

**NORTH TEXAS REGION JUNIOR DIVISION VOLLEYBALL
OPERATING CODE**

Adopted: 2003

Amended: February 2013

Amended: July 2017

ARTICLE I. Name.

The name of the Division shall be the North Texas Region - Junior Division.

ARTICLE II. Offices.

The Division may have such offices, within the State of Texas, as the North Texas Region Board of Directors may designate.

ARTICLE III. Purpose.

The purpose for which this division is organized is to foster amateur volleyball competition for Youth and Juniors in the North Texas Region. In furtherance of this main purpose, the following sub-purposes are set forth:

- (a) To teach the sport of volleyball to youth and adults by holding clinics conducted by qualified instructors in Club organizations, schools, playgrounds and parks;
- (b) To provide practice volleyball sessions, classroom lectures, seminars and panel discussions through which selected trainees may be schooled in competitive coaching, playing, officiating and scouting techniques;
- (c) To foster and conduct regional and area amateur Junior volleyball competitions;
- (d) To act as the official representative to USA Volleyball as the Junior Division of the North Texas Region;
- (e) To select and train suitable candidates in the techniques of volleyball in national and international competition and,
- (f) To foster and conduct amateur volleyball programs in the United States and foreign nations for the exchange and training of suitable candidates and the techniques and practices of volleyball in countries other than their own.

Exercise of Powers. It shall be the policy of this division to have the right to monitor the annual budget of the North Texas Region. The Junior Division shall not engage in any business on behalf of the North Texas Region

ARTICLE IV. Junior Board of Directors.

General Statement. The Junior Board of Directors may perform such acts as are necessary to exercise the powers of this nonprofit division as stated in this document and the North Texas Region Bylaws, and generally may do or perform, or cause to be done or performed, any act which the division lawfully may do or perform in the furtherance of its purposes stated in this document and the North Texas Region Bylaws. A quorum of the Junior Board is defined as a majority of the members present at the meeting. Voting by proxy is not allowed.

Membership. Membership on the Junior Board of Directors shall be open to all persons who are registered members of the North Texas Region – USA Volleyball as directors, coaches, or players and who are eighteen [18] years old or older. These members must have cleared the background screen procedure and have been SafeSport certified. Members of the Junior Board will serve without compensation for their services on the board. The Junior Division shall not have any voting members other than those persons duly elected or serving by appointment on the Junior Board of Directors. All members duly elected or serving by appointment on the Junior Board of Directors shall have one vote per member to vote on all matters submitted to the Junior Board.

Junior Coordinator. The Junior Coordinator shall be the president of the division. He/she shall be the principal executive officer of the division; and, subject to the control of the Junior Board of Directors, shall in general supervise and control all the business and affairs of the division. He/she shall, when present, preside at all meeting of the Junior Board of Directors. He/she may sign, with any other officer of the Junior Board there unto authorized by the Junior Board of Directors, any contracts or any other instruments which the Junior Board of Directors has been authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the North Texas Region Board of Directors. The Junior Coordinator is appointed by the Regional Commissioner and is approved by a majority vote of the North Texas Region Board of Directors.

Section 1. The affairs of this division shall be managed by a Junior Board of Directors composed of not less than seven (7) or more than thirteen (13) members. The number of Directors

may change by amending this document to change the makeup of the Board.

Section 2. Non-Voting Members of the Junior Board of Directors include the following positions: Commissioner, Officials Coordinator, Executive Director, and Junior Representatives of the North Texas Region Board of Directors.

Section 3. Any officer, director or agent elected or appointed may be removed by a two-thirds (2/3) vote of the Junior Board of Directors whenever in its judgment the best interests of the division would be served thereby. Attendance at meetings is mandatory, missing two (2) meetings in a row without prior approval of the Junior Coordinator will result in removal from the Junior Board of Directors. Any Junior Board member who receives a National or Regional sanction that is upheld after appeal shall be removed from the Junior Board for the remainder of their term and the following term of that seat.

Section 4. Any vacancy occurring for any member of the Junior Board of Directors resulting from death, resignation, retirement, disqualification or removal from office shall be filled in the same manner in which such officer was appointed. Any officer appointed to fill a vacancy shall hold office for the remainder of the vacated term and until such officer's successor is chosen and qualified.

