



**HEART OF TEXAS (HOT) CHAPTER  
TEXAS ASSOCIATION OF SPORTS OFFICIALS  
HIGH SCHOOL VOLLEYBALL CONSTITUTION/BYLAWS**

**August 5, 2020**

**CONSTITUTION: Established February 1983**

**ARTICLE I - NAME**

**Section 1** - This organization shall be known as the Heart of Texas (HOT) Chapter of TASO.

**ARTICLE II - PURPOSE**

**Section 1** - The purpose of this chapter shall be to provide a group of experienced, active, and capable volleyball officials whose integrity is above reproach. Such group of officials will foster high standards of ethics, encourage fair play and sportsmanship, and will strive for close cooperation and better understanding between officials, school administrators, athletic directors, coaches, players, and volleyball fans.

**Section 2** - The Heart of Texas Chapter shall continually recruit outstanding women and men to serve as qualified volleyball officials and to improve volleyball officiating by training experiences, where both new and experienced officials can increase their knowledge and skills.

**ARTICLE III - MEMBERSHIP**

**Section 1** - The HOT Chapter will be composed of members and officers as provided in the Bylaws.

**ARTICLE IV - GOVERNMENT**

**Section 1** - The Executive Committee shall conduct the business of the HOT Chapter as provided in the Constitution and Bylaws.

**ARTICLE V - MEETINGS**

**Section 1** - The HOT Chapter shall conduct its business at Regular or Called meetings as provided in the Bylaws.

**ARTICLE VI - AMENDMENTS TO THE CONSTITUTION**

**Section 1** - This constitution may be amended at any Regular or Called meeting by a two-thirds majority vote of the votes cast by members present at the meeting and that a copy of the proposed amendments has been mailed (postmarked) or e-mailed to each member at least seven (7) days prior to the meeting at which the vote is to be taken. U.S. Mail is only required to be used for those members that do not have e-mail. A member can request that all constitutional changes and other important Chapter business be sent to them using the U.S. Mail.

## **ARTICLE VII - EFFECTIVE DATE**

**Section 1** - This constitution shall become effective immediately upon adoption by a two-thirds majority vote of the members present at a general membership meeting.

## **BYLAWS: Established February 1983**

### **ARTICLE 1 - MEMBERSHIP**

**Section 1** - Membership of the HOT Chapter shall be designated Certified (minimum of 7 years completed), Approved (minimum of 2 years completed), and Registered members (1<sup>st</sup> and 2<sup>nd</sup> year) IAW TASO Policies.

**Section 2** - Membership in the HOT Chapter must meet all qualification/requirements to become a member in good standing. In order to be a member in good standing of the HOT Chapter a member must; 1) have paid all TASO and Chapter dues and or fees, 2) have a current annual test score of 70 or higher on file, 3) have attended an annual state meeting or district clinic for the current season, 4) attend at least 1/2 of the scheduled meetings to date with excused absences and 5) MUST work a scrimmage (with no exception) or pay a fee. Only members in good standing are allowed to vote, hold office and officiate matches.

**Section 3** - All members must have a HOT Chapter application form and a TASO Conflict of Interest Policy letter on file with the Chapter Recording Secretary.

**Section 4** - Each member of this organization shall be required to accept the responsibilities of the current Constitution and Bylaws.

**Section 5** - Assignments will be made using an assignment software as determine by the Executive Committee.

**Section 6** - Each member must input their availability into the authorized assigning software prior to the start of the season and anytime there are changes to their availability. Members that do not input their availability may not be assigned matches. The Assignment Secretary will make every effort to assign officials to matches at least 2 weeks in advance. If a member fails to contact the Assignment Secretary for any issues with their assignments and fails to fulfill an assignment, the member owes the highest match fee to the chapter for that assignment. If the Executive Committee finds the reasons for the absences inadequate, they may recommend disciplinary action for the member as provided in Article III, Section 4 of the Bylaws.

