150.00 registration fee is due at the time of registration. This will be held until teams have been determined. Once a player has been placed on a team and registered with the Arizona Region, that fee is non-refundable. Discounts are offered for registering multiple children, or for elected board members registering children. Only one discount will be applied; whichever is the greatest benefit to the member. The

remaining balance can be paid off in a variety of ways (lump sum, monthly payments, etc.). How the remaining balance is paid off can be worked out with the club treasurer. However, all monies due must be paid off in full by 1 December (boys) and 15 April (girls). Parents will sign an agreement to this at the time of registration.

E. Players and their parents will be required to sign the General Conduct Guidelines/Disciplinary Action's Form in the Player/Parent Handbook. In this, they agree to abide by the rules and regulations set forth in the handbook and agree to accept the consequences if they fail to abide by those rules.

#### **Article IV Board of Directors**

A. The Board of Directors is responsible for all aspects of organizing and promoting club volleyball. The Board of Directors establishes membership dues and rules for all club members.

B. CCVA consists of four elected board positions: president, vice-president, treasurer, and secretary. Each board position is held for a minimum of a two-year term. A board member may keep his or her position beyond the two-year term if no one runs for that position. The election for the positions of president and secretary will be held on odd years and the positions of vice president and treasurer will be held on even years. In addition to the elected board members there may be other volunteer positions which will assist the elected members with operating the club. These positions are Parent and Team Representative, Coach Representative, and Web Manager. There will also be 1-3 Directors for CCVA.

C. New Board of Directors members are nominated/elected during the last parent/board meeting in May. Example: The May 2002 meeting will hold elections for the positions of vice president and treasurer for the 2002 and 2003 club seasons. At that time an executive board meeting will be scheduled with new and resigning board members to discuss and review all CCVA documents.

D. As compensation, elected board members get a fifty percent discount on their child's membership dues per year. This applies to only one child per board member.

E. All board members must be USAV members. Club pays for membership unless a board member is also a paid coach.

F. If a board member must resign during his/her term a new board member will be nominated during the next monthly parent/board meeting. The new member will get the 50 percent discount on their child's membership dues; however, there will be no refunds given if more than that amount has already been paid. Any remaining dues will be waived.

G. All outgoing board members must hand over all of their CCVA records (soft and hard copy) to the board president and/or to the new president if the president is leaving.

H. **Board of Directors duties:** The following are the responsibilities of each board member.

**1. Club Director(s)**

a) This person is listed on all official paperwork regarding the existence of CCVA as the responsible party. This position sets the tone or basic philosophy for how the club will operate on a daily basis.

b) In the absence of both the president and vice-president, the director will preside over any meetings.

c) Acts as the final word on Board decisions with no clear consensus (tiebreaker).

**2. President**

a) Chairs all board meetings; sets meeting agenda's; participates in interviewing new coaches and with board approval, hires coaches; coordinates fundraising events; organizes team/coaches clinics; coordinates and presides over all initial membership drives; collects all records from outgoing board members. All records kept (hard and soft copy) are to be given to the next president when his/her term expires.

b) The president handles grievances and discipline problems. When a grievance or discipline problem is brought to the attention of any board member brought forth by any CCV member, coach, parent or anyone representing USAV, the president will call an executive board meeting to discuss the grievance/problem. If the president is not available and an immediate decision must be made, the responsibility is then transferred to the vice-president to call the executive board meeting, and carry out the president's mission.

c) If for some reason one member cannot attend the scheduled executive board meeting, it is the responsibility of the president to inform that member of the grievance/disciplinary problem and get from them, in writing, their opinion about what consequences they deem adequate for the situation.

d) If a special meeting is called to present the grievance/disciplinary problem to the individual(s) involved, the president will be responsible to have the CCV Disciplinary Action Form filled out by the time of the

scheduled meeting. See Article VI – Discipline procedure to follow. The president will inform the person(s) involved of the final decision regarding how the board members responded.

### **3. Vice-President**

a) Acts as president if president is not available; co-chairs board meetings; participates in interviewing new coaches; orders all uniforms and coordinates uniform dispersal; assist in the monthly news letter; works with the system administrator on updating the web page; provides organizational skills for membership drives.

b) If the president is not available and an immediate decision must be made regarding any grievance/problem brought forth by any CCV member, coach, parent; or anyone representing USAV, the responsibility is then transferred to the vice-president to call the executive board meeting, and carry out the president's mission. All records kept (hard and soft copy) are to be given to the president when his/her term expires. The senior director will assume the responsibility for board business in the absence of both the president and vice-president.

### **4. Treasurer**

a) All records kept by the treasurer (hard and soft copy) are to be passed on to the president when their term expires.

b) It is the treasurer's duty to record and maintain all the club financial systems i.e.; bank statements, individual member accounts, dues; and have that information available for all board members and player/parent members when requested.

c) The treasurer also co-signs all checks along with the secretary and president; maintains post office box; helps the board determine the budget; participates in interviewing new coaches; provides organizational skills for membership drives.

d) The treasurer will provide to the secretary a financial statement for the AZ Tax Commission Report.

e) Upon registration, the treasurer will provide CCVA with proof of financial statement for all club accounts and have the general ledger up-to-date.