Section 5. No changes to this Operating Code shall have the effect of shortening the term of any incumbent director.

ARTICLE V. Membership of the Junior Board of Directors.

All members of the Junior Board of Directors who are elected to At Large positions and who are appointed by the Junior Coordinator may not be affiliated with the same club as any other At Large or Appointed director.

At Large Members. This Division shall have eight (8) at-large elected members voted on by the general membership. The term of office for at large members of the Junior Board of Directors shall be a two (2) year term. These positions will be labeled as Seat 1, Seat 2, ... Seat 8. These positions vacate as follows: Seat 1-4, odd years and Seat 5-8 even years.

Elections. Members of the Junior Board of Directors and the Junior Rep to the Region Board shall be elected by a plurality vote of the Junior Club Directors prior to the May meeting of the division or any

special meeting called for the purposes of elections. Applicants must submit a resume (self-nomination permitted) no later than 1 week prior to the voting window. Prior to the election, a written list must be provided to the entire voting body detailing the nominees and the current board members including their club affiliation and name. In all general Membership voting procedures, 1) each club with 7-49 registered junior players shall have one (1) vote, 2) each club with 50-99 registered junior players shall have two (2) votes, and 3) each club with 100 plus registered Junior players shall have the maximum votes allowed of three (3) votes. Voting membership will be determined by previous year's registration numbers as confirmed by the Executive Director for the May meeting.

Elections shall be conducted by electronic vote via email or third party website. All Club Directors whose clubs receive votes will receive a ballot. The election shall be concluded one week prior to the May meeting. The voting window shall start two weeks prior to the May meeting, giving the Junior body one week to complete the vote. The Club Director of record in the national registration system of each club shall be responsible for submitting all their club's votes. If a club director wishes to distribute their votes among other members of their club, then that director must submit the names and emails of the other voters to the Executive Director no later than the due date of applicants. The electronic ballot shall be sent to the Club Directors email that is in the NTR registration system or the emails provided for the other voters. It is the Club Directors responsibility to ensure that these submitted email addresses are working and valid, and that the ballot is received.

The ballot shall include the name of the applicant, all club affiliations, and submitted resume. The applicant may submit a promotional paper or video, to be included.

A quorum shall be declared in any election if half of the Club Directors emails with ballots are opened. If a quorum is not reached, then the vote shall be conducted in person at the May meeting. In the event that the vote is held in person, then each club must have a voting member present. Voting by proxy in the general membership election is allowed, provided the club provides documentation to the Region Office, before or at the meeting, for the representative to attend in their stay.

In cases where there are multiple seats available, the applicants with the most votes shall fill those seats. In cases where there is only one seat available, the applicant with the most votes shall fill that seat. If two or more applicants have the same number of votes and one or more of the applicants cannot be awarded a seat, a second electronic vote shall be held with only the tied applicants on the ballot. This second voting email shall be sent immediately and shall be concluded no less than three days prior to the May meeting. If a tie still exists, and one or more applicants cannot be awarded a seat, then there will be an additional vote conducted in person at the May meeting to break the tie.

The results of the electronic elections shall be made public no later than three days prior to the May

meeting.

Appointed Members. This Division shall have four (4) members appointed by the Jr. Coordinator after the May elections of the Junior Division. The term of office for appointed members of the Junior Board of Directors shall be a one (1) year term starting at the time of appointment.

Officers. The officers of the Junior Division shall be appointed by the Junior Coordinator and approved by the Junior Board of Directors by a majority vote. The officers shall be comprised of sitting members of the Junior Board. These officers shall be: Vice President (Budget and Finance), Vice President (Competition Committee), Vice President (Coaching Committee), and Secretary.

Section 1. Officers shall be appointed for a one (1) year term or until such time as their successors are duly elected and qualified.

Section 2. The Vice-President of Budget and Finance shall in the absence of the President preside over the division for a called meeting. In the event of the President's death or permanent disability, the Vice-President of Budget and Finance shall reside with the duties of the office until the Region Commissioner appoints as new Junior Coordinator with the approval of the North Texas Region Board of Directors.

