

ARTICLES OF INCORPORATION  
of  
PUGET SOUND VOLLEYBALL ASSOCIATION

The undersigned, acting as an incorporator under the Washington Nonprofit Corporation Act (Revised Code of Washington 24.03), hereby adopts and executes the following Articles of Incorporation.

ARTICLE I.

Name

The name of this corporation is PUGET SOUND VOLLEYBALL ASSOCIATION.

ARTICLE II.

Duration

The period of duration of this corporation shall be perpetual.

ARTICLE III.

Purposes

The purposes for which this corporation, a nonprofit charitable organization, is formed are:

1. To promote and develop volleyball events, programs and all other related activities consistent with the Charter of the United States Volleyball Association.
2. To engage in any other lawful activity which may hereafter be authorized from time to time by the Board of Directors; provided, however, that the purposes for which the corporation is formed shall at all times be consistent with Section 501(c)(3) of the Internal Revenue Code of 1986, as it now exists or as hereafter amended (the "Code"), including within such purposes the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Code.

ARTICLE IV.

Powers

This corporation shall have the power to do all lawful acts or things necessary, appropriate, or desirable to carry out and in furtherance of its purposes described in Article III which

are consistent with the Washington Nonprofit Corporation Act and Section 501(c)(3) of the Code.

ARTICLE V.

Influence Legislation

No substantial part of the activities of this corporation shall be devoted to attempting to influence legislation by propaganda or otherwise, and the corporation shall not participate in, or intervene in (including the publication or distribution of statements with respect to) any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE VI.

Registered Office

The address of the initial registered office of this corporation is 6101 110th SE, Bellevue, WA 98006, and the name of its initial registered agent at such address is John D. Littleman. The written consent of such person to serve as registered agent is attached hereto.

ARTICLE VII.

Board of Directors

The management of this corporation shall be vested in a Board of Directors. The number of directors, and the method of selecting directors, shall be fixed by the Bylaws of this corporation; provided, that the initial directors shall be Seven (7) in number and their names and addresses are:

<u>Name</u>	<u>Address</u>
John Littleman	18475 Olympic Ave S Tukwila WA 98188
John Wilson	19044 SE 283 <sup>rd</sup> Kent WA 98042
Jenita Vogt	708 20 <sup>th</sup> St Snohomish WA 98290
Ed Johnson	22021 6 <sup>th</sup> Ave W Bothel WA 98021
Tom Rosenbaum	5607 S 288 <sup>th</sup> Auburn WA 98001
Lee Pendelton	14212 SE 37 <sup>th</sup> Bellevue WA 98006
Dave Dempki	4843 "A" St Tacoma WA 98408

The initial directors shall serve until the first organizational meeting of the Board of Directors and until their successors are appointed and qualified.

## ARTICLE VIII.

### Bylaws

The Board of Directors are authorized to make, alter, amend, or repeal the Bylaws of this corporation.

## ARTICLE IX.

### Limitations

This corporation shall have no capital stock and no part of the net earnings of this corporation shall inure in whole or in part to the benefit of, or be distributable to, any officer, director, or other individual having a personal or private interest in the activities of the corporation, or to any person or organization other than an organization which is exempt from federal income taxation under Sections 501(a) and 501 (c)(3) of the Code, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered, to make reimbursement for reasonable expenses incurred in its behalf, and to make payments and distributions in furtherance of the purposes stated in Article III.

## ARTICLE X.

### Transactions Involving Directors

1. No contracts or other transactions between this corporation and any other corporation, and no act of this corporation shall in any way be affected or invalidated by the fact that any director of this corporation is pecuniarily or otherwise interested in, or is a trustee, director, or officer of, such other corporation.

2. Any director, individually, or any firm of which any trustee may be a member, may be a party to, or may be pecuniarily or otherwise interested in, any contracts or transactions of the corporation; provided, that the fact that such director or such firm is so interested shall be disclosed to or shall have been known by the Board of Directors or a majority thereof.

