

ARIZONA REGION
of
USA VOLLEYBALL

BY-LAWS

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ARIZONA REGION of USA VOLLEYBALL

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Vision.

The vision of the Arizona Region of USA Volleyball is to be acknowledged as the leader in volleyball in Arizona.

Mission.

The mission of the Arizona Region of USA Volleyball is to promote, govern, oversee, plan, and coordinate amateur indoor and outdoor volleyball in the Arizona Region, in order to provide a variety of opportunities for all interested parties to participate in a safe, positive, and appropriately competitive environment.

Chapter I. Membership

Section 1. Eligibility.

Membership in the Arizona Region of USA Volleyball is open to all individuals.

Section 2. Term of Active Membership.

Active membership in the Arizona Region is only valid during the current USA Volleyball season. Memberships must be renewed each year.

Section 3. Member in Good Standing.

A. Players.

To remain a member in good standing in the Arizona Region, a player must:

1. Be current in all his/her financial obligations to the Region
2. Be a registered member of the Arizona Region for the current season
3. Not be under any disciplinary action with any region or USA Volleyball
4. Have attended all of the required officiating and/or scorekeeping clinics

B. Officials

To remain a member in good standing in the Arizona Region, an official must:

1. Be current in all his/her financial obligations to the Region
2. Be a registered member of the Arizona Region for the current season with a current background screen and completed the USOC SafeSport Training.
3. Not be under any disciplinary action with any region or USA Volleyball
4. Have attended all of the required officiating and/or scorekeeping clinics
5. Have satisfied all obligations to the Region regarding his/her status as an official

C. Club Directors

To remain a club director in good standing in the Arizona Region, a club director must:

1. Be current in all his/her financial obligations to the Region
2. Be a registered member of the Arizona Region for the current season with a current background screen and completed USOC SafeSport Training.
3. Not be under any disciplinary action with any region or USA Volleyball
4. Have signed and not in violation of any provision of the Junior Club Director Agreement
5. Have attended in person or designated another representative of the club one of the two scheduled Junior Forum sessions held annually

D. Coaches

To remain a coach in good standing in the Arizona Region, a coach must:

1. Be current in all his/her financial obligations to the Region
2. Be a registered member of the Arizona Region for the current season with a current background screen and has completed the USOC SafeSport Training.
3. Not be under any disciplinary action with any region or USA Volleyball
4. Be at minimum IMPACT certified prior to the first tournament and thereafter have attended a coaching recertification clinic at minimum once every three years (or 4 years if CAP certified) to remain current in his/her coaching certification.
5. Have completed the SafeSport Training either through an IMPACT Clinic or via www.SafeSport.org

E. Members in general

The Arizona Region will honor any court decision, including Small Claims Court, rendered against any junior or adult member for financial obligations to any Arizona Region club or to the Arizona Region.

Section 4: Club in Good Standing

To be a club in good standing in the Arizona Region, a club must:

1. Be current in all financial obligations with the Arizona Region
2. Require and enforce that everyone associated with the club be a registered member of the Arizona Region for the current season
3. Require and enforce that all coaches be in compliance with the Arizona Region Coaches Education Policy.
4. Anyone in the role as the club director must not be under any disciplinary action from any region or USA Volleyball for the past 3 years

Chapter II. Board of Directors.

Section 1. Eligibility.

All members of the Board of Directors must be regular members of the Arizona Region in good standing. Eligibility requirements for each position on the Board of Directors are described in the Constitution. (See Article VI.)

Section 2. Composition.

The Board of Directors shall consist of the following positions:

- A. Commissioner
- B. Commissioner Emeritus
- C. Secretary/Treasurer
- D. Officials' Division Coordinator
- E. Adult Division Coordinator
- F. Junior Division Coordinator

Section 3. Term of Office

All members of the Board of Directors are elected for a 3-year term. The elections are staggered so that not more than 2 elections will be held in any one year. Election procedures can be found in the Best Practices Chapter VIII. Section 1 and 2.

Members of the Board of Directors may succeed themselves in their position until such time as they decide not to run for their position, are defeated in their election or are removed from office.

The Commissioner Emeritus is not an elected position and will serve a two (2) year term following the conclusion of their term as Commissioner. Following the two (2) year term the Commissioner Emeritus will serve at the pleasure of the Commissioner.

Section 4. Duties.

