

OPERATING PROCEDURES
TEXAS ASSOCIATION OF SPORTS OFFICIALS - VOLLEYBALL DIVISION

SECTION 1
(Name)

This organization shall be known as the TEXAS ASSOCIATION OF SPORTS OFFICIALS - VOLLEYBALL DIVISION, hereinafter referred to as TASO-Volleyball, a division of the Southwest Officials Association, Inc., a Texas non-profit corporation, or its successor corporation, dba TEXAS ASSOCIATION OF SPORTS OFFICIALS, hereinafter referred to as TASO.

SECTION 2
(Purposes)

The purpose of the Association shall be to foster and promote national and international amateur sports competition in the game of volleyball by:

- A. Advancing the ideals of good sportsmanship and fair play through qualified officiating in volleyball and respect for the authority of volleyball officials at all levels of competition.
- B. Providing educational programs to advance the skills of volleyball officials at all levels of competition.
- C. Conducting public information programs that will encourage appreciation for the skill and competence of volleyball officials.
- D. Placing special emphasis on developing concepts of good sportsmanship among the youth of the nation, both as competitors and as spectators.
- E. Conducting studies and analyses of volleyball rules to identify sources of officiating problems and seek solutions in cooperation with appropriate rule making bodies.
- F. Developing and maintaining a membership consisting of experienced and capable volleyball officials whose integrity is above reproach and who are actively engaged each year in officiating games.
- G. Fostering a high standard of ethics, encouraging fair play, sportsmanship, closer cooperation, and better understanding among officials, athletic representatives, coaches, players, athletic directors, and the press.

SECTION 3
(Districts)

- DISTRICT 1:** AVOA Chapter
Golden Spread
- DISTRICT 2:** Concho Valley Chapter
El Paso Chapter
Permian Basin Chapter
- DISTRICT 3:** Abilene Chapter
North Central Texas Chapter
Red River Chapter

- DISTRICT 4:** Brazos Valley Chapter
Central Texas Chapter
Heart of Texas Chapter
Hill Area Chapter
- DISTRICT 5:** Corpus Christi Chapter
Laredo Chapter
South Texas Chapter
Victoria Chapter
- DISTRICT 6:** Tip of Texas Chapter
Texas Southmost Chapter
- DISTRICT 7:** Longview Chapter
Mount Pleasant Chapter
Trinity Valley Chapter
- DISTRICT 8:** First Area Chapter
Golden Triangle Chapter
Gulf Coast Chapter
Rice Belt Chapter
- DISTRICT 9:** Houston Chapter
- DISTRICT 10:** Fort Worth Metro Chapter
- DISTRICT 11:** San Antonio Chapter
- DISTRICT 12:** Dallas Chapter
- DISTRICT 13:** Austin Chapter

SECTION 3.1 A chapter shall qualify as a single member district provided such chapter maintains a membership of not less than 90 TASO-Volleyball members in good standing as of October 1st of each year for two consecutive years.

- A. If a chapter, which has been previously designated as a single chapter district, has a membership of less than 90 TASO-Volleyball members for two consecutive years, the chapter shall lose its status as a single chapter district and shall return to its former District.
- B. The Board of Directors at its off-season meeting shall review the membership status of each single chapter district.
- C. The office of Executive Director shall be responsible for conducting each district director election.

SECTION 3.2 (Chapters)

- A. Individual chapters may be established in various areas of the state; however, each chapter must define in its By-Laws and/or Operating Procedures, the counties included in its membership.
- B. Each chapter must include a minimum of six (6) voting TASO-Volleyball members. If six (6) voting members are not available, members may petition the Board of Directors for a Chapter charter.
- C. Each chapter must provide the TASO office with a copy of its current By-Laws and/or Operating Procedures and must notify it of any changes throughout the year.
- D. The failure of a chapter to comply with these minimum requirements may make its officers and/or members subject to action by the Board of Directors. Each chapter will furnish the TASO-Volleyball office with a current roster and Annual Chapter Report.
- E. Dual chapter membership is permissible, but only one state dues will be paid. Local dues must be paid to each chapter. Each chapter will determine the percentage of meetings that must be attended by those holding dual chapter membership.
- F. Each chapter shall hold a minimum of five (5) meetings per season for education and business purposes.
- G. New chapters approved by a majority vote of the TASO-Volleyball Board will complete a mandatory two (2) years probation.