## ARTICLE XI.

### Distributions upon Dissolution

Upon any dissolution of this corporation under provisions of the laws of the State of Washington for nonprofit corporations, all of its assets remaining after payment of creditors shall be distributed to one or more organizations selected by the Board of Directors which are qualified

as exempt from taxation under the provisions of Sections 501(a) and 501(c)(3) of the Code, or any successor statutes, and which further the purposes set forth in Article III. In no event shall any of the corporation's assets be distributed to the officers, directors, or members of the corporation.

## ARTICLE XII.

### Private Foundation

If this corporation becomes a private foundation within the meaning of Section 509 of the Code, as long as its private foundation status continues, the following provisions shall apply in the management of its affairs:

1. Each year the corporation shall distribute the income of the corporation, for the purposes specified in Article III, at such time and in amounts at least sufficient to avoid liability for the tax imposed by Section 4942 of the Code;
2. The corporation shall not engage in any act of "self-dealing" (as defined in Section 4941(d) of the Code) which would give rise to any liability for the tax imposed by Section 4941(a) of the Code;
3. The corporation shall not sell, exchange, distribute, or otherwise dispose of any "excess business holdings" (as defined in Section 4945(c) of the Code) which would give rise to any liability for the tax imposed by Section 4943(a) of the Code;
4. The corporation shall not make any investments which would jeopardize the carrying out of any of its exempt purposes (within the meaning of Section 4944 of the Code) and which would, therefore, give rise to any liability for the tax imposed by Section 4945(a) of the Code.

## ARTICLE XIII.

### Amendments

This corporation reserves the right to amend, alter, change, or repeal any provision contained in these Articles of Incorporation by the affirmative vote of a majority of the directors present at a meeting of the Board of Directors.

## ARTICLE XIV.

### Members

This corporation shall have one or more classes of members as defined in the Bylaws.

ARTICLE XV.

Incorporator

The name and address of the incorporator is:

Name

Address

John D. Littleman

6101 110th Ave., SE  
Bellevue, WA 98006

Dated:

March 15, 1997


  
\_\_\_\_\_  
John D. Littleman  
Incorporator

CONSENT TO APPOINTMENT OF REGISTERED AGENT

I, John D. Littleman, hereby consent to serve as registered agent, in the State of Washington, for the PUGET SOUND VOLLEYBALL ASSOCIATION. I understand that as agent for the corporation, it will be my responsibility to accept service of process in the name of the corporation; to forward all mail and license renewals to the appropriate officer of the corporation; and to immediately notify the Office of the Secretary of State of my resignation or of any changes in the address of the registered office of the corporation for which I am agent.

DATED:

March 15<sup>th</sup>, 1997

  
\_\_\_\_\_  
Registered Agent

REQUEST FOR NON-PRIVATE FOUNDATION STATUS/CLASSIFICATION

This is to request a non-private foundation status/classification  
for PUGET SOUND VOLLEYBALL ASSOCIATION  
(Name of Organization)

as an organization that is best described in section(s) 509(a)(2)  
and n/a for purposes of Section 509(a)  
of the Internal Revenue Code. The organization agrees to be  
classified as such in connection with its application for Federal  
exemption under IRC section 501(c)(3) effective April 7, 1997  
or, if applicable, for the period covered by an advance ruling  
beginning April 7, 1997 and ends December 31, 2001.

Puget Sound Volleyball Association  
Name of Organization

[Signature]  
Signature of Authorized Officer

President  
Title/Position

11/7/97  
Date

**From:** "jvogt" <jvogt@pugetsound.net>  
**To:** <jabryant@onebox.com>  
**Subject:** bylaws  
**Sent:** 6/21/2005 9:56:00 PM



If we were to go through the by-laws and get rid of the voting members like Robyn and Walt and Jim Amsbary  
We could structure the

**Admin as**

Me, you, Jan and Jim

**Programs into**

Juniors - Tony

Others - John L

Boys - Bob

Development - Dragan

**Services**

Refs

Scorekeepers

Assignors

Sanctions

**At-Large**

1

2

3

**Player Representation**

1 Men

2 Women

3 Coaches

4 Girls

5 Boys - add when they reach 300 say

Then we take the Admin and add one voting member from each group - elected by each group - but each of the player reps have a vote.