**Section 7** - Annual dues must be paid by each Chapter member, with the exception of the current elected officers, to the Chapter Treasurer by the end of the first meeting of the season. Any member who does not comply with this requirement will not be a member in good standing and will NOT be assigned matches until such dues are paid. Annual HOT Chapter dues are good until the first meeting of the next year. Any member that cannot meet this requirement must request acceptance from the Executive Committee in writing. All requests will be voted on by the Executive Committee and the member notified in writing within 72 hours.

**Section 8** - Each member of the HOT Chapter shall refrain in any manner whatsoever from soliciting or accepting requests for volleyball matches from any person other than the Assignment Secretary. Any member of the HOT Chapter who receives any requests directly from a coach, school official, TASO or any other person or agency, must immediately contact the Assignment Secretary and President to inform them of that fact.

**Section 9** - Each Chapter member must possess all the necessary equipment and wear the uniform prescribed by the National Federation of State High School Associations and TASO.

**Section 10** - Each member must cooperate in the fullest extent with the Executive Committee in the investigation of any matter.

## **ARTICLE II - OFFICERS AND THEIR DUTIES**

**Section 1** - The officers of the HOT Chapter shall be a President, Vice President, Assignment Secretary, Treasurer, Recording Secretary, and Parliamentarian. These officers execute the duties herein provided.

- a. The Parliamentarian is a non-voting member of the Executive Committee.

**Section 2** - Duties and responsibilities of the President.

- a. The President shall preside at all meetings of the HOT Chapter and shall be responsible for all negotiations on behalf of the chapter.
- b. The President shall be the Chairman of the Executive Committee and preside at the meetings of this Committee.
- c. The President shall have the power to appoint any committee necessary to assist in performing the duties of the President.
- d. The President of the HOT Chapter shall attend the annual TASO VB state meeting to represent the Chapter. Other officers may be asked to attend.

**Section 3** - Duties and responsibilities of the Vice President.

- a. The primary function of the Vice President shall be the Program Chairman, overseeing the training of all new officials. In addition, he/she shall perform the duties of the President in the absence/inability of the President.
- b. Shall stand as the Rules Interpreter within the Chapter.

**Section 4** - Duties and responsibilities of the Assignment Secretary.

- a. The Assignment Secretary will make assignments from the roster of members in good standing.
- b. It shall be the duty of the Assignment Secretary to receive all requests for officials from supported schools. Shall be responsible for keeping all schedules, requests and related correspondence. Such records are to be available to any member upon request.
- c. May officiate in any volleyball match provided he/she meets the same requirements as any other Chapter members.
- d. The Assignment Secretary shall send out a contract/agreement and a pay sheet to each school supported by the chapter each year. A reply should be received from each school or ISD agreeing to the contract/agreement, the current match fees, and mileage rates. Each school should submit their schedule for the next season with their reply to the contract/agreement.

- e. The Assignment Secretary shall make match assignments in accordance with the Chapter Assignment Policy.
- f. The Assignment Secretary may conduct assignment duties at any time as needed.

**Section 5 - Duties and responsibilities of the Treasurer.**

- a. Shall be the Treasurer of the HOT Chapter and be in charge of all funds. Will keep complete records of the Chapter's financial business, give receipts to members for any expenses paid, and receive receipts from any member requiring reimbursement. The Treasurer may disburse funds for any normal expenses and for the President and Assignment Secretary at the State meeting. The President must approve all other payments out of the Chapter funds. These records shall be available to any member at any time.
- b. Shall present a written financial statement at each general meeting.

**Section 6 - Duties and responsibilities of the Recording Secretary.**

- a. Shall keep the minutes of each meeting and read the minutes of the preceding meeting at each meeting unless dispensed with by a majority vote.
- b. Keep records of the following: training session attendance, chapter meeting attendance, state meeting and district clinic attendance, a member's annual test score and an accurate roster of the current membership.
- c. Process new member applications and current member renewals each year, obtain members TASO ID numbers and status and coordinate with TASO for any membership issues.
- d. Ensure that each member has a signed HOT Chapter Membership Application and a TASO Conflict of Interest policy letter on file.

