

# NECVL Bylaws

## Fall 2013

### **Article I.**

This organization will be known as the New England Collegiate Volleyball League, referred to throughout this document as NECVL.

### **Article II.**

**Mission Statement:** Efficiently maintain a high quality, democratic, and entertaining volleyball league of New England College and University club teams based on fairness, respect, honesty, responsibility and good communication.

### **Article III:**

#### **A. General Membership in the NECVL shall be limited to:**

1. Men's club volleyball teams sponsored by Colleges and Universities in Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont.
  - a. Prior to each upcoming season the Executive Board shall determine the number of Team Memberships available.
  - b. When necessary, the Executive Board will determine the order in which teams will be offered a Team Membership based on each team's performance on and off the court in the previous season.
  - c. A new team may be offered a provisional membership.
2. Players and coaches who are eligible for these teams.
3. Elected officers of the Executive Board.
4. Honorary members selected by the General Membership.

#### **B. Membership requirements, rights and responsibilities:**

1. Requirement: Pay dues by the date set by the Executive Board.
2. Rights:
  - a. Team members are eligible for all NECVL activities.
  - b. Members may exercise only one vote on any one issue (one vote per team).
  - c. Members are eligible to propose by-law and policy changes to the Executive Board.
  - d. Members shall be informed of all Executive Board decisions that affects general

members within one week following the decision.

- e. Only members may make election nominations for officers on the Executive Board.

### 3. Team Responsibilities:

- a. Have a team representative participate in the annual NECVL meeting in the fall and spring.
- b. Pay the membership dues within allotted time limits.
- c. Participate in the required number of divisional matches.
- d. Participate in an assigned non-divisional tournament.
- e. Give accurate contact information to the Board.
- f. Notify the Board of any change in contact information.
- g. Have an email account in order to participate in votes administered by email

### 4. Teams who lose their membership:

- a. Members who lose their membership rights may regain their membership by fulfilling their obligations set forth by the Executive Board as well as fulfilling the responsibilities set by these by-laws.
- b. Judgments made by the Board may only be overturned by a majority vote of the responding membership.

## **Article IV. Executive Board Members:**

Newly elected Executive Board (hereafter referred to as the "Board") members will begin their term of office immediately after the adjournment of the annual spring meeting unless the election of officers has not been completed. Under these circumstances the new officers would take office after the completion of the elections. The term of office for this newly elected Board will be one year, ending at the following spring meeting.

Board members will be paid stipends at the conclusion of annual spring meeting. Stipends amounts are to be approved by the general members at the previous spring meeting.

The following are the officers of the Board and their individual duties:

### **A. Commissioner:**

1. Schedule and chair all league and Board meetings.
2. Forward necessary league match results to the NCVF and its ranking committee.

3. Coordinate the resolution of issues/disputes concerning league matters brought to the attention of the Board.
4. Delegate duties, not currently assigned, that may arise in the maintenance of league matters.
5. Prepare a Commissioner's report for the annual spring meeting.
6. Serve as the Competition Director throughout the NECVL season.
7. Supervise other board members, Webmaster and Director of Officials.

**B. Vice Commissioner:**

1. Assume the duties of Commissioner if he/she is absent or unable to perform them him/herself.
2. Develop format and schedule all NECVL tournaments.
3. Prepare Vice Commissioner's report for the annual spring meeting.
4. Develop a hosting team manual to be used by hosting schools and its representatives.

**C. Treasurer:**

1. Oversee all financial matters of the NECVL.
2. Propose a budget for the upcoming season at the fall meeting.
3. Submit a league financial report at the annual spring meeting.

**D. D1 Member At-Large:**

1. Communicate and represent any concerns that general membership may have, particularly of the D1 teams.
2. Record the minutes of NECVL league and board meetings.
3. Perform duties assigned by the Commissioner.

**E. D2 Member At-Large:**

1. Communicate and represent any concerns that general membership may have, particularly of the D2 teams.
2. Record the minutes of NECVL league and board meetings.
3. Perform duties assigned by the Commissioner.