**SECTION 4
(The Board of Directors).**

SECTION 4.1 The Board of Directors shall be composed of the President, the Vice President, the Immediate Past President, the Executive Director, or the designee, and one member selected by the board to sit Ad-Hoc without vote on the committee, one UIL representative to sit Ad-Hoc without vote on the committee, and the District Director from each of the current districts.

SECTION 4.2 The Board shall hold at least one (1) meeting per year prior to the Annual State Meeting. Special meetings shall be called by the President when requested to do so by a majority of the Board of Directors.

A majority of the voting members of the Board of Directors at a called board meeting shall constitute a quorum. Each elected or appointed member of the Board must be a member in good standing with TASO-Volleyball.

SECTION 4.3 The Board of Directors shall have the power to change the Operating Procedures. The Board of Directors shall be empowered to rule on situations not covered in the Operating Procedures.

**SECTION 5
(Officers)**

SECTION 5.1 The officers shall be a President and Vice President and they will serve for two (2) years. The election of the President and Vice President will occur every two (2) years. The President and Vice President shall not serve in the same elected office for more than two consecutive terms but may be re-elected after remaining out of office for not less than two years. The Executive Director or the designee of TASO will serve as Secretary/Treasurer and will be responsible for the delegation of responsibilities to office personnel.

SECTION 5.2 The term of office for District Directors shall be two years. Odd numbered districts shall hold elections at the end of odd numbered years. Even numbered districts shall hold elections at the end of even numbered years. No person shall serve more than two consecutive elected terms as a District Director but may be

re-elected after remaining out of office for not less than two years. The District Directors shall be elected in accordance with the operating procedures of TASO-Volleyball

SECTION 6 (Election of Officers)

SECTION 6.1 The President and Vice President shall be elected by a plurality of eligible members who may cast their votes by mailing their official ballots to the Executive Director, or the designee of TASO, or by presenting their official ballots at the Annual Meeting of TASO-Volleyball. The official ballot will be included in the annual mail out to the membership prior to the Annual Meeting if the election is contested. They shall assume their offices on January 1 following the year in which they are elected.

The President shall appoint, with approval of the Board of Directors, a nominating committee comprised of three Directors. The nominating committee will be charged to create a list of person(s) for each office who meet all qualifications and are willing to serve. Recommendations may be made in writing to the nominating committee in care of the Executive Director or the designee of TASO, by March 1st.

To hold office, a person must have been (1) a member in good standing of TASO-Volleyball for the preceding five years prior to their nomination, (2) must have served on the Board of Directors of TASO-Volleyball for at least one term, and (3) must remain a member in good standing through their term of office. A member in good standing is one who has complied with all membership requirements at the state and local level.

SECTION 6.2 The President shall appoint a Parliamentarian who shall be knowledgeable and experienced in the application of Robert's Rules of Order.

SECTION 6.3 Procedure for recall officers: An officer may be recalled by a majority vote of the Board of Directors or by a two-thirds vote of the membership voting. A request for recall must be filed with the TASO office and approved by the Board of Directors with the officer for officers whose recall is being requested not eligible to vote. A minimum of 60 days will be permitted before the vote from the membership is taken.

SECTION 6.4 Procedure for recall of District Directors: A District Director may be recalled by a majority vote of the Board of Directors or by two-thirds vote of the membership voting in the Director's district. A request for recall must be filed with the TASO office and approved by the Board of Directors with the Director whose recall is being requested not eligible to vote. A minimum of 60 days will be permitted before the vote from the members of the Director's district is taken.