The rest would be Advisory and could attend their own meetings specific to their area of concern. Admin would have to be represented however at any of these meetings.

Think how that might work

## **Adult Program Director**

### **Summary of Job:**

Responsible for adult programs throughout Puget Sound Region and promotion of adult volleyball in both genders and all adult age groups. These duties include, but are not limited to, the items listed in section below.

### **Duties and Responsibilities:**

- Create and maintain season schedule
  - o Have friendship schedule created in October and regular season schedule created by first part of November
- Plan and organize season ending Regional event
  - o Create budget and provide to Commissioner for review at least one month in advance of Regionals; Coordinate facilities; Work with Officials Chair to coordinate officials
- Receives and reviews suggestions, comments and complaints
- Attends monthly board meeting while in season and as scheduled by board outside season
- Promotes USA Volleyball throughout Region
- Assist teams with registration process and preparations for play during season and for Nationals
- Upholds Puget Sound Region and USAV bylaws

### **Qualifications:**

- Must be a member in good standing of the Puget Sound Region
- Must be voted in by majority of PSR representatives

### **Term:**

- The Adult Program Director is elected for a three-year term by the Region, at Regional Championships each year the office is up for election



## Officials Chair

### Basic Function of Job

Responsible for organizing, directing, and administering referee program for the Puget Sound Region. Selects and supervises a committee, (for what purpose?) consisting of National and Junior National referee representatives. Is a member of the Executive Board of the Puget Sound Region, attends monthly Executive Board and bi-annual RVA meetings. Participates in policy making decisions and in the general operations of the Region.

### Major Duties and Responsibilities

- Ensures that the Puget Sound Region's certification processes for referees are current and meet the minimum National standards.
- Conducts clinics in both August and prior to each USAV season. (Remove both)
- Administers access to the appropriate tests.
- Issues patches.
- Receives complaints. (suggest-handles issues involving referees)
- Keeps accurate and permanent records of all ratings to be copied and submitted to the Regional Office periodically each year.
- Attends both bi-annual National RVA meetings and clinics or sends a designated rep.
- Establishes Officials Cadre, responsible for assuring that all representatives are fulfilling required duties in a timely manner.
- Updates guidelines for the next year and has them ready for distribution by the mandatory official's clinics.
- Upholds all officials' standards at the highest possible level to set an example for others.
- Assigns clinicians for Junior and Adult Club Referee and Scorekeeping Clinics.
- Receives and reviews official's assignments given by Regions Assigning Secretary. (I prefer Assignor)
- Considers, recruits, trains, and approves qualified candidates interested in applying for their Junior National or National candidacy.
- Approve officials interested in officiating at a Junior National Qualifier or USA Volleyball National event, who do not have their Junior National rating.

### Qualifications

- Must be a member of the Puget Sound Region.
- Must be a USA Volleyball Certified National indoor level referee. If a National level referee is not interested or available, the candidate must have been a Junior National Referee in the Puget Sound Region for the previous two years.

(I don't remember that part, about the 2 year reference and I would vote against it)

### Term

The Referees' Chairperson is elected for a three-year term by the Region, at Regional Championships each year the office is up for election. (Rearrange this last part of the sentence)

Need to add compensation.

Also add Be accountable to the Board and the membership.