The duties of each of the members of the Board of Directors shall be as follows:

- A. The Commissioner shall
 1. Develop a budget for all phases of the Commissioner's Division.
 2. Must commit to the policies and procedures as required by the National Office of USA Volleyball each year such as:
 - a. Attendance at a minimum of two (2) Regional Volleyball Association Assembly (RVA) meetings each year.
 - b. Be willing and available to participate on at least 1 national level committee.
 - c. Be available to work with the USA Volleyball Junior Assembly (JA)

- d. Develop an understanding of the Junior Qualifiers, how they work and the benefits of participation in the qualifier process.
3. Enhance and maintain relations with all other USA Volleyball Regions.
4. Structure, coordinate, implement and conduct
 - a. All meetings of the Board of Directors of the Arizona Region of USA Volleyball
 - b. The Arizona Region annual Board/Staff Retreat
 - c. The Fall General Assembly
 - d. Attend Junior Division Board of Directors meetings and be knowledgeable about junior volleyball issues
 - e. Attend Official's Division Committee meetings and be knowledgeable about official's issues
5. Serve as a resource to all other positions on the Board or committee members in carrying out the prescribed duties of their positions
6. Oversee the operation of the Arizona Region Office
 - a. Manage and report on office operation and issues
 - b. Respond to written and verbal requests for information or guidance in a timely manner
 - c. Give concise instructions, requests and guidance to the administrative staff
7. Demonstrate a commitment to the growth and development of juniors' teams and adult teams, including male, female and co-ed.
8. Demonstrate a commitment to the growth and development of both the Indoor and Beach Divisions of USA Volleyball
9. Be willing and able to engage in community interaction to enhance the continued growth of the Arizona Region by
 - a. Fostering communication between the Arizona Region and Arizona academic institutions
 - b. Developing relationships with other volleyball organizations as well as ~~and~~ other sport-related entities
 - c. Defining and communicating the scope and responsibilities of Arizona Region Junior volleyball clubs/programs
 - d. Mentoring, monitoring and assessing the development of newly formed Adult and Junior programs.
10. Be knowledgeable of all membership forms and documentation as required by the National Office of USA Volleyball.
11. Have a working knowledge of the Regional database, and be able to work with the Member Services Division of USA Volleyball.
12. Have a working knowledge of the registration process, insurance certificates and policies as they pertain to the membership.
13. Foster the professional growth opportunities for officials and coaches in association with their respective Division Coordinators.

14. Work with the Office Manager to distribute, review and approve all information related to the Junior Division and Open National Tournaments
 - a. Distribute national tournament applications to Adult and Junior Divisions.
 - b. Review and approve requests to participate in national tournaments.
 - c. Verify qualifications and teams to National Competition Divisions.
15. Work with clubs or other entities applying to host national or zonal level tournaments
16. Oversee the arbitration of disputes and conflicts between clubs, teams, coaches, and/or players.
17. Report regularly, at Board of Directors meetings and through the Arizona Region Newsletter, the actions and activities of the Region Office. Reports include:
 - a. Membership status
 - b. Program developments
 - c. Benefit or detriment matters relating to Arizona Region operation.
18. Performs other duties and responsibilities as necessary to carry out the charges of the office.
19. Define the responsibilities, hire and supervise each of the following positions under the Commissioner's Division:
 - a. Office Manager
 - b. Office Staff
 - c. Manager of the Web Site
 - d. Marketing Director
 - e. Ethics and Compliance Officer
 - f. Grassroots Director
 - g. High Performance Director

B. The Commissioner Emeritus shall

1. Have the right to vote. This position would be held as an Emeritus Position for the outgoing Commissioner for two years.
2. Be available to attend, either in person or by conference call, all meetings of the Board.
3. Be available to the newly elected Commissioner as a mentor or consultant.
4. Be available to "chair" any meetings in the absence of the Commissioner.
5. Be available to attend National meetings in the absence of the Commissioner.
6. Be available to act as arbitrator in the absence of the Commissioner, in disputes between clubs, directors, members, or coaches.
7. Report regularly, at Board of Directors meetings and through the Arizona Region Newsletter, the action and activities of the Division.

8. Perform other duties and responsibilities as necessary to carry out the charge of the office.
9. Be available to chair the Election Committee, direct and coordinate the Region elections for the Board of Directors, the Officials Division At-Large Members and the Junior Committee.