## **5. Secretary**

a) All records kept by the secretary (hard and soft copy) are to be given to the president when their term expires. Secretarial duties include maintaining a file for all members, filling-out AZ Tax Commission Report and keeping records for all club taxes.

b) The secretary takes and maintains all board meeting minutes; maintains all USAVB forms (current and archives), is co-signer along with the president for the treasurer; writes all press releases; writes and publishes monthly newsletter with the assistance from the vice-president; participates in interviewing new coaches; responsible for maintaining coaches and players handbooks, bylaws, provides organizational skills for membership drives.

In addition to the elected board of directors, parents and coaches are encouraged to participate. The following positions may be filled, but are not mandatory positions.

## **6. Parent Representative**

a) The parent representative will act as a liaison between the team representatives and the Board at executive board meetings. This person will address any issues or concerns of any member's parents to the Board for resolution and report back any findings. If necessary for a parent to address the entire Board, the parent representative will coordinate that meeting with the president.

b) The parent representative will inform the team representatives about items of interest following executive board meetings.

c) All parent volunteers must be USAV members (at clubs expense) and will receive a 25 percent discount on their child's membership dues (Only one child per parent volunteer).

## **7. Team Representative**

a) Parents are encouraged to participate as parent volunteers. Parent volunteers can bring ideas/concerns to the board meetings; make travel arrangements for tournaments, be chaperones, etc.

b) One parent from each team is needed as a volunteer.

c) All parent volunteers must be USAV members (at clubs expense) and will receive a 25 percent discount on their child's membership dues (Only one child per parent volunteer).

**8. Coach Representative.**

- a) This person brings coaching ideas/concerns to board meetings, organize/set-up home tournaments.
- b) Research coaching training aids, and ensures all CCV coaches are aware of and comply with all USAV, Arizona Region, and CCV coaching policies.

**9. Web Manager.**

- c) This person is responsible for the club website. They will design, update, and manage the website.
- d) The web manager will be paid \$100 annually at the time the website dues are paid.

Anyone accepting these positions agrees to abide by the rules set forth in these Bylaws.

All parents and players in CCVA are encouraged to participate at board meetings.

**Article V Meetings**

A. CCVA parent/board meeting will be held on the last Wednesday of every month, at 7 p.m. in the classroom off the Buena High School gym. At least three of the four board members must be present to hold a quorum for issues requiring a board vote. In the event of a tie vote by the board, parent and coach representatives will be asked to vote on that particular issue. Cancelled meetings will be posted on the exterior East Side gym doors the day of the scheduled meeting. Changes will also be posted on CCV's web page: [www.clubcochise.com](http://www.clubcochise.com).

B. Any board member (elected or volunteer) may call a special meeting to discuss grievances/problems that can't wait until the scheduled meeting. Any parent/coach may request an executive board meeting by contacting the president. It is the president's responsibility to inform all board members about any special meetings scheduled.

C. The Board of Directors reserves the right to conduct executive sessions (for board members only) as needed to discuss club issues. Any decisions requiring a vote will be addressed during a parent/board meeting.

D. For special meetings to conduct a Formal Action against any CCVA member, refer to Article VI – Discipline.

## **Article VI Discipline**

A. When a grievance or discipline problem is brought to the attention of the board president by any CCVA member, coach, parent or anyone representing USAV, the president shall call an executive board meeting to discuss the grievance/problem.

B. During this meeting, the executive board will discuss the grievance/discipline problem and determine if it warrants any formal action to be taken. It is mandatory that all executive board members must be present at this meeting. If for some reason one member cannot attend, it is the responsibility of the president to inform that member of the grievance/disciplinary problem and get from them, in writing, their opinion about what consequences they deem adequate for the situation.

C. If it is determined that formal action must be taken, the person(s) involved will be notified by the board president that a grievance has been issued against them and a disciplinary action by the executive board is being taken. If this involves any CCVA member(s), their parents will also be notified and expected to attend a special meeting with the executive board and all those involved.

D. A time will be scheduled when all parties involved in the grievance/discipline problem can meet with all of the executive board members to discuss the grievance/disciplinary problem. At that meeting, a copy of the CCVA Disciplinary Action Form (wherein the top portion of the form has been filled out by the president) will be given to all parties involved. During this meeting the person(s) involved may speak on their behalf. The executive board will consider all sides before making a final decision. That decision may be made during that same special meeting or within one week from that meeting, depending on the information gained. The director will inform the person(s) involved of the board's decision regarding any consequences of the formal action.

E. The president will complete the Disciplinary Action Form. A copy will be sent to the member(s) and the original will be placed in that member(s) file.

F. For lesser offenses, the executive board may issue a Letter of Caution wherein certain actions have been observed and corrective measures may be suggested to alleviate further problems.

**All grievance/discipline actions are strictly confidential and will not be discussed at any time with anyone other than the recipient(s) and the executive board members.**

## **Article VII Definitions**

Executive Board	includes the elected officers; President, Vice-President, Treasurer, and Secretary, and all Club Directors.
Board of Directors	includes the elected officers; President, Vice-President, Treasurer, and Secretary, all Club Directors, and all volunteer positions; Parent, Team, Coach Representatives, and the Web Manager.