

# **Sandia Volleyball Association Bylaws**

## **February 3rd, 2014**

### **Recommended for Approval By:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Mike Arms, Secretary

\_\_\_\_\_ Date: \_\_\_\_\_  
Audrie Aragon, Treasurer

\_\_\_\_\_ Date: \_\_\_\_\_  
Todd Ritterbush, Vice President

\_\_\_\_\_ Date: \_\_\_\_\_  
Arne Gullerud, President

### **Approved By:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Sandia Representative for SERP

# **Sandia Volleyball Association Bylaws**

## **February 3rd, 2014**

### **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.

#### **2.1 Membership Requirements**

##### **2.1.1 Leagues**

All rostered players on SERP-sponsored teams must be current SERP members.

##### **2.1.2 Clinics**

All clinic participants in SVBA-sponsored clinics must be current SERP members.

##### **2.1.3 Other Activities**

All participants in other SVBA-sponsored activities must be current SERP members.

##### **2.1.4 Exceptions**

1. 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. The SVBA may allow, as a condition for using the facility, participation by members of that facility (e.g. KAFB gyms, Jewish Community Center). Such participants do not need to be SERP members; however, SVBA funds will not be used to subsidize the participation by these participants or teams with non-SERP members on their roster.

#### **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 once 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. At least one member of the Voting Board must be a SNL or DOE employee. 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. The new Secretary will notify SERP of the new officers.

### **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
- 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 financial reports for review by President
- Collect money and pay expenses
- Prepare yearly financial statement and budget request for SERP

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

### **3.3 Term Limits for Officers**

An individual may serve on the Voting Board for a maximum of 4 consecutive years. After a one year absence from the Voting Board, the individual may run for a Board position again. Term limits become effective starting with the elections of July 2006. 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 as 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 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 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 a quarterly financial package for review and approval no later than 45 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.

The President or designee will review and verify each quarterly financial statement then submit it to the SERP office within 30 days of receipt.

### **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
- Web site fees

SVBA funds may not be used for:

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

### **4.4 SERP Funding Requests**

The President shall submit an SVBA funding request to the SERP office each year as requested by the SERP Office.

## **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.

## **6.0 Alcohol/Illegal Substances**

The consumption of alcoholic beverages or use of an illegal substance at SVBA-sponsored recreation activities is prohibited. Violations of this policy shall result in disciplinary action up to and including permanent 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 must 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 active SNL/DOE employees.