## **Junior Program Director**

### **Basic Function of Job**

The Junior Program Director will manage, direct and create Juniors programs for the Puget Sound region. The director will coordinate activities of the Juniors division to be in compliance with national YJOV directives, is a member of the Executive Board of the Puget Sound Region, and attends monthly Executive Board meetings. The director will also attend National Junior meetings, as scheduled, and represent the region as a voting member of the General Forum.

### **Major Duties and Responsibilities**

- Participate in policy making decisions and in the general operations of the Region, as a board member.
- Select and supervise a committee consisting of the following chairs: Junior Tournament Director, Ethics and Eligibility, High Performance and IMPACT, Junior Tournament Ranking and Seeding.
- Administer a pre-season Junior Club Directors and Tournament Directors Meeting.
- Edits and Updates the ***Junior Girls Division Handbook*** with the input and direction of the PSR Board of Directors.
- Manages and supervises the creation of a region tournament schedule.
- Manages and creates formats for Puget Sound Region-sponsored Events such as PRIME TIME and Regionals.
- Enforces rules of the region as pertains to junior division code violations.
- Corresponds with the National Office in determining the region's representatives at the YJOV Championship tournaments.
- Is ultimately responsible for all USAV programs that pertain to junior girls volleyball in the Puget Sound Region.

### **Qualifications**

- Must be a member in good standing of the Puget Sound Region.
- It is recommended that the Junior Program Director be a current or Former Club Director and have intimate and in-depth knowledge of the Juniors Program.

### **Term**

Junior Program Director is elected for a three-year term by the Region, at Regional Championships each year the office is up for election.

CONSTITUTION  
of  
Snohomish County Board of Volleyball Officials

ARTICLE 1 NAME

The name of this organization shall be Snohomish County Board of Volleyball Officials, hereinafter referred to as SCBVO.

ARTICLE 2 PURPOSE

The purpose of this organization, as a nonprofit service organization, shall be to further the interest of scholastic volleyball by:

- a) Providing registered volleyball officials to WIAA member schools.
- b) Providing training of officials.
- c) Interpreting rules to players, coaches, and instructors in the interest of standardizing and improving officiating.

ARTICLE 3 MEMBERSHIP

3.1 Requirements

An active member shall be one who is a current member of WIAA/WOA.

3.2 Rights

- 3.2.1 Each active member shall have one vote in all SCBVO matters.
- 3.2.2 A member has the right to due process in any action involving that member.

ARTICLE 4 LEADERSHIP

4.1 EXECUTIVE BOARD

An Executive Board shall act as the governing body of this organization. The Executive Board shall consist of at least the four elected officers - President, Vice President, Secretary, and Treasurer; plus any Committee Chairpersons, and a non-voting Assigning Secretary.

4.1.1 The Executive Board shall:

- a) Have the authority over the affairs of the organization.
- b) Conduct regular Executive Board meetings.
- c) Review all petitions and proposals.
- d) Appoint committees as deemed necessary.
- e) Have the power to hire, dismiss and direct any employees.
- f) Have the authority to discipline members by fining, suspension, probation, and/or expulsion.
- g) Appoint vacancies in any organizational position until the customary procedures can be implemented.

- h) To have the power to replace, by appointment, any Board member who misses 3 Executive Board meetings.

#### 4.2 OFFICERS

The elected officers of the SCBVO shall be the President, Vice President, Secretary, and Treasurer. All officers must be active members in good standing and must remain so during the period of his/her term in office.

##### 4.2.1 The duties of the President shall be:

- a) To preside at all general and Executive Board meetings.
- b) To compile and distribute appropriate agendas for such meetings.
- c) To act as a Representative of this organization in correspondence and communication with other organizations.
- d) To assume duties as the Executive Board deems appropriate.

##### 4.2.2 The duties of the Vice President shall be:

- a) To assume the Presidential duties if the President is unable to fulfill them.
- b) To appoint and chair Executive Board Nominating Committee.
- c) To assume duties as the Executive Board deems appropriate.