C. The Secretary/ Treasurer shall

1. Develop a budget for all phases of the Secretary/Treasurer Division.
2. Be able to attend all meetings of the Arizona Region and maintain records of meetings;
3. Prepare and distribute the Board of Directors meeting agenda in a timely manner to the Board members.
4. Prepare and distribute meeting minutes in a timely manner to members of the Board of Directors and Club Directors
5. Be responsible for advising the Board of Directors of any communications regarding regional operations and management from the National Office
6. Be responsible for maintaining contact with other USAV Regions
7. Be able to use and have access to a computer or word processor.
8. Be responsible for all financial record keeping pertaining to the Arizona Region of USA Volleyball;
9. Review all payments made by the Region and co-signer of all checks above the amount of \$250;
10. Be responsible for advising the Board of Directors of the Region's financial status at each board meeting. -The Secretary/Treasurer shall serve as a "liaison" between the Board of Directors and the bookkeeper or accountant.
11. Be responsible for advising the Board of Directors of any financial problem or investment review as requested by the Board of Directors.
12. Be able to accompany or replace the Region's representative at National meetings and report the content of those meetings to the Board of Directors and Region membership.
13. Report regularly at Board of Directors meetings and through the Arizona Region Newsletter, the action and activities of the Division.
14. Perform other duties and responsibilities as necessary to carry out the charge of the office.
15. Define the responsibilities, hire and supervise each of the following positions under the Secretary/Treasurer's Division:
 - a. Fundraising Director
 - b. Sponsorship Director

D. The Officials Division Coordinator

The Officials Division Coordinator shall adhere to, manage and direct all activities of the Officials Division, to include the following areas:

1. Qualifications
 - a. Be a National Referee in good standing and approved by USAV Volleyball and the Arizona Region Board of Directors.
 - b. Have a thorough knowledge of Arizona Region policies, rules, regulations and operational procedures as outlined in the Arizona Region Handbook.
2. Administrative
 - a. Manage the administrative and operational activities of the Officials' Division Steering and Advisory Committees
 - b. Define the responsibilities, appoint and supervise each of the following positions within the Officials Division:
 1. Referee Training Director
 2. Scorer Training Director
 3. Junior Officials Development Director
 4. Competition Assignor
 5. Beach Officials Director
 6. Head Team Leader
 7. Jr Clinic Training Specialist
 8. Jr Clinic Scorer Specialist
 9. Officials Division Advisory Committee members, to include Secretary, Sub-Region Team Leaders and Area Team Leaders, and At-Large Members
 - c. Be responsible for rule interpretation and incident management
3. Representation
 - a. Be able to attend, either in person or by conference call, all meetings of the Region Board of Directors.
 - b. Be available to attend National Officials' Assembly meetings prior to USA Open National Tournament
 - c. Report all information and proposals from the National Officials Assembly meetings to the Board of Directors
4. Communication
 - a. Be responsible for all forms of communication including but not limited to:
 1. All communication within the Officials Division
 2. All communication between the Officials Division and other Divisions in the Region
 3. Reporting of advancement candidacies

- b. Report regularly at Board meetings all actions and activities of the Division
 - c. Writing, publishing and distributing " Official Obsessions", the Arizona Region newsletter for Officials
5. Training
- a. Development of training matrix and scheduling of Officials training clinics, to include:
 - 1. Planning and organization of clinic content and presentation
 - 2. Ongoing course content development, revision, and update utilizing current USAV DCR
 - 3. Selection and monitoring of clinicians
 - 4. Documentation and certification
6. Evaluation and Advancement
- a. Promote and facilitate candidate advancement development, to include:
 - 1. Annual review of competency levels of all Division officials
 - 2. Oversee the Division rating process, Rating Team and Team Leader observations, ratings, and evaluations
 - 3. Referee training and development at regional rating sites
 - 4. Scorer Training and Score sheet reviews
 - 5. Recommendation submission to National Rating process
 - 6. Candidate Review with National Rating process
 - 7. Create and maintain Regional and National Candidate "Advancement Priority List"
7. Documentation
- a. Develop Division documentation, to include:
 - 1. Official/Player/Coach/Director officiating requirements
 - 2. New USAV Adult and Junior DCR rule synopsis
 - 3. Verification and certification forms
 - 4. Arizona Region officiating guidelines
 - 5. Match Comment forms
 - 6. Officials report/Match Count Form and Pay Sheet
8. Disciplinary
- a. Conduct Division personnel investigations of dereliction or malfeasance
 - b. Assist the Ethics Compliance Officer with Region investigations of misconduct
9. Finance
- a. Develop, oversee, and maintain all phases of Officials' Division budget

