



***USAVolleyball***

## **Administrative Council Manual**

Adopted: July 12, 2022

Amended Jan 24

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## **ARTICLE I. NAME**

The name of this structure is the USAV Administrative Counsel (“USAVAC”) of USA Volleyball (“USAV”).

## **ARTICLE II. AUTHORITY**

### 2.01. Authority.

- A. The Council is established under Section 9.2.A of the USA Volleyball Bylaws.
- B. The Council has no expressed or implied power or authority and may not make decisions on behalf of the USAV Board of Directors (“Board”) or USAV staff (“Staff”). The Council’s role is to review matters within its scope, provide recommendations to the Board and Staff, and to serve as a resource for the Board, Staff, and Regional Volleyball Association (“RVA”) Assembly, Officials Assembly, and Junior Assembly (collectively “Assemblies”).

## **ARTICLE III. COMPOSITION, VISION, MISSION & GOALS**

3.01. Vision. The USAVAC shall develop, support, and represent volleyball in the United States. The USAVAC will act as an information gathering and dissemination arm of USAV and communicate to USAV through the USAVAC.

3.02. Mission. The USAVAC shall assist USAV in supporting its strategic plan, especially in increasing access to programming that promotes growth and develops athletes and coaches.

### 3.03. Composition.

- A. Two (2) Representatives from each Assembly, as determined by the Assembly.
- B. Three (3) international athletes, at least one-half (1/2) of these international athletes being 10-year athletes as defined in these bylaws, and the remaining international athletes 10-year+ athletes, comprising of one-third (1/3) of the voting power of the Assembly, as (s)elected by the USAV Athletes’ Advisory Council (“AAC”).

### 3.04. Membership Requirements.

- A. Be a current member of USAV in good standing, registered either through the USAV Regional Volleyball Association (“RVA”) in which the member resides or with the Corporation (USAV).
- B. Have cleared the USAV-approved background screen; and,
- C. Be currently SafeSport **certified**.

3.05. Roles & Responsibilities. The USAVAC shall:

- A. Provide recommendations to the Board and Staff related to motions from Joint Administrative Committees and Assemblies.
- B. Vote on issues that come out of the various Assemblies that affect Assemblies and forward them to the Board and appropriate Staff.
- C. Attempt to find at least two candidates for consideration for the Beach Development Director position to the BOD Nominating Committee.
- D. Elect the Beach Development Director from the slate provided by the Board Nominating Committee.

3.06 Term of Office. Each position will be elected in accordance with USAV Bylaws and the associated Assembly manuals. The USAV ACC shall (s)elect all athlete positions. All position terms shall be as follows:

- A. Four years beginning July 1, 2022, and ending June 30, 2026:
  - 1. Two (2) International Athletes, at least one (1) being defined in the USAV Bylaws as a 10-year athlete.
    - a. Athlete Representative from the Junior Assembly.
    - b. Athlete Representative from the Officials Assembly.
  - 2. RVAA selected representative.
  - 3. Junior Assembly selected representative.
  - 4. Officials Assembly selected representative.
- B. Initial term of two (2) years beginning July 1, 2022, and ending June 30, 2024, with subsequent terms of four (4) years beginning July 1, 2024.
  - 1. One (1) International Athlete, defined in the USAV bylaws as a 10-year athlete: Athlete Representative from the RVAA Assembly.
  - 2. RVAA Chair.
  - 3. Junior Assembly Chair.
  - 4. Officials Assembly Chair.

- 3.07. Chair. The USAVAC shall elect a Chair from the current members. The chair shall serve until their current term expires and the Chair is eligible for re-election.
- A. The office shall be filled by a majority vote of the USAVAC voting members present at a properly called meeting of the USAVAC. The newly elected Chair assumes the position immediately and shall serve until the next Chair is duly elected or until his/her term expires. The Chair may be removed by the affirmative vote of three-quarters (3/4) of the total voting power of the USAVAC.
  - B. If at any time the Chair either resigns or the office of Chair otherwise becomes vacant, the USAVAC shall elect a new Chair from among its membership to serve the balance of the term. The office shall be filled by a majority vote of the USAVAC voting members present at a properly called meeting of the USAVAC.
  - C. The Chair shall:
    - 1. Compile and distribute the agendas for meetings.
    - 2. Conduct the meetings in accordance with the commonly accepted rules of order.
    - 3. Serve as or appoint, as appropriate and necessary, USAVAC liaisons to other USAV substructures; and,
    - 4. Approve expenses associated with USAVAC meetings and operations.
- 3.08 Voting. Each USAVAC member, excluding Ex-Officio members, shall have one vote.
- A. There shall be no absentee or proxy voting.
  - B. Approval of motions shall require a majority vote of the USAVAC voting members present at a properly called meeting of the USAVAC.
- 3.09 Meetings. The USAVAC shall meet up to one time per year in person, ideally in conjunction with a Board meeting or other governance or USAV program or activity. The USAVAC may meet electronically as necessary and appropriate and such meetings shall be subject to the same procedures that apply to in-person meetings. The USAVAC may invite any non-USAVAC individual to attend meetings or meet with USAVAC Committee members.
- 3.10 Attendance and Removal of Elected Representatives.
- A. Attendance. It is expected that a USAVAC member will prioritize attendance at meetings. A USAVAC voting member may be removed if three (3) consecutive absences from meetings occur without being excused by the Chair. Removal would occur by majority