##### 4.2.3 The duties of the Secretary shall be:

- a) To keep and record the minutes of the general and Executive Board meetings.
- b) To maintain attendance records for the general and Executive Board meetings.
- c) To record and keep minutes for all meetings; including proposals, amendments, and decisions of the Board.
- d) To assume duties as the Executive Board deems appropriate.

##### 4.2.4 The duties of the Treasurer shall be:

- a) To account for all funds and assets of SCBVO.
- b) To maintain a bank account for SCBVO.
- c) To keep and record all financial transactions, including taxes, of the SCBVO.
- d) To keep an inventory of all organization holdings.
- e) To prepare and keep annual financial statements.
- f) To provide regular reporting to the Board and membership of treasury status.
- g) To assume duties as the Executive Board deems appropriate.

6.3 The general membership must have at least 30 days notification prior to a vote to amend the constitution.

6.4 This constitution may be amended by 75% vote of the quorum at a general membership meeting.

ARTICLE 7 DISSOLUTION

In the event of dissolution of this organization, any funds remaining after payment of all expenses and obligations will be applied to the benefit of amateur athletics as deemed by the general membership.

BYLAWS  
of  
Snohomish County Board of Volleyball Officials

ARTICLE 1 MEETINGS

- 1.1 To officiate during the season, attendance is required at a rules interpretation clinic presented by the WIAA prior to the season.
- 1.2 To be a member in good standing requires attendance at 75% of the general membership meetings.
- 1.3 General membership meetings will be held according to a calendar published at the beginning of the season.

ARTICLE 2 DUES & FEES

- 2.1 Each member shall pay annual dues to WIAA and WOA. These dues shall be deducted from the paycheck at the end of each season for the following year. New members must pay dues upon acceptance to SCBVO.
- 2.2 A percentage of each member's earnings shall be deducted from their paycheck at the end of the season to cover operating expenses of the Board. This percentage will be determined by the Executive Board.
  - 2.2.1 Operating fee percentage will be 10%.
- 2.3 No refunds of dues and fees will be made after the season begins.

ARTICLE 3 COMMITTEES

- 3.1 An Ethics Committee chairperson shall be appointed by the Executive Board.
  - 3.1.1 The duties of the Ethics Chairperson shall be to review problems concerning unethical behavior or misconduct on the part of an official, and bring to the Executive Board recommendations for action.
- 3.2 A Training & Development Committee chairperson shall be appointed by the Executive Board.
  - 3.2.1 The duties of the Training & Development Committee Chairperson shall be to develop classes for training officials and to oversee the evaluation of officials. The chairperson will also provide evaluations for selection of post season officials.

ARTICLE 4 THE ASSIGNING SECRETARY

4.1 The Executive Board shall hire an Assigning Secretary whose presence is required at all Executive Board meetings. The Assigning Secretary, under direction of the Executive Board, shall make game assignments and conduct the business affairs of the SCBVO.

4.2 The Assigning Secretary's duties shall be:

- a) To assign officials to fulfill association commitments.
- b) To approve any assignments of officials outside the SCBVO during the season.
- c) To bill and make adjustments for payment from the schools.
- d) To meet with League Representatives to review policies and procedures and to answer questions and problems as they arise.
- e) To provide Treasurer with all required financial information
- f) To establish a voucher deadline and verify voucher returns from members.
- g) Shall not contract officiating assignments without the approval of the Executive Board during scholastic season.
- h) To accept no new schools, recreation leagues, etc. for assignment without Board approval.
- i) To maintain current status of all officials including ratings, addresses, and telephone numbers.
- j) Shall provide the Executive Board before every Board meeting with finable situations that have occurred since last Board meeting.

4.3 The Assigning Secretary shall be employed under a negotiated contract which will spell out the terms of employment. Terms will include but not be limited to the above duties. The contract will run from July 1 to June 30 and be reviewed and renewed annually.