**F. The following are the joint duties of the Board:**

1. Solicit the nominations of, and hire a Director of Officials.
2. Solicit nominations of, and hire a Web Master.
3. Make sure website is updated in a timely manner and send out information to general members as necessary.
4. Present issues and matters to other Board member related to them by the general membership.
5. Develop policy additions and changes that will improve NECVL.
6. Coordinate the NECVL elections.
7. Develop and/or solicit new ideas that will improve NECVL.

#### **Article V. Representatives:**

One individual and an alternate will represent each member school. The alternate must be from the same school. One person can not represent more than one school.

The method by which each representative is chosen will be left to each school. This representative and alternate are both invited to share ideas and information with the general membership at each league meeting. Only the representative shall be able to vote on issues requiring a vote. The alternate will assume the duties of the representative if he is absent or unable to fulfill his responsibilities.

A team representative will be responsible for the following:

- A. Send in all necessary information needed by the Board concerning the team.
- B. Make sure the team pays the membership dues by the deadline set by the Board.
- C. Report all home match and outside competition results to the Board.
- D. Choose an alternate representative for the team and relate all communication with NECVL.

#### **VI. League Meetings:**

Attendance at the fall meeting is mandatory. Failure to attend the meeting will result in a one-loss penalty to a team's Divisional record. The spring meeting will be held on or before the NECVL Championship weekend. All voting items will be discussed at the fall meeting.

Parliamentary procedure will be according to Robert's Rules of Order unless otherwise specified by these bylaws.

**A. Basic Agenda:** The following items will appear on all league meeting agendas.

1. Roll Call. Update changes in contact information
2. Executive Board report(s)

3. Old Business

4. New Business

\* Additional items may be placed on the agenda by any league members. These agenda items are to be sent to the Board at least one week prior to the meeting. The Board will send an e-mail copy of each agenda prior to the league meetings to all members.

**B. Meeting Minutes:** The Members At-Large shall record the minutes to each league meeting. These minutes will be made available to all voting members within a reasonable time period following the meeting and prior to the next league meeting.

#### **Article VII. Fees:**

- A. Membership Fee:** Invoices will be posted on the league website no later than the last day of September. The payment will be due no later than the end of December. The specific deadline for each season will be set and announced by the Board.
- B. Official Fees:** Will be set by the Board and presented at the fall meeting for approval.
- C. Fines:**
  - 1. The Board may sanction a member school, including fines, when a member fails to meet its responsibilities.
  - 2. Any school that has not fulfilled their monetary responsibilities, including membership fees and/or fines within set time limits may not participate in any match sanctioned by the NECVL.

#### **Article VIII. Eligibility:**

Eligibility of individual members will be posted under league policies. Any changes to eligibility must be voted on by the general members.

#### **Article IX. Rules of Competition:**

The NECVL will use the rules used by NCVF.

#### **Article X. Miscellaneous:**

##### **A. Non-membership Appointed Positions and Responsibilities (appointed by the Board):**

###### **1. Director of Officials:**

- a. Be responsible for the assignment of officials for all NECVL league matches, tournaments, and championships.
- b. Finalize and disseminate a league schedule with referee assignments.

- c. Settle league issues involving officials that may arise during the season.
- d. Prepare a report to the Executive Board at the end of season.

## **2. Webmaster**

- a. Maintain the NECVL website.
- b. Post information presented to him/her by the Board.

## **3. Assistant Tournament director:**

When necessary, the board may appoint Assistant Tournament Directors to help out with the league championships.

## **B. Exceptions to Robert's Rules of Order:**

In an emergency, should the NECVL board request or require a vote on an issue, by law change, policy change, or elections by e-mail:

1. There will be a recorded attempt to notify all voting members at their most recent e-mail account filed with the Board.
2. A quorum would be established by the number of those members who responded within a minimum one-week from the original e-mail delivery. Maximum response times may vary.

**C. Policies** are separate from bylaws and may be changed by a majority vote of the Board as well as by the voting membership.