vote of those voting members present at a properly called meeting of the responsible body who elected the member.

- B. Cause. Non-athlete USAVAC voting members may be recommended for removal for cause by the USAVAC, which shall require an affirmative vote of at least two-thirds (2/3) of the total voting power of the USAVAC (excluding the voting power of the member in question). Such recommendation for removal shall be sent to the appropriate electing body representing that USAVAC member along with a report detailing the recommendation for removal. If removed for cause, the person shall have those hearing and appeal rights prescribed in the USAV Bylaws.

3.11 Vacancies. When an elected position becomes vacant, it shall be filled as expeditiously as reasonable by election in accordance with USAV Bylaws and this Manual.

## **ARTICLE IV. ADMINISTRATIVE COMMITTEES**

The USAVAC Committees will provide a high-level review and analysis of matters from Assemblies within their relevant areas. They will provide recommendations to the USAVAC and collaborate to serve as a resource to support the Board, Staff, and Assemblies.

To perform these duties, the USAVAC Committees have the authority to create additional subcommittees that will liaise with Assemblies and Assembly-created committees as necessary. Any additional Standing USAVAC Committees will be subject to Board approval.

### 4.01 Membership.

- A. Selected by the USAVAC for four (4) year terms to begin June 1 to coincide with the quadrennium.
- B. Members can only serve on one (1) USAVAC Committee.
- C. USAVAC Committees may consist of non-Assembly members but must maintain a minimum 75% Assembly members and all Committee members are subject to the membership requirements of USAV.
- D. Committee Members may be removed at any time without cause by a majority vote of the USAVAC

### 4.02. Standing Administrative Committees.

- A. Governance Committees (Structure & Function, Nominating, and Compliance).

1. A minimum two (2) members from each Assembly (RVAA, Officials Assembly (“OA”), and Junior Assembly (“JA”).
  2. Other non-Assembly members that bring expertise to serve the Committee’s purpose better.
- B. Risk Management Committees (Insurance and SafeSport).
1. A minimum two (2) members from each Assembly (RVAA, OA, and JA);
  2. Other non-Assembly members that bring expertise to serve the Committee’s purpose better.
- C. USAVAC Committees Roles and Responsibilities:
1. Governance Committees.
    - a. Compliance Sub-Committee.
      - i. Purpose. It is the responsibility of the Compliance Sub-Committee to recommend policy, propose sanctions or actions to be taken to help bring a Region or **assembly** into compliance and act as a Representative for **both** on compliance issues.
      - ii. Duties:
        - (A). Establish, implement, and review a mentoring process for new Commissioners / Principal Representatives, JA Representatives, OA Representatives, or Athlete Representatives.
        - (B). Monitor and hold accountable all motions and action items that come out of Assembly meetings.
        - (C). Notify USAV of any changes in required documents that are submitted by an assembly during the yearly audits.
        - (D). The Committee meets throughout the year to review and proposes motions to revise the compliance section of the Assembly Manuals.
        - (E) **With Board oversight, the committee is responsible for developing, implementing, and enforcing all Assembly self-auditing initiatives. In addition, it will assure adherence to any current or future USAV-RVAA or other Assembly policies enumerated in its bylaws and/or opcode, including any separate agreements.**

- (F) The Chair of the sub-committee receives information regarding compliance issues and will take appropriate actions to resolve such issues. In addition, in collaboration with or at the direction of the Assembly Chairs, will turn these issues over to other adjudicating committees, if needed, as described in the individual policies.

b. Structure and Function Sub-Committee.