#### ARTICLE 5 MEMBER DUTIES

5.1 SCBVO officials will abide by the NFIOA code of ethics which are contained in Federation Rule Book.

5.2 Officials are required to fill out an availability sheet prior to the start of the season giving the dates that they are available for assignment to matches. Officials are to maintain their availability sheets throughout the season to support the assignment of matches.

5.3 Officials are required to appear at and officiate all matches they are assigned. Failure to appear and officiate will result in a fine.



- 5.4 Officials unable to officiate an assigned match must notify the Assigning Secretary as soon as possible. Fines will be assessed for missed matches as outlined in Article 6.
- 5.5 Officials may not arrange for other officials to cover accepted assignments. All assignments are to be done by the Assigning Secretary.
- 5.6 Officials are to attend all general membership meetings to obtain assignments.
- 5.7 To be eligible to officiate in the post season tournaments, a member must have attended the mandatory rules clinic, worked ten (10) high school varsity matches during regular season, and be a member in good standing.
- 5.8 Officials must turn in completed vouchers by assigning secretary's deadline. Failure to meet deadline will result in no pay for those matches.

#### ARTICLE 6 FINES

- 6.1 If an official is unable to fulfill a match assignment that they have accepted, a fine will automatically be assessed by the Executive board. Fines are levied to discourage absenteeism, and to protect the reputation of the board.
  - 6.1.1 Officials will have accepted an assignment when they leave a general membership meeting with an assignment sheet.
    - 6.1.1.1 If the assigning secretary is notified at least 72 hours prior to a match, no fine will be assessed since the assigning secretary will have had a reasonable amount of time to replace the official.
  - 6.1.2 Officials will have the right to appeal a missed assignment fine. Such an appeal must be filed within 10 days of notification from the assigning secretary and must be filed by completing a written Appeals form and submitting it to the SCBVO Executive board.
- 6.2 Any official accepting a paid game assignment outside the SCBVO on a night they mark as available on their availability sheet without approval of the Assigning Secretary will be fined up to two(2) AAAA Varsity and Junior Varsity match fees.
  - 6.2.1 The Executive Board shall notify the member of the fine assessment in writing within 10 days of learning of such occurrence.
- 6.3 Fine Amounts

6.3.1 If the Assigning Secretary is not notified at least 72 hours prior to the match or is not notified at all, two AAAA Varsity and Junior Varsity match fees will be charged.

6.4 Appeals filed with the SCVBO Executive Board shall be reviewed by the Executive Board at their next meeting. Action taken by the Executive Board will depend on the circumstances and particulars of each case. There are 3 possible actions that the Board may take; waive the fine due to extenuating circumstances, suspend/modify the fine with conditions, or enforce the fine.

6.4.1 The Executive Board shall notify the member of the results of the review in writing.

6.5 Any enforced fines will be deducted from an official's pay at the end of the season.

6.6 Fines will go into the general fund of the board, minus an assigning fee, and will be used to fund the end of season party.

#### ARTICLE 7 SUSPENSIONS

7.1 Charges of unethical behavior or misconduct must be submitted in writing and postmarked within 3 days of the incident to a member of the Executive Board for review. The Ethics Committee Chairperson will form a committee to investigate the incident.

7.2 Due process is guaranteed to any official wishing to appeal a disciplinary decision by the Executive Board.

#### ARTICLE 8 OFFICIAL'S DUE PROCESS/APPEAL PROCEDURE

8.1 The purpose of these provisions is to prescribe in detail the procedure whereby an official who wished to contest the reason(s) for his/her suspension, expulsion, and/or disciplinary action to officiate a sports activity under standards established by the Washington Interscholastic Activities Association shall be afforded a fair opportunity to petition the appropriate governing boards of the SCBVO and/or the WOA to obtain a full and open review.