The Vice-President of Budget and Finance shall:

- (a) Chair the Budget and Finance Committee, which shall have charge of monitoring the North Texas Region budget and expenses and be responsible for reporting back to the Junior Board of Directors.
- (b) Be responsible for record keeping and filing a financial report of all funds of any additional programs of the junior division and reporting them to the Region Board of Directors.
- (c) In general, perform all the duties incident to the office of Vice-President of Budget and Finances and such other duties as from time to time may be assigned to him by the President of the Junior Board of Directors.

Section 3. The Vice-President of Competition Committee shall:

- (a) Chair the Competition Committee to review and offer input of all established standards for tournaments.
- (b) Oversee the rankings for regional tournaments.

(c) In general, perform all the duties incident to the office of Vice-President of Competition and such other duties as from time to time may be assigned to him by the President of the Junior Board of Directors.

Section 4. The Vice President of Coaches Committee shall:

- (a) Chair the Coaches Committee to set and review regional standards for coach's education.
- (b) Give feedback on what regional coaches need to the Coaches Committee.
- (c) In general, perform all the duties incident to the office of Vice-President of Coaches and such other duties as from time to time may be assigned to him by the President of the Junior Board of Directors.

Section 5. The Secretary shall:

- (a) Keep the minutes of the Directors' meetings in one or more books provided for that purpose;
- (b) See that all notices are given as provided for in this Operating Code; and,
- (c) In general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or the Junior Board of Directors.

ARTICLE XI. Committees.

Section 1. There shall be three standing committees of this division as follows: Budget and Finance Committee, Competition Committee and Coaches Committee. Committees will be selected by the committee chair and approved by the Junior Coordinator and must have at least fifty percent (50%) of the members as elected members of the Junior Board of Directors. The Junior Coordinator shall serve as an ad-hoc and non-voting member of all committees.

Section 2. The Junior Coordinator, with the approval of the North Texas Board of Directors, shall have the authority to appoint such other committees as deemed appropriate.

ARTICLE VIII. Meetings.

Annual Meetings. Annual meetings of this division shall be held each year during the months of

May and September. The May meeting will include a general membership meeting. The May meeting shall have as its agenda: Election of Board Members, presentation of the annual budget, and policy for the upcoming season. The agenda and all associated material will be published on the region website one week before the meeting. Clubs failing to provide representation at the May general membership meeting will be fined \$250.00. A proxy may be sent to the May meeting. That proxy must be a member of the club who is an adult, registered USAV member, background checked, SafeSport certified, and in good standing with the region.

Special Meetings. Regular or special meetings of the Junior Board of Directors may be held upon giving at least five (5) days written or email notice at such times and at such places as shall from time to time be determined by the Junior Board or the Junior Coordinator.

ARTICLE VII. Fiscal Year.

The fiscal year of this Division shall begin on September 1, and shall end on August 31.

ARTICLE IX. Waiver of Notice.

Whenever any notice is required to be given to any member of Junior Board of Director of this division under the provisions of this Operating Code or under the North Texas Articles of Incorporation, a waiver thereof in writing, signed by the person or persons entitled to such notice, or by telegram sent by them, whether before or after the holding of the meeting, shall be deemed equivalent to the giving of such notice.

ARTICLE XII. Amendments.

This OPERATING CODE may be amended, altered, or repealed and a new OPERATING CODE may be adopted by a fifty percent (50%) vote of the Junior Board of Directors. Directors having a quorum present at any regular or special meeting; provided however, proper notice was given of the meeting.

ARTICLE XIV. Rules and Procedures.

In all cases not otherwise provided for by this OPERATING CODE, the Bylaws of NTR, the Athletes Code of

Conduct, the North Texas Region Operating Code or the NTR Handbook, Roberts Rules of Procedure shall govern this division. The USA Volleyball Operating Code for Regional Operations Division shall be basis of this Operating Code.

ARTICLE XV. Discrimination Prohibited.

The Junior Division of the North Texas Region of USA Volleyball shall not, nor shall anyone acting on behalf of the Association, discriminate against any person or group of persons on the basis of age, race, creed or nationality.