SECTION 6.5 Vacancies in the elected offices of Vice President and District Directors which occur during their terms of office shall be filled by appointment by the President subject to approval of a majority vote of the Board of Directors at the next Board meeting.

SECTION 7 (Duties of Officers)

SECTION 7.1 The President shall (1) call, prepare the agenda for, and preside over, all meetings of the Association and the Board of Directors; (2) appoint committees and serve as an ex-officio member of such committees.

SECTION 7.2 The Vice President shall (1) substitute in the absence of the President; (2) in cooperation with the District Directors arrange the schedule, prepare the program, recruit and organize the staff for all clinics; and (3) succeed the President in the event a vacancy occurs.

SECTION 7.3 The Immediate Past President will serve in an advisory capacity to the Board of Directors and assume any delegated responsibilities from the President. If there is not an Immediate Past President, or that person is not able to serve, the President will appoint, with approval of the Board of Directors, a person to fulfill the duties as required.

SECTION 7.4 The Executive Director or the TASO designee will serve as Secretary/Treasurer and shall (1) keep and report the minutes of all Association and Board of Directors meetings; (2) answer any Association correspondence or refer it to the proper TASO-Volleyball officer; (3) receive, maintain, and update a current and complete personnel record of all TASO-Volleyball members; (4) receive, record, and deposit into a bank account in the name of TASO-Volleyball all dues and fees belonging to the Association and record the payment of expenses authorized by the President and disburse Association funds by means of checks which require the signature of the Treasurer (or designated TASO representative); (5) submit to the Board of Directors and membership annually a financial statement of income, expenditures, and account balance; and (6) serve on all committees of the Association.

SECTION 7.5 The District Directors shall perform the duties set forth in the operating procedures of TASO-Volleyball.

SECTION 7.6 The Board of Directors shall have full power to act and pass on all matters of business pertaining to the Volleyball Division not governed by TASO. Its decisions shall be binding unless determined to be specifically in violation of the TASO-Volleyball Division.

SECTION 8 **(Membership Classifications)**

SECTION 8.1 Members shall be classified according to the requirements established by the TASO-Volleyball Board of Directors in accordance with TASO policies and procedures.

SECTION 8.2 Applicants for regular membership must be at least eighteen (18) years of age. Applications will be processed in accordance with procedures established by the Board of Directors. A member in good standing is one who has complied with all membership requirements at the state and local level.

SECTION 8.3 The Board of Directors shall have full authority to change any member's classification whenever, in its opinion, such change is for the best interest of the Volleyball Division.

SECTION 8.4 New members are members who join after February 1 of each year. To be eligible to officiate, all members must pay local and state dues, complete the TASO application and meet all local chapter requirements.

Members shall be classified as Certified, Approved or Registered. The member shall be classified by accumulating the appropriate number of proficiency units, minimum exam score, and TASO-Volleyball years of membership as shown below:

Designations and Criteria

- A. Each TASO official will be ranked each year by the TASO Office. The rankings to be used for this purpose are: Certified, Registered, and Approved.
- B. Rankings will be determined according to the following criteria:
 1. Score on the current TASO/NF rules examination; and
 2. Completed years of experience as a high school official to date; and
 3. Number of regular season contests (varsity and sub-varsity) worked in the *last varsity* season worked; and

4. Attendance at a **mandatory** TASO Rules Clinic during the *current year*. Additional proficiency units may be earned at the Annual meeting or Regional Clinics for the *current year*; and
5. The number of proficiency units earned during the *current year*.
6. ***A member's failure to complete the mandatory exam and attend a mandatory rules clinic makes him/her ineligible for varsity assignments and post-season assignments and is not a member in good standing during the current season.***
7. A member's failure to meet the mandatory requirements for two consecutive seasons may result in expulsion.
8. When circumstances beyond the control of the official prevent him/her from meeting the mandatory requirements, an official may apply, in writing to the TASO state office for a "hardship exemption" using the approved form.
9. When an official retires, he/she will retire at the highest classification attained during his/her career.