10. Miscellaneous

- a. All other assignments as dictated by the Region Board of Directors

E. The Adult Division Coordinator shall

1. Develop a budget for all phases of the Adult Division.
2. Be able to attend, either in person or by conference call, all meetings of the Board;
3. Be available to attend the annual Arizona Region Board/Staff Retreat;
4. Have a thorough knowledgeable of tournament procedures and Arizona Region policies relating to memberships, rules, and operations as outlined in the Arizona Region Handbook.
5. Assist in the development of the Sanctioned Tournament schedule.
6. Assist in the development, schedule and promote friendship tournaments.
7. Be accessible for interaction and feedback for the continued growth of the Adult Division
8. Recruit teams to fill divisions of competition when appropriate
9. Coordinate and prepare items for adult tournament captain's meetings.
10. Communicate precise instructions and requests to Regional Office administrative staff.
11. Outline rules of competition and site ground rules in accordance with the USA Volleyball Rule Book.
12. Be available to act as arbitrator in disputes arising at or after adult tournaments.
13. Report regularly, at Board of Directors meetings and through the Arizona Region Newsletter, the action and activities of the Division.
14. Perform other duties and responsibilities as necessary to carry out the charge of the office.
15. Define the responsibilities, hire and supervise each of the following positions under the Adult Division:
 - a. Adult Division Tournament Director
 - b. Adult League Director

F. The Junior Division Coordinator shall

1. Develop a budget for all phases of the Junior Division.
2. Be able to attend, either in person or by conference call, all meetings of the Board and the Junior Division Board;
3. Must commit to the policies and procedures as required by the National Office of USA Volleyball each year. In part, this is demonstrated by:
 - a. Attending the scheduled Junior Assembly (JA) meetings each year.
 - b. Willingness and availability to participate on at least 1 national level committee
 - c. Being available to work with the USA Volleyball Regional Volleyball Association (RVA) Assembly
 - d. Maintaining communications with the USA Volleyball Junior Assembly (JA) of the USA Volleyball National Office in Colorado Springs
 - e. Developing an understanding of Junior Qualifiers, how they work, and the benefits of participation in the qualifier process.
4. Be available to attend the annual Arizona Region Board/Staff Retreat
5. Have a thorough knowledge of tournament procedures and Arizona Regional policies relating to memberships, rules, and operations as outlined in the Arizona Region Handbook;
6. Be responsible for regularly revising the Junior Division section of the Arizona Handbook as required by the National Office of USA Volleyball
7. Enhance and maintain relations with all other USA Volleyball Regions
8. Be able to structure, coordinate, implement, and conduct Junior Division meetings;
 - a. Attend and chair all meetings of the Arizona Region Junior Committee and Junior Forum.
 - b. Assist with the Fall General Assembly
9. Act as a resource to all other positions on the Junior Committee or committee members in carrying out the prescribed duties of their positions;
10. Give concise instructions, requests and guidance to the administrative staff regarding Junior Division issues and policies;
11. Demonstrate a commitment to the growth and development of Girls, Boys, Indoor and Beach Divisions of USA Volleyball within the Junior Division of the Arizona Region;
12. Be able and available for community interaction to enhance the continued growth of the Junior Division of the Arizona Region:
 - a. Foster communications between the Arizona Region and Arizona academic institutions relating to the Junior Division of the Arizona Region
 - b. Develop relationships with other volleyball and other sport-related entities

- c. Define and communicate the scope and responsibilities of the Arizona Region Junior volleyball clubs/programs.
 - d. Mentor, monitor, and assess the development of newly formed Junior Division programs.
13. Be knowledgeable of all membership forms and documentation as required by the National Office of USA Volleyball
 14. Be responsible for assisting the administrative assistant with required registrations and certificates;
 15. Assist the Commissioner with the development, scheduling, and coordination of CAP and IMPACT clinics for Junior Division coaches
 16. Distribute, review, and approve information relating to the Junior Division and Junior National Tournaments.
 - a. Help distribute national tournament applications to Junior Division Clubs
 - b. Review and assist the Commissioner in approving requests to participate in national tournaments
 - c. Verify qualifications and teams to the National Competition Divisions
 17. Work with clubs or other entities applying to host national or zonal level tournaments
 18. Chairs an "Appeals Committee" (composed of Club Directors, players, and parents) to oversee the arbitration of disputes and conflicts between Junior Division clubs, teams, coaches, parents and players.
 19. Work closely with the Officials' Division Coordinator to provide opportunities for the development and scheduling of required junior clinics and junior officiating;
 20. Assist in the development of the "Friendship" and "Regular Season" Tournament Schedule;
 21. Assist with the seeding for the initial Open and Club Division tournaments;
 22. Coordinate and present relevant items for inclusion into tournament captain's meetings;
 23. Be responsible for reviewing, researching, and proposing ideas from players, coaches, parents and Club Directors in the Junior Division;
 24. Be responsible for regular communication with the Club Directors and players through the newsletter, the webpage and various other means;
 25. Reports regularly, at Board of Directors meetings and through the Arizona Region Newsletter, the actions and activities of the Division.
 26. Performs other duties and responsibilities as necessary to carry out the charge of the office.
 27. Define the responsibilities, hire and supervise each of the following positions under the Junior Division:
 - a. Coaches' Education Director
 - b. Junior Beach Director

Chapter III. Divisions.

Section 1. Authority.

- A. Policies and procedures for each Division shall be published in either the Best Practices Manual, the Club Directors Handbook or any other publication deemed appropriate by the Board of Directors. The names of the leadership of each Division shall be printed annually in a publication of the Region.
- B. Vacancies in the position of any Division may be filled by appointments made in the same manner as provided in the case of the original appointments.
- C. Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a Division, a majority of the entire Division shall constitute a quorum. The majority of votes cast on any action item with a quorum present shall determine its disposition. Unless an exception is granted by the Board of Directors, proxy or absentee voting shall not be permitted in the transaction of business by any structure.
- D. Policies and Procedures. Each Division may adopt policies and procedures for its own governance consistent with these Constitution, By-laws and/or other policies and procedures adopted by the Board of Directors.

Section 2. Accountability.

- A. The Coordinators of each Division shall be accountable to the Commissioner, the directors/team reps/officials in their respective areas and ultimately to the membership.
- B. A Division may take direct action on any matter that concerns its charge and affects only its operation. Any action affecting the mission of the Region, policy of the Board of Directors, and/or fiscal responsibilities of the Region must be considered by the Board of Directors.

Section 3. Missions.

- A. Commissioner's Division
This Division is responsible for coordinating and supervising the activities and programs of the Region.
- B. Secretary/Treasurer's Division
This Division is responsible for the internal and external communication of the Region. In addition, the Division shall coordinate the budget and other fiscal endeavors of the Region.

C. Officials' Division

This Division is responsible for supervising the development, certification and assignment of volleyball referees and scorekeepers, as well as other support officials, at the national and regional levels.

D. Adult Division

This Division is responsible for the general supervision of adult volleyball programs in the Region. In addition, the Division shall coordinate a program of development and competition on local, zonal and national levels and interpret policies, practices and legislation pertinent to adult activities.

E. Junior Division

This Division is responsible for the general supervision of junior volleyball programs in the Region. The Division shall coordinate a program of development and competition on local, zonal and national levels and interpret policies, practices and legislation pertinent to junior activities. In addition, the Division is responsible for supervising the education, development and certification of the coaches.

Section 4. Staff.

Unless otherwise specified, staff members of the Arizona Region will fall under the supervision of one of the members of the Board of Directors as listed below:

A. Commissioner

The Staff of this Division will consist of:

1. Office Manager
 - a. Office Staff
2. Manager of the Web Site
3. Marketing Director
4. Ethics and Compliance Officer
 - a. Ethics & Compliance Committee
5. Outreach Director
6. High Performance Director
7. Beach Director
8. Special Projects

B. Secretary/Treasurer

1. Fundraising Director
2. Sponsorship Director

C. Officials' Division Coordinator

1. Training Committee
 - a. Referee Training Director

- b. Scorer Training Director
 - c. Jr Clinic Training Specialist
 - d. Jr Clinic Scorer Specialist
 - 2. Junior Officials Development Director
 - 3. Competition Assignor
 - 4. Head Team Leader
 - a. Team Leaders
 - 5. Official's Division Advisory Committee
- D. Adult Division Coordinator
 - 1. Men's Representative
 - 2. Women's Representative
 - 3. Adult League Director
- E. Junior Division Coordinator
 - 1. Coaches' Education Director
 - 3. Junior Beach Director

Section 5. Compensation.

A. Compensation Amounts

1. Division Coordinators

Compensation for Division Coordinators shall be determined by a recommendation from an ad hoc Stipend Committee with the approval of the Board of Directors. Current compensation figures for each of the Division Coordinators can be found in the Best Practices Manual.

2. All Other Positions

The Board of Directors of the Arizona Region must approve the creation and corresponding compensation of all paid positions in the Region prior to hiring anyone to fill the position. Compensation recommendations must come from the appropriate Division and be approved by the Board of Directors before a job offer shall be made to an applicant. Current compensation figures for each of the paid positions can be found in the Best Practices Manual.