**Section 7 - Duties and responsibilities of the Parliamentarian.**

- a. Will serve as a consultant to the presiding officer and members and provide guidance regarding parliamentary procedure at all general meetings.
- b. The Parliamentarian shall be appointed by the Executive Committee for a 2-year term. Parliamentarian can serve consecutive terms.
- c. Will attend all Executive Committee meetings and serve as a consultant.

**ARTICLE III - EXECUTIVE COMMITTEE**

**Section 1 -** The Executive Committee shall be composed of members including the President, Vice-President, Assignment Secretary, Treasurer, Recording Secretary, Parliamentarian, and one member of the HOT Chapter elected from each of the three membership classifications in the Chapter. The duties and responsibilities of the Executive Committee shall be to take an initiative and make recommendations to the HOT Chapter in regard to:

- a. Proposing the time, place, and length of regular meetings.

- b. The enforcement of TASO regulations regarding uniforms, required equipment, and appearance. Investigation of alleged solicitation of volleyball matches by any member of the chapter.
- c. Reviewing the financial reports of the Treasurer.
- d. Reviewing and keeping up to date the policies of the HOT Chapter and to improve the officiating of volleyball matches. The Executive Committee will present recommendations for Chapter polices to the Chapter members for approval by vote. If a policy is not approved, the Executive Committee will continue to make recommended changes until approved by the Chapter members vote.
- e. Proposing new ideas for the improvement of the operation of the HOT Chapter.
- f. Each section representative will assist in training sessions.

**Section 2** - The Executive Committee shall be responsible for investigations of any alleged violations of the Constitution and Bylaws of the HOT Chapter or TASO by any member. The Executive Committee shall have the power to take disciplinary action on any Chapter member for any misconduct.

**Section 3** - Recommend disciplinary action for any member from the HOT Chapter in the following instances:

- a. Inadequate excuses for failure to attend the required number of meetings.
- b. Failure of a member to give full cooperation to the Executive Committee in the investigation of any matter.
- c. Any other action of a member that is not compatible with good volleyball officiating and official conduct.
- d. Failure to fulfill contract except in emergency situation.
- e. Knowingly and/or repeated submission of a false match fee or a false mileage claim.

**Section 4** - In the case of a recommended disciplinary action of any member, the member charged with a violation must be notified by mail of the charges and given the opportunity to participate in the investigation before being requested to be present at a subsequent Executive Committee meeting at which time the charges will be read, the recommendations of the Executive Committee will be stated and a vote will be taken. A majority of the votes cast by the Executive Committee at the Executive Committee meeting is required in order to take any disciplinary action against the member.

#### **ARTICLE IV - ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS**

**Section 1** - The election of officers and Executive Committee members shall be by secret ballot. All nominations for officers and Executive Committee members shall be made from the floor and can be made only at either of the two Regular meetings immediately prior to the annual business/election meeting. In the event the Chapter is unable to hold a regular called meeting in person to conduct the voting process due to unforeseen circumstance beyond their control, the Executive Board can approve a forum to conduct the voting process such as online voting through the authorized assigning software or through an online virtual meeting such as Zoom or Google Meet just to name a few.

**Section 2** - Officers and Executive Committee members shall be elected in the following order:

Even number years:

President  
Recording Secretary  
Treasurer

Odd number years:

Vice-President  
Assignment Secretary

Every Year:

Approved Representative  
Certified Representative  
Registered Representative

**Section 3** - The term of office for the all officers shall be for a period of two years and representatives for one year beginning January 1st of each year. Any officer may serve an unlimited number of terms.

**Section 4** - Any vacancy in the Executive Committee shall be filled at a Regular or Called meeting. All members shall be notified at least seven (7) days prior to the meeting of the proposed election to fill a vacancy. Nominations to fill a vacancy shall be made from the floor only and can be made at any meeting, including the meeting that the election is to be held.

