

**American Vaulting Association – Region IV Membership  
By-Laws  
Approved August 21, 2020**

**ARTICLE I: NAME**

The name of this organization shall be the American Vaulting Association – Region IV Membership, hereafter referred to as Region IV.

**ARTICLE II: PURPOSE**

Section 1.

The purpose of Region IV is to provide educational services, organize regional events, and conduct related activities that will aid in furthering the sport of vaulting within Region IV.

Section 2.

Region IV is a non-profit organization operating as an affiliate of the American Vaulting Association. Its activities will be conducted so that financial obligations and rewards will not accrue to any individual member or team/club. All funds raised or otherwise accumulated will be used in furtherance of approved Region IV programs for the benefit of the vaulting community. Region IV will operate consistent with the requirements of IRS Code 501(c)(3).

**ARTICLE III: BOUNDARIES**

Section 1.

The boundaries of Region IV will be defined by the American Vaulting Association (AVA) as listed in the annual AVA Directory.

Section 2.

Region IV may further subdivide into districts as defined by the Board of Directors of Region IV. For example:

Northern District – Colorado  
Central District – New Mexico  
Southern District – Texas, Oklahoma  
Eastern District – Arkansas, Louisiana

**ARTICLE IV: MEMBERSHIP**

Section 1.

The membership of Region IV will consist of all AVA members (as defined by the AVA Bylaws and Standing Rules) in good standing with the AVA and Region IV and residing within the boundaries of Region IV (see Article III).

A. Voting

a. Each adult member will be entitled to one vote. A nonmember parent/guardian will be entitled to one proxy vote per family unit for their minor youth member(s).

b. When a member is unable to attend a meeting, their vote(s) that are clearly communicated in writing, including email, to the Region IV Vice President will be counted as vote(s). Such proxy vote(s), mail or email must be in the hands of the Region IV Vice President at least two days prior to the date of the meeting to decide the matter being voted on.

c. A simple majority of the votes cast will determine the matter in question unless otherwise stipulated.

**B. Removal of members**

a. A member may be removed from Region IV for disciplinary reasons at the discretion of a simple majority of the Board of Directors.

b. The member will be provided a written notice, Notice of Removal from Membership, within a maximum seven days of such action taken by the Board of Directors.

c. The Notice of Removal from Membership will set forth the reasons for removal.

d. The member will have the right to appeal to the Board of Directors.

1. The appeal must be made in writing, mail or email, within ten calendar days of the Notice of Removal from Membership.

2. The appeal must be sent to BOTH the Region IV President AND the Region IV Vice President.

3. The appeal should explain why the member feels removal should not happen.

4. The Board of Directors will call a special Appeal Meeting to review the appeal.

a) The special Appeal Meeting will be held within ten calendar days of the receipt of the appeal by either the Region IV President or the Region IV Vice President.

b) The special Appeal Meeting may be held as a conference call and may include the member in question.

5. The results of the special Appeal Meeting will be reported to the member within three business days via email, if available, and by Certified mail to the last address on file in the records of the AVA.

6. If no appeal is made within the stated time, the membership will be cancelled.

7. Should the Board of Directors fail to meet any of the above time constraints in subsection B, the membership will remain enforce.

## **ARTICLE V: OFFICERS**

### Section 1.

#### Election of Officers

A. Elections of officers shall be **held prior to** the Annual Meeting every even numbered year under the supervision of the current President. **Close of voting for the election should be 2 days prior to the Annual Meeting.**

B. Officers will be inducted to office at that Annual Meeting for a term of two years.

- C. The Nominating Committee will present its slate of nominees to the membership at least one week prior to the ~~Annual Meeting~~ **election close of voting.**
- D. Nominations will be **opened prior to the Annual Meeting, at least 30 days prior to the close of voting for the election and closed at least one week prior to the close of voting.**
- E. A member may nominate him or herself or any other member who meets the Membership requirements as outlined by Article IV, Section 1, for any office.
- F. Each person nominated for an office must agree to duties set forth in Article V, Sections 3 – 7.
- G. Officers will be elected in the following order: President, Vice President, Secretary, Treasurer, District Supervisors (if any.)
- H. Voting for officers will be conducted by the out-gong President using a method of his/her determination which will allow the Vice President to include any proxy votes.
- I. A nominee must receive a majority of the votes cast at the election to assume office.
- J. Any vacancies in the offices of Region IV, other than the Presidency, occurring during a term may be filled by appointment by the President or the Vice President with the approval of the Board of Directors and the appointee will serve the remainder of the term.
- K. In the event the President cannot fulfill the responsibilities as outlined in Article V, Section 2, the Vice President will assume the Presidency for the remainder of the term. An election will be held at the next scheduled meeting to fill the vacancy of Vice President.

Section 2.

Removal from Office

In the case of an officer in need of removal for lack of performance or discipline, a hearing will be held during a regular meeting where said officer can speak on his/her behalf.

- A. The present Board of Directors will make a majority decision.
- B. The member will be provided a written notice, Notice of Removal from Office, within a maximum seven days of such action taken by the Board of Directors.
- C. The Notice of Removal from Office will set forth the reasons for removal.
- D. The officer will have the right to make a confidential appeal to the Board of Directors.
- E. The appeal must be made in writing, mail or email, within ten calendar days of the Notice of Removal from Office.
  - a. The appeal must be sent to any two of the following:
    - 1. Region IV President
    - 2. Region IV Vice President
    - 3. Region IV Secretary
  - b. The appeal should explain why the officer feels removal should not happen.
  - c. The Board of Directors will call a Confidential Appeal Meeting to review the appeal.
    - 1. The Confidential Appeal Meeting will be held within ten calendar days of the receipt of the appeal by either the Region IV President, the Region IV Vice President, or the Region IV Secretary.
    - 2. The Confidential Appeal Meeting may be held as a conference call and may include the officer in question.