Definitions of and Qualifications for:

- A. **Certified:** A Certified official is that individual who has demonstrated consistent superior performance over a sustained period of time. This official is at the top of his/her peer group and has met standards of performance in excess of those required of Approved or Registered. The qualifications for a Certified official are as follows:
 1. The official must score a 70 or better on the mandatory TASO/NF rules examination for that year;
 2. The official must earn 75 or more proficiency units;
 3. The official must attend a mandatory TASO volleyball rules clinic for that year;
 4. The official must have a minimum of seven (7) completed years experience as a high school official, either with the TASO or another association which is a member of the National Federation of State High School Associations; and
 5. The official must have paid the state and local dues for the current year.

- B. **Approved:** An Approved official is that individual who has demonstrated the competence and gained the experience necessary to officiate at all levels of athletic competition in his/her sport. This official is in the upper middle range of his/her peer group and is distinguished by the TASO by means of proficiency units. The qualifications for an Approved official are as follows:
 1. The official must score an 70 or better on the mandatory TASO/NF rules examination for that year;
 2. The official must earn 50 or more proficiency units;
 3. The official must attend a mandatory TASO volleyball rules clinic for that year;
 4. The official must have a minimum of two (2) completed years experience as a high school official, either with the TASO or another association which is a member of the National Federation of State High School Associations; and
 5. The official must have paid the state and local dues for the current year.

- C. **Registered:** A Registered official is that individual who, for whatever reason, does not meet the qualifications for a higher division, and all first year officials. This official may work any level of athletic competition. The qualifications for a Registered official are as follows:
 1. The official must score a 70 or better on the mandatory TASO/NF rules examination for that year;
 2. The official must have paid the required application fee as well as the required state and local dues.

Proficiency Units:

- A. Proficiency units are earned by an official based on the following criteria:
 1. The Official's score on the TASO/NF rules examination for the current year.
 2. The total of completed years of experience as a high school registered with either the TASO or

another state association which is a member of the National Federation of State High School Associations.

3. Attendance at a mandatory TASO Rules Clinic.
4. Attendance at the Annual Meeting or a Regional Clinic.
5. The number of contests, both varsity and sub-varsity, officiated in the last varsity season worked.

Proficiency/Education Summary Information

EXAMINATION (max 30/season)

<u>Grade</u>	<u>Units</u>
95-100	30
90-94	25
85-89	20
80-84	16
75-79	14
74-70	12

EXPERIENCE (max 20/season)

<u>Years</u>	<u>Units</u>
10+	20
9	18
8	16
7	14
6	12
5	10
4	8
3	6
2	4
1	2

EDUCATION (max 20/season)

Mandatory District Rules Clinic (max 1 time per season)	5
Annual State Meeting	5
Local Training Session (Must attend minimum of 5)	10

CONTESTS WORKED (max 30/season)

1 unit for each varsity contest worked	___
½ unit for each sub-varsity contest worked	___

Transferring from Another State Association:

An official who transfers his/her registration from another state association which is a member of the National Federation of State High School Associations and who meets all TASO qualifications will be assigned a ranking by the TASO Office in accordance with his/her record in the previous state association. Documentation from the previous state association, on their official letterhead, must include the official's grade on the rules examination for the current year, verification of rules clinic attendance for the current year, number of contests officiated during the previous year and completed years of experience to date.

SECTION 8.5 If the TASO-Volleyball report of contests worked are not submitted to the local chapter by the date established by the Board of Directors, as published in the TASO-Volleyball calendar, a member will lose contests units earned during that season.

SECTION 8.6 An application for new membership must have been completed accurately and sent to the TASO-Volleyball Secretary/Treasurer if the member is to be listed in the roster sent to the University Interscholastic League schools in the spring.

SECTION 8.7 Procedure for payment of dues and method of notification shall be determined by the Board of Directors. Each member shall follow the prescribed procedure.

SECTION 8.8 Members of all classifications shall submit an annual officiating record in accordance with the classification requirements of TASO and TASO-Volleyball.

