

ASSOCIATIONS COMMITTEE OF USA TRACK & FIELD

OPERATING PROCEDURES

1. THE ASSOCIATIONS COMMITTEE

The Associations Committee is an Administrative Committee of USA Track & Field established by Article 15 of the Bylaws of USA Track & Field. The Committee shall act pursuant to the authority granted by the Bylaws and Operating Regulations of USATF. Any conflict between the Association Committee Operating procedures and USATF Bylaws will be resolved in favor of the latter.

2. COMMITTEE DUTIES

The duties and responsibilities of the Committee shall be as set forth in the current USATF Bylaws. (Article16(D)(1)) In addition, the duties and responsibilities are:

- A.** To improve and develop the Organization and administration of the programs and activities of the Associations of USATF.
- B.** Publicize and promote the programs, activities, and operation of USATF at the Association level;
- C.** Collect and provide samples of model Association Bylaws, policies, and operating manuals;
- D.** Develