

**Area 11 Constitution and By Laws**  
**14 July 2005**

**Constitution**  
**Special Olympics Virginia, Area 11**

**Article I. Name**

The name of this organization shall be Special Olympics Virginia, Area 11, and hereafter known as Area 11.

**Article II. Affiliation**

This organization shall be and hereby is affiliated with Special Olympics Virginia, Inc., (SOVA) and is subject to the SOVA Bylaws insofar as they are not in conflict with the Area 11 Constitution and Bylaws.

**Article III. Mission of Organization**

- a) To provide year-round, Olympic style sports training and competition programs for individuals with intellectual disabilities in Area 11.
- b) To provide a structure whereby contributions can be collected to pay for year-round sports training and competition.
- c) To provide an organizing body to both sanction and supervise events sponsored in the name of Special Olympics.
- d) To provide a body to maintain and preserve the independence of Special Olympics from special interest groups.
- e) To provide a body to give support and direction to an Area Coordinator for Special Olympics.

**Article IV. General Membership/Voting**

Section 1. Any person of age 18 years or older shall be eligible for membership in Area 11.

Section 2. In order to vote, a member must have a volunteer form on file with Area 11 and must have completed 8 hours of service for Special Olympics Virginia from May 1<sup>st</sup> of the previous year to May 1<sup>st</sup> of the year the member will vote.

**Article V. Council Membership**

**Section 1.** Membership on the Area 11 Council shall be by vote from the general membership. Area 11 Council shall consist of one athlete representative, five at large members and the Executive Committee. The Executive Committee consists of: Area Coordinator, Assistant Area Coordinator, Secretary, Assistant Secretary, and Treasurer. Following the vote from the general membership, the eleven-member council shall vote to replace or fill all vacant council positions by a majority vote until the next regular election. In case a quorum of members is not present, the Executive Committee shall vote to fill a vacancy on the council by a majority vote.

**Section 2.** Council membership may be terminated by:

- a) unexcused absences at three Area 11 Council meetings within six months, or

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- b) non-participation in a committee or event on behalf of Special Olympics, or
- c) violation of SOVA's code of conduct for volunteers, or
- d) by a majority vote of the Executive Committee

**Section 3. Duties**

The Area 11 Council is responsible for:

- a) fundraising to support the programs of SOVA Area 11
- b) hearing proposals and voting in order to maintain the smooth operation of Area 11's programs
- c) development of programs for the betterment of athletic training and competition in Area 11
- d) supervision of committees designated by the council
- e) dissemination of information to the general membership
- f) supervision of all programs within Area 11

**Article VI. Area 11 Executive Committee**

Section 1. The Area 11 executive committee consists of the Area Coordinator, Assistant Area Coordinator, Secretary, Assistant Secretary, and Treasurer. These positions shall be voted on by the standing Area 11 Council.

Section 2. The executive committee is responsible for

- a) voting in emergencies when the entire council can not be present
- b) signing contracts obligating Area 11 (see Bylaws)
- c) handling sensitive disciplinary issues and presenting those situations to the Area 11 council for vote.

**Special Olympics Virginia, Area 11  
Bylaws**

**Article 1. Membership**

1. Membership on the Special Olympics Virginia Area 11 Council shall be in accordance with the Constitution and all members must follow and abide by the regulations set forth in the SOVA Volunteer Pledge.
2. All council members shall have voting privileges. Each person/position shall have one vote.
2. There shall be no dues for membership.
3. A list of council members shall be maintained.
4. A quorum of members is needed to vote on any and all motions at a regular council meeting. A quorum is defined as 6/11 voting members. The only exception applies to those votes required in the case of an emergency in which 3/5 executive committee members must vote "yes" to pass the motion.

**Article 2. Government**

1. The government of this organization shall rest with the council.
2. The council shall have responsibility for the management and control of all property and funds of the organization.
3. The council shall approve all uses of the logo/slogan "Special Olympics Virginia, Area 11" and actively discourage the use of this title by non-sanctioned groups or individuals.
4. The Area Coordinator shall act as agent of the council in carrying out the mission of SOVA in Area 1. The Area Coordinator shall act as liaison with other areas and SOVA.
5. A list of job descriptions is attached to the bylaws.