- d. The results of the Confidential Appeal Meeting will be reported to the officer within three business days via email, if available, and by Certified mail to the last address on file in the records of the AVA.
- e. If no appeal is made within the stated time, the officer will be removed from office.
- f. Should the Board of Directors fail to meet any of the above time constraints in subsection E, the officer will remain in office.

### Section 3.

President – The President will:

- Be responsible for facilitating meetings in a timely and businesslike manner.
- Will perform all other acts and duties usually required of a presiding officer, with the goal to benefit vaulting programs, especially those in Region IV.
- Only the President and/or the Treasurer may make contracts on behalf of Region IV with advance approval of the Board of Directors.

### Section 4.

Vice President – The Vice President will:

- Perform the duties of the President when for any reason the President is unable to do so.
- Help the President facilitate Region IV meetings in a timely and businesslike manner.

### Section 5.

Treasurer – The Treasurer will:

- Receive all monies due or paid to Region IV and deposit such monies and pay out funds as directed by the Board of Directors.
- Will make a detailed and full report of the finances of Region IV at the Annual Meeting.
- Will submit a proposed annual budget, for approval at the Annual Meeting, to the membership at least one week before the Annual Meeting.
- Will hold all monies in a proper account under the name “AVA – Region IV”.
- Will maintain records that are available for inspection at any time.
- Will provide to the AVA all forms and reports required to maintain the Region’s affiliate status under the provisions of IRS Code 501(c)(3).
- Only the Treasurer and/or the President may make contracts on behalf of Region IV with advance approval of the Board of Directors.

### Section 6.

Secretary – The Secretary will:

- Provide notification of any upcoming meetings and agenda items.
- Attend all meetings and record the minutes of each meeting and submit them to the membership.
- Prepare any official Region IV correspondence.
- Track membership and perform other duties as specified by Region IV.

### Section 7.

One District Representative may be elected from each District as shown in Article III, Section 2.  
District Representatives – District Representatives will:

- Work to keep the members within their respective districts informed of major decisions/discussions and/or happenings within Region IV.
- Assist in the recruitment of committee members as needed.

Section 8.

AVA Region IV Supervisor is also an officer of the Region IV Board of Directors.

**ARTICLE VI: MEETINGS**

Section 1.

The Annual Meeting will ~~coincide with and be held at the Region IV Championships at which be~~ **held once each year at which the Annual Budget is to be approved by vote and any elections are held.**

**A. Occurrence**

- The Annual Meeting will coincide with and be held at an AVA-recognized competition in Region IV no earlier than October 1 nor later than the end of the third week in October.**
- Should there be no AVA Recognized competition in Region IV within the above time frame, the Annual Meeting will be held during the third week of October at a specific date chosen by the Board of Directors.**

**B. Format**

- If the Annual Meeting is held at an AVA Recognized competition in Region IV, the election of new officers, when held, will be conducted virtually in advance in a manner chosen and approved by the Board of Directors.**
- If the Annual Meeting is held during the third week of October, the meeting, voting and election will be conducted virtually in a manner chosen and approved by the Board of Directors.**

Section 2.

The Board of Directors will determine other meeting dates and locations which will be publicized to the membership at least one week prior to the meeting.

Section 3.

**Quorum**

The presence of one-half of the Officers constitutes a quorum at meetings of the Board of Directors.

The presence of at least fifteen members and/ or proxy votes, including two-thirds of the Officers, constitutes a quorum for the Annual Meeting.

Section 4.

All meetings are open to the public except for Confidential Appeal Meetings as covered in Article V, Section 2, D.

Section 5.

Robert's Rules of Order will be the basis for governance of all meetings of Region IV.

**ARTICLE VII: COMMITTEES**

Section 1.

Standing Committees:

- A. Nominating Committee:
  - a. Appointed by the Region IV President.
  - b. At least four members.
  - c. No more than two members affiliated with the same Region IV District.
  - d. Will present a slate of nominees prior to the Annual Meeting at which the election of officers will be held.
- B. The Board of Directors, composed of the officers of Region IV, will oversee the general management and membership of Region IV.

Section 2.

Additional committees and sub-committees may be formed as deemed necessary by the Board of Directors.

Section 3.

Each committee and/or sub-committee will choose its own chair, who is responsible to report to the Board of Directors.

**ARTICLE VIII: DUES AND ASSESSMENTS**

Section 1.

The activities and programs of Region IV will be supported in part by the collection of dues as determined by the Board of Directors at the Annual Meeting and reported to the membership.

Section 2.

Additional fund-raising activities, donations and sponsorships may also be used to support Region IV activities and programs.

**ARTICLE IX: AMENDMENTS**

Any member of Region IV may propose an amendment to these Bylaws, by presenting the proposal in writing to a member of the Board of Directors of the Region IV. If the member wishes the proposal to be voted on at a scheduled meeting the proposal must be presented in writing to a member of the Board of Directors at least 15 days prior to the meeting. All members of Region IV must be notified of any proposed amendment at least ten days prior to the meeting at which the amendment is to be voted upon. Any amendment requires a two-thirds majority of the responding members for approval.

## **ARTICLE X: DISSOLUTION**

The Board of Directors is directed, in case of dissolution of Region IV, to assign all net assets to the American Vaulting Association.