B. Wage Positions

1. Hiring

All paid positions under a Division Coordinator must be filled through a formal application process that provides a minimum of 30 days for applications to be submitted. An ad hoc Hiring Committee, chaired by the

appropriate Division Coordinator will be formed to generate a list of duties and responsibilities for each paid position, to suggest the compensation for the position and to interview the applicants. The final decision shall be left to the Division Coordinator. Once the decision has been made, the Board shall be notified.

2. Compensation Conflict

Members of the Board of Directors of the Arizona Region are not allowed to receive compensation for a salaried position under any Division Coordinator. In the event that a Board of Directors member wishes to fulfill the duties of a paid position under a Division Coordinator, the Board member must choose which position he/she would prefer to be compensated for but it cannot be both.

C. Reimbursement/Allowance

1. Reimbursement

All office duties shall be carried out by the office staff. Members of the Board of Directors and/or Junior Committee shall not be reimbursed for office expenses. Any exception to this will require a written request to be considered by the Board of Directors.

2. Allowance

Members of the Board of Directors will be entitled to an allowance for cell phone and internet service if the Board member requests the allowance in his budget each year. The maximum amount of the allowance will be determined by the minimum cost of service that can be obtained.

Chapter IV. Elections.

Section 1. Board of Directors Elections.

Refer to the Arizona Region Constitution, Article VI, Section 1 for information regarding eligibility for office.

Refer to the Arizona Region Best Practices Manual, Chapter VIII, Section 1 for information regarding the nomination and election process.

Section 2. Junior Division Committee Elections.

Refer to the Arizona Region Constitution, Article VI, Section 2 for information regarding eligibility for office.

Refer to the Arizona Region Best Practices Manual, Chapter VIII, Section 2 for information regarding the nomination and election process.

Chapter V. Meetings

Section 1. Meeting Time

There shall be such meetings of the Board of Directors for the Arizona Region as shall be deemed necessary and proper as provided for within this Section.

A. Regular Meetings

1. Board Meetings are held a minimum of six times per year. The meetings are scheduled for the 3rd Tuesday of the month unless otherwise stated.
2. **The Annual Team Representative Meeting is held at the Adult Regional Tournament. All members are encouraged to attend.**
3. Meetings of the Junior Forum are held twice a year; once in the spring or early summer, and again in September at the General Assembly. Dates, times and locations are announced.

B. Special Meetings

The Commissioner may call a special meeting if time and circumstances demand it.

Section 2. Order of Business.

All business meetings will follow the general agenda:

- A. Call to order
- B. Roll call
- C. Reading of the minutes
- D. Old Business
- E. New Business
- F. Officers Reports
- G. Committee Reports
- H. Announcements
- I. Adjournment

Section 3. Committee Meetings.

Committee meetings shall be called by the chairperson of the committee. Procedures at such meetings are left to the discretion of the chairperson. Reports of each meeting shall be given to the members of the Board at the next Board of Directors meeting.

Chapter VI. Finance

Section 1. Membership Fee.

A. Individual Fee

All membership fees are to be paid online in the Webpoint registration system or submitted to the Arizona Region office with the membership form and associated documents, if applicable.

B. Team Fee

All team fees must be paid to the Arizona Region by the Club Director/Adult Team Rep.

Section 2. Tournament Entry Fee.

All team tournament contracts or individual tournament entry fees must be paid as established in the contract by the Club Director or Adult Team Rep and by the published deadlines in the Junior Club Contracts or the Adult Tournament Agreement.

Section 3. Fiscal Year.

The fiscal year of the Arizona Region shall begin on July 1 and close on June 30. The Board of Directors shall have the authority to change the fiscal year.

Section 4. Annual Audit.

A certified public accountant or an otherwise agreeable choice shall conduct an annual audit of the general financial condition and operations of the Arizona Region to be submitted to the Board of Directors for examination and approval.

Section 5. Annual Budget.

A. Division Budgets

Every Division Coordinator shall submit a budget for their Division to the Secretary/Treasurer on or before the annual summer Arizona Region Retreat.

B. Region Budget

The budgets for all Divisions must be submitted and combined for approval by the Board prior to the beginning of upcoming fiscal year.

Chapter VII. Amendments and Revisions

The Arizona Region By-Laws may be amended by a simple majority vote of the Board members present at any regular meeting provided that the proposed amendment has been presented at a previous meeting at least ten days prior.