SECTION 8.9 In the event of a conflict between these Operating Procedures of TASO-Volleyball and the By-Laws, Operating Procedures, or Ethics and Due Process Guidelines of TASO, TASO provisions shall prevail. Disciplinary proceedings shall be governed by the Ethics and Due Process Guidelines of the TASO.

SECTION 8.10 Members holding dual chapter membership shall submit annual officiating records and state dues through their designated “home chapter”. Dual members shall conform to each chapter’s By-Laws in which they hold membership.

SECTION 9
(Distribution of Association Materials)

SECTION 9.1 All members shall receive (a) an annual membership card, (b) information pertaining to Association activities (clinics, Annual Meeting, etc.), (c) a current National Federation Rule Book for volleyball, (d) NFSHSA-UIL-TASO-Volleyball interpretations, current rules, and (e) Operating Procedures.

SECTION 10
(Association Meetings)

SECTION 10.1 The TASO-Volleyball will hold an Annual Meeting once a year. An announcement will be mailed to all members at least thirty (30) days in advance of the meeting.

SECTION 10.2 The place, date, time, and agenda for all other TASO-Volleyball meetings shall be determined by the Board of Directors and shall be announced to all members at least thirty (30) days prior to such meetings.

SECTION 10.3 The Board of Directors shall hold at least two (2) meetings per year.

SECTION 11
(Fees)

SECTION 11.1 All officials will comply with the schedule of fees and travel allowances as outlined in the University Interscholastic League Constitution and Contest Rules.

SECTION 12
(Amendments to the By-Laws)

SECTION 12.1 Proposed amendments to the By-Laws must be submitted in writing to the Executive Director or the designee by February 1 of each year.

SECTION 12.2 Ballots with proposed amendments shall be mailed to members by the Executive Director or the designee at least 30 days prior to the Annual Meeting. A proposed amendment shall be adopted if it receives the approval of a majority vote of the ballots returned by mail to TASO-Volleyball, postmarked no later than 14 days prior to the Annual Meeting or deposited in a ballot box marked for that purpose during the regularly scheduled Annual Meeting of the Association.

SECTION 13
(Continuity of Organization)

SECTION 13.1 Whenever any instrument, procedure, policy, memorandum, requirement or honor of this Association or its predecessor organizations, the TVOA or the Southwest Volleyball Officials Association, refers to the Southwest Volleyball Officials Association or Southwest Officials Association, it shall be construed as referring to TASO-Volleyball or the Texas Association of Sports Officials, as appropriate, and such instrument, procedure, policy, memorandum, requirement or honor shall apply to this association.

SECTION 13.2 Membership in the TVOA or the Southwest Volleyball Officials Association shall be considered as membership in TASO-Volleyball.

- | | |
|---|--|
| 1. Revised June 14, 1980 | 16. Changed June 22, 1997 |
| 2. Changed June 12, 1982 | 17. Changed June 20, 1999 |
| 3. Changed June 30, 1983 | 18. Reprinted: Feb 20, 1986 |
| 4. Changed July 28, 1984 | 19. Mar. 25, 1987 |
| 5. Changed Feb. 16, 1985 | 20. Aug. 3, 1987 |
| 6. Changed July 27, 1985 | 21. Aug. 4, 1988 |
| 7. Changed Aug. 2, 1986 | 22. Jan. 30, 1990 |
| 8. Changed Aug. 1, 1987 | 23. Jan. 1, 1991 |
| 9. Changed July 30, 1988 | 24. July 27, 1991 |
| 10. Changed July 29, 1989 | 25. Aug. 3, 1993 |
| 11. Changed Aug. 4, 1990 | 26. Jan. 1, 1994 |
| 12. Const./By-Laws Combined July 27, 1991 | 27. Feb. 1, 2003 |
| 13. Changed June 26, 1993 | 28. By-Laws to Operating Procedures Feb. 6, 2004 |
| 14. Purged Jan. 1, 1994 | 29. Amended February 4, 2005 |
| 15. Changed June 25, 1994 | |