8.2 If the Executive Board has reasonable cause to believe that an official is ineligible to officiate in or continue as an official under the rules and regulations of the SCBVO and the WOA, they shall provide the official in question with notice of his/her ineligibility either by certified mail or by delivering said notice in person. The notice shall:

- a) Specify the reason for the suspension or expulsion and the rule being violated.
- b) Advise the official of his/her opportunity to request a hearing in order to contest the reason(s) for the allegations of such suspension or expulsion.
- c) State that written petition for a hearing must be postmarked or received by the Board President or his/her designee on or before the expiration of the third business day after receipt of notice of suspension or expulsion.
- d) Specify how the petition for hearing can be served upon the Board President or his/her designee by providing an address for the Board President or his/her designee.
- e) Provide the official with the form(s) necessary to petition for a hearing pursuant to the procedure herein.
- f) Explain that the failure to request a hearing in the manner described within 3 business days, excluding Saturday, Sunday, or legal holidays, following the date of receipt of written notice of suspension or expulsion, shall be deemed a waiver of the right to a hearing and the appeal procedures which govern determinations of suspension or expulsion under the standard established by the SCBVO and WIAA/WOA.

8.3 The notice procedures as herein set forth shall correspond with calendar days, excluding Saturday, Sunday, or legal holidays. In computing the period of time prescribed or allowed by these rules the day of the act or event from which the designated period of time begins to run shall not be included. the last day of the period so computed shall be included , unless it is a Saturday, Sunday, or legal holiday, in which event the period runs until the next day which is neither a Saturday, Sunday, or legal holiday.

8.4 The Executive Board will form a Committee known as the Appeals Committee. This Committee shall be comprised of the President, Vice President, Assigning Secretary, and one member of the association appointed by the President. The President will not cast a vote, but will function as the chairperson of the Committee. The Appeals Committee shall be authorized to hear and decide cases involving the suspension and/or expulsion of officials to officiate in activities pursuant to the standards established by SCBVO and WIAA/WOA.

8.5 Any official may request a hearing before the Appeals Committee in order to contest the reason(s) for any alleged violation under the standards established by SCBVO and WIAA/WOA. The person(s) requesting such a hearing shall be known as the Petitioner. A request for a hearing in the form and manner described herein shall be know as a petition. A petition shall:

- a) Be written.

- 9.3 A Grievant shall attempt to resolve the situation by an informal conference with the appropriate Board officer or Designee of the Board.
- a) Two (2) days shall be allowed for the informal process and possible resolution.
  - b) A grievance involving more than one member shall be dealt with as one grievance, unless separate and specified allegations are evidenced by the Grievants.
- 9.4 The Grievance Committee shall be chaired by the President and include at least two members of the current Executive Board.
- 9.5 Within the time period, The grievant shall present, in writing, the specific allegations on the proper forms to the Grievance Committee. A date for the hearing will be set within 5 days after receipt of written allegations. A decision on the grievances shall be within 2 days. A written decision to the grievant shall be forthcoming within three (3) days following the hearing.
- 9.6 The Board Grievance Committee shall hear the Grievance.
- 9.7 If the decision of the Grievance Committee is not accepted, or the decision fails to meet the above deadlines, or the grievance procedures have not been followed, the Grievant shall have 5 days to file an appeal. An appeal hearing shall be set by the Appeals Committee within 10 days upon receipt of the appeal.
- 9.8 The appeal shall be heard by the WOA Grievance Committee. A decision of this committee shall be forthcoming with two (2) days and a written resolution to the grievant shall be sent with five (5) days following the conclusion of the hearing.

#### ARTICLE 10 AMENDMENTS

- 10.1 To amend the Bylaws, amendments must be first be proposed at a general membership meeting, and can only be voted on at a subsequent general membership meeting. A simple majority vote is required to amend the Bylaws.

#### ARTICLE 11 EXECUTIVE BOARD STIPENDS

- 11.1 A stipend will be paid out of the assigning fees to each executive board member for each executive board meeting attended. Stipend rates will be \$15.00 for each board position for each meeting attended.