

Sandia Volleyball Association Bylaws

November 7, 2018

Recommended for Approval By:

_____ Date: _____
Courtney Pruitt, Secretary

_____ Date: _____
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_____ Date: _____
Matthew Curry, Vice President

_____ Date: _____
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Approved By:

_____ Date: _____
Sandia Representative for SERP

Sandia Volleyball Association Bylaws

November 5, 2018

1.0 Scope

These Bylaws govern the operation of the Sandia Volleyball Association (SVBA). The rules that govern league play are covered by the SVBA League Rules.

2.0 Membership in the SVBA

Membership in the SVBA is open to all Sandia Employee Recreation Program (SERP) members. All players on the rosters of SERP teams shall be current SERP members and have an annual SERP waiver on file.

2.1 Membership Requirements

2.1.1 Leagues

All rostered players on SERP-sponsored teams must be current SERP members. Non-SERP sponsored teams may participate in a league but will not receive a SERP subsidy.

2.1.2 Clinics

All clinic participants in SVBA-sponsored clinics must be current SERP members. Non-SERP members may participate in a clinic but will not receive a SERP subsidy

2.1.3 Other Activities

All participants in other SVBA-sponsored activities must be current SERP members. Non-SERP members may participate in other activities but will not receive a SERP subsidy.

2.1.4 Exceptions

The SVBA may publicize to its membership activities that are not affiliated with the SVBA, e.g. tournaments, leagues, clinics. For these, SVBA membership requirements do not apply, except for SVBA sponsored teams.

2.2 Membership Roster

The SVBA will provide to the SERP Office copies of rosters or sign-up sheets for all SVBA-sponsored activities. These will serve as the membership roster for the SVBA.

2.3 Association Meetings

A meeting open to all SVBA members will be held at least twice per calendar year.

3.0 SVBA Officers

The only officers that are required by SERP are a President and Treasurer. Nevertheless, the SVBA has currently chosen to utilize additional positions for running the Association. The Voting Board of the SVBA will consist of the President, Vice President, Treasurer, and Secretary. This group will vote on SVBA financial and policy decisions. In the event of a tie vote, the vote of the Advisory Board members will be used as a tie-breaker. Note: If an Advisory Board member is also a Voting Board member, their

vote will not be counted in the vote of the Advisory Board.

3.1 Election of Officers

Officers shall be elected yearly at the annual Association meeting to serve for a 2-year term. The new Secretary will notify SERP of the new officers. New officers may receive SERP Orientation through the SERP Office.

3.2 Duties of Officers

These responsibilities* are listed, below:

President

- Coordination of activities
- Coordination with facility provider and SERP on leagues and clinics
- Propose and approve budget/finances
- Scheduling

Vice President

- Rules Committee chairman
- Referee coordination (if needed)
- Free agent coordination
- Division Representative coordination
- Prizes

Secretary

- Preparing publicity and information for dissemination
- Mailings and maintaining mailing lists
- Recordkeeping (non-financial)

Treasurer

- Keep SVBA books and financial records
- Prepare quarterly financial reports and provide to the President and SERP
- Collect money and pay expenses
- Prepare and propose annual financial statement and budget request for SERP
- Keep a valid SVBA Form W-9 on file with the SERP Office/Finance

* Tasks to support these roles and responsibilities may be delegated to others, e.g. Scheduler, Rules Committee Chair, Free Agent Coordinator, or Prize Coordinator.

3.3 Term Limits for Officers

An individual may serve on the Voting Board for a maximum of 2 consecutive terms, or equivalently 4 consecutive years. After a one-year absence from the Voting Board, the individual may run for a Board position again. Note: The Voting Board consists of the positions of President, Vice President, Secretary, and Treasurer, not Advisory Board Members.

3.4 Advisory Board Members

The SVBA has chosen to establish the following Advisory Board members to assist with the operation of the Association:

Division Representative

- Serve as first point of contact for issues in their Division. Handle issues when feasible and help to resolve issues with appropriate SVBA Board members, as appropriate.

- Disseminate information to captains in their Division.
- Provide input on their Divisions to the SVBA Board.
- Participate in SVBA Board meetings as Advisory Board members.

Past-President (Note: the position of Past-President will be for a term of one year after leaving the President position; the position will not be filled at other times).

- Provides guidance and advice to the SVBA Board.

4.0 Financial

4.1 Bank Accounts and Bookkeeping

The Treasurer shall maintain records of all financial transactions, including records of what all payments and deposits were for. This includes maintaining receipts and bank statements. For direct payment to referees, the Treasurer will maintain a list of the dates and times of the matches refereed.

4.2 Financial Statements

The Treasurer will provide the President and SERP a quarterly financial package for review and approval no later than 15 days after the end of each calendar quarter. The financial package shall include an itemized summary of all financial transactions, all original receipts, bank statements, and records of matches refereed. The Treasurer shall maintain copies of the contents of the financial package for SVBA records.

4.3 Use of Association Funds

Use of SVBA funds will be in accordance with SERP Requirements. Funding may include:

- Facility rental expenses
- Non-cash prizes of token value
- Association equipment
- Office supplies (postage, paper, tickets, special event support, etc.)
- Guest Speakers
- Fees for sports leagues (including referee expenses)
- Clinic Instructors
- Software needed to run the SVBA, e.g. scheduling, accounting
- Website fees

SVBA funds may not be used for:

- Cash prizes
- Alcoholic beverages
- Social functions
- Party decorations

4.4 SERP Funding Budget Requests

The President, in coordination with the Treasurer, shall submit an SVBA funding budget request to the SERP Office each year.

5.0 League Rules

The rules which govern the operation of the volleyball leagues are contained in the SVBA League Rules. The SVBA League Rules shall be reviewed and, if necessary, amended prior to the start of each season.

The review will be conducted by the Voting Board and Advisory Board and signed by the SVBA President. A copy of the SVBA League Rules will be located at the facility for reference.

6.0 Alcohol/Illegal Substances

The consumption of alcoholic beverages or use of an illegal substance at SVBA-sponsored recreation activities is strictly prohibited. Violations of this policy shall result in disciplinary action up to and including permanent removal and ban from all further SERP participation.

7.0 Approval and Amendment of Bylaws

SVBA Bylaws will be reviewed and, if necessary, amended every three years or within 60 days of receiving written notice from the SERP Office of a change in SERP policies that affect the SVBA, whichever comes first.

8.0 Compliance with SERP Rules

SVBA Bylaws shall be in compliance with SERP Policies and Procedures. In the case of a conflict, SERP Policies and Procedures take precedence over SVBA Bylaws.

9.0 Notification of SERP Office

This section applies to SVBA communications to the general SVBA membership (i.e. communications beyond the SVBA Board members and Advisory Board members).

9.1 Information About New SVBA Activities

Any information sent to the general SVBA membership prior to the sign-up deadline for the activity must be submitted to the SERP Office and approved before it is sent.

9.2 Information About Current SVBA Activities

For information sent to the general SVBA membership after the sign-up deadline for the activity, the SERP Office must be provided a copy.

9.3 Information About Non-SVBA Activities

Information about Non-SVBA activities, e.g. other tournaments, does not need to be sent to the SERP Office. This information must be simply a relay of information to the SVBA membership using the SVBA e-mail list and in no way be connected or endorsed by the SVBA.

10.0 Dissolution of Association

Contact the SERP Office for requirements for the dissolution of the SVBA. The SVBA must maintain at least 10 SNL employees to maintain its active status.