**Section 5** - In the event a member elected to the Executive Committee has a change in his classification, no new election will be held. The member so affected will continue to represent the division from which he/she was elected until another election is held.

**Section 6** - Any officer is subject to recall upon recommendation of the Executive Committee by a two-thirds vote of the membership present at a Regular or Called meeting.

## **ARTICLE V - MEETINGS**

**Section 1** - The time, place, and length of the Regular meetings shall be established by the Executive Committee.

**Section 2** - The annual business meeting and election of the Executive Committee members shall be held during the sixth general membership meeting of the season. Nominations for the election of officers shall be at the fourth and fifth general membership meetings.

**Section 3** - All members of the HOT Chapter and their guests, coaches and school officials may be admitted to any Regular meeting.

**Section 4** - A Called meeting shall be defined as one in which all members are notified at least seven (7) days prior to the scheduled meeting.

**Section 5** - As specified in Robert's Rules of Order, a quorum shall be a majority (51%) of the members of the Chapter in good standing.

**Section 6** - Members must attend at least half the meetings to date during the season to be in good standing. In the event the Executive Board is unable to enforce members attendance at a regular called general meeting in person due to unforeseen circumstance beyond their control

and for the safety of all members, the Executive Board can approve a forum to conduct an online virtual meeting such as Zoom or Google Meet just to name a few and will get credit for their attendance.

## **ARTICLE VI - FEES**

**Section 1** - All members shall pay annual local dues to the HOT Chapter an amount to be determined by the General Membership. For returning members, this annual fee is due at the first General Membership meeting of the year, or the first meeting a member attends. Members may not be given assignments until their annual dues are paid. For new members, this fee is to be paid when members join the HOT Chapter and TASO. All members are required to work at a scrimmage each season for at least 3 hours. If a member cannot work at a scrimmage, they will be required to pay additional local dues an amount to be determined by the General Membership.

**Section 2** - The Assignment Secretary will be paid a fee as determine by the General Membership.

**Section 3** - Annual TASO membership fees for new and returning members will be paid IAW current TASO policy. Members must pay this fee upon joining the HOT Chapter and TASO. Returning members who do not pay their annual TASO membership fees by the due date established by TASO may have to pay an additional fee as specified by TASO.

**Section 4** - All match fees and mileage fees for the HOT Chapter for officiating VB matches shall conform to the maximum current fees set by the University Interscholastic League (UIL), the Texas Association of Private and Parochial Schools (TAPPS) and as specified on the current TASO Pay Sheet.

**Section 5** - All fees will be paid to the Chapter Treasurer. The Chapter President and Vice-President will help the Treasurer collect fees from members. The Chapter Treasurer will pay the Assignment Secretary by the end of each season.

## **ARTICLE VII - RULES OF ORDER**

**Section 1** - Unless otherwise specified in this Constitution or Bylaws, the business at meetings of the HOT Chapter and the Executive Committee shall be conducted in accordance with Roberts Rules of Order.

## **ARTICLE VIII - AMENDMENTS TO THE BYLAWS**

**Section 1** - The Bylaws of the HOT Chapter may be amended at any Regular or Called meeting by a two-thirds majority of the members present, and that the proposed amendment has been presented at a regular or called meeting or sent by mail or e-mailed to all members, at least seven (7) days prior to the voting meeting. U.S. Mail is only required to be used for those members that do not have e-mail. A member can request that all constitutional changes and other important chapter business be sent to them using the U.S. Mail.

## **ARTICLE IX - EFFECTIVE DATE**

**Section 1** - The Constitution/Bylaws becomes effective immediately after approval by a two-thirds majority vote of the members of this organization present at the General Membership meeting.

- *This update to the HOT constitution includes changes approved by a General membership voted on July 22, 2020 and August 5, 2020.*
- *This update to the HOT constitution includes changes approved by a General membership voted on July 27, 2016.*
- *The date of the last approved constitution with changes is July 27, 2016.*

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*Amber Copeland, President*

*HOT Chapter TASO Volleyball*