**Article 3. Elections**

1. In March of each year, the council shall nominate eligible members for each open council position.
2. During March the nominating committee will be formed to formulate the slate (ballot) of nominees.
3. During April the Council will publicize the slate for a period of 30 days. The slate will also include a short biography of each of the nominees.
4. Elections shall occur in May of each year.
5. New council members shall take office in June of each year.
6. All council members shall vote for incoming members.
7. Voting shall be by council members and no one shall possess more than one vote. Proxy votes and absentee ballots shall be recognized.

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8. The following list indicates the positions and term of service for members of the Area 11 council:

- a. Area Coordinator - 3 years
- b. Assistant Area Coordinator - 3 years
- c. Secretary - 3 year
- d. Assistant Secretary -3 years
- e. Treasurer - 3 years
- f. Athlete Representative - 1 year
- g. At large member 1 - 2 years
- h. At large member 2 - 1 year
- i. At large member 3 - 2 years
- j. At large member 4 - 1 year
- k. At large member 5 - 2 years

9. Any council member currently serving on the council may run for re-election.

**Article 4. Meetings**

1. Meetings shall be regularly scheduled one time per month and be consistent throughout the SOVA fiscal year at a place designated by the Area Coordinator.

2. The Area Coordinator shall call special meetings as he/she deems necessary.

3. The regular monthly meeting can be rescheduled by a majority vote at the previous regular council meeting.

**Article 5. Duties of specific council members shall include but are not limited to the following stipulations.**

1. The Area Coordinator shall supervise the activities of the organization and shall preside at all meetings. He/she shall prepare an agenda for each meeting, as well as performing other such tasks as appropriate. The Area Coordinator in conjunction with one other council officer shall sign all agreements obligating this organization.

2. The Area Coordinator shall perform all tasks to ensure the smooth operation of all activities of Special Olympics in this area. He/she shall keep the council informed of all developments involving Special Olympics and shall operate within the guidelines set down by the council.

3. The Area Coordinator is responsible for oversight of all activities and programs in Area 11.

4. The Assistant Area Coordinator shall act as a substitute for the Area Coordinator in his/her absence. In addition, the Assistant Area Coordinator shall serve as the sports and training coordinator for Area 11 and work with the Area Coordinator to establish training and competition sites, coaches training, and supervise equipment maintenance.

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5. The Assistant Area Coordinator in conjunction with the fund raising chairperson shall purchase awards and ribbons as needed by Area 11.

6. The Secretary shall take minutes of each council meeting. These minutes shall be disseminated to the council as soon as possible following the meeting for approval. The secretary shall maintain a list of council members and maintain appropriate Area 11 files, which include the minutes of the meeting. The Area 11 files will be maintained in the Area 11 office and will include copies of each volunteer form, and each medical form for easy access by authorized users.

7. The Assistant Secretary shall serve as Secretary in his/her absence. The assistant secretary is also responsible for compiling and issuing a newsletter to the general membership four times per year: August, November, February, and May with specific issue dates to be determined by the council. The assistant secretary is also responsible for establishing and maintaining the Area 11 website.

8. The treasurer shall keep up to date records of all financial transactions of the council and shall prepare a monthly statement for SOVA and the council. The council shall approve all cash disbursements and all checks shall carry two executive committee signatures.

9. The athlete representative shall represent the interests of the athletes in Area 11. The athlete representative shall be a voting member of the council.

10. At large members shall be responsible for oversight of the following committees: fund raising, volunteer recruitment and recognition, outreach, medical coordination, special events, and any other committees determined necessary by the council. Committees may be composed of general members under the direction of the council.

**Article 6. Authority to Obligate**

No member shall have the authority to obligate this organization without abiding by the Constitution and Bylaws.

**Article 7. Amendment**

The Bylaws may be amended by review and vote of the council.

**Article 8. Date of Acceptance**

This constitution and bylaws shall be effective following a 6/11 vote of the council.

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Council Members Signatures:

Thickie Semeria - Area Coordinator

Sami Bach Member

May R. Lyden Treasurer

Susan Honor Jurdise

Susan Burton At Large

Gene Bala Assistant Secretary

Adopted Date: 7/14/2005