- i. Purpose. The Structure and Function Sub-Committee is responsible for coordinating the policies and procedures for the operation of the Assemblies in collaboration with the other Sub Structures and USAV governing documents.
- ii. Duties:
  - (A). The committee shall maintain Assembly Administrative Manuals.
  - (B). The Committee shall ensure that updates to the USAV Bylaws and Operating Code are incorporated in the Assembly Administrative Manuals.
  - (C). The Committee shall ensure that all motions passed by the Assemblies are included in the Assembly Administrative Manuals and that the manuals are posted in a timely manner.
  - (D). The Structure and Function Sub-Committee shall have the authority to make administrative non-substantive changes, including but not limited to typographical, grammatical, and punctuation changes to the Assembly Administrative Manuals as part of their ongoing responsibilities.
  - (E) The Committee has the authority to assist and adjudicate any appeals by Assemblies or its members regarding compliance with Assembly or USAV governing documents. A report will be provided to the Board Governance Committee for final approval.

c. Nominating Committee.



- i. Purpose. Identify and evaluate prospective candidates for:
  - (A). All Assembly Chairs and Co-Chairs
  
  - (B). Assembly Board Representatives
  
  - (C). Board Beach Development Director.
  
- ii. Duties:
  - (A). Provide a slate of candidates with their background information for elections under their purview.
  
  - (B). Vet all nominations for potential conflict of interest.
  
  - (C). Review the application to the Board for election by membership or a constituency to ensure eligibility of candidates in relation to USAV Bylaws or USOPC regulation.
  
  - (D). Conduct Assembly elections either directly or through Assembly substructures.
  
  - (E). Interview, perform Background screens, and provide a report to the Administrative Council for two candidates for Board Beach Development Director.

2. Risk Management Committees.

a. Insurance Sub-Committee.

- i. Purpose. To Identify and make recommendations to the RVAA on risk management issues and act as the primary liaison between the RVAA, USAV, and the organization's Insurance Broker and Background Screen vendor.
  
- ii. Duties:

- (A). Receive RFP(s) and make recommendations on the selection of both an Insurance Broker and a Background Screen Vendor each quad.
- (B). Receive reports, bids, and quotes and make recommendations on the current insurance needs of the organization.
- (C). Review and suggest changes to ensure the current Background Screen Policy adheres to both USOPC and the U.S. Center for SafeSport requirements.
- (D). Perform other duties as directed regarding the RVA(s) and any insurance or risk management needs.

b. SafeSport Sub-Committee

- i. Purpose. The SafeSport Sub-Committee is responsible for liaising between the Assemblies, USAV, and the US Center for SafeSport. The Sub-Committee accomplishes its purpose by:
  - (A). Facilitate SafeSport compliance and maintain a collaborative relationship with USAV Staff, the USOPC, and the US Center for SafeSport.
  - (B). Develop recommendations pertaining to the USAV/RVAA Background Screen Policy, MAAPP policy, and other responsibilities involving athlete safety.
  - (C). Supporting USOPC-led initiatives and assisting with the implementation of SafeSport and MAAPP policies in alignment with the mission of USAV's SafeSport Sub-Committee's purpose.

4.03. Meetings.

- A. The USAVAC Committees shall meet once per year in person, ideally in conjunction with a USAV Board meeting or other governance or USAV program or activity.
- B. Committees may meet electronically as necessary and appropriate, and such meetings shall be subject to the same procedures that apply to in-person meetings.

- C. Meetings are open to all Staff as designated by the CEO and Assembly members. The Committee may invite non-committee members to attend meetings or meet with Committee members.
- D. Only Committee members may vote.
- E. A majority of voting members present at a properly called meeting will constitute a quorum.
- F. Approval of motions shall require a majority of voting members present.

## **ARTICLE V. BUDGET**

- 5.01. In consultation with the USAV Staff liaison, the Chair will submit an annual budget request (generally in August/September of the preceding year) to the USAV Audit, Finance and Budget Committee (“AFB”). Budget requests generally would include items such as administrative and meeting expenses of the USAVAC and the USAVAC Committees.
- 5.02 Receipts for approved expenditures shall be submitted to the Chair, who, after review and approval, shall submit them to USAV for payment through the Staff liaison.
- 5.03 The Chair shall regularly monitor expenditures to ensure compliance with the approved budget.

## **ARTICLE VI. AMENDMENTS**

- 6.01. Authority. This USAVAC Manual may only be amended by a majority vote of the USAVAC voting members present at a properly called meeting of the USAVAC.

## **ARTICLE VII. COMPLIANCE**

The USAVAC is a substructure of USAV and, as such, must maintain compliance with the Corporation's governing documents.

Last Amended: Sept 20,2023, draft Dec 26

Add AC elect Beach Dev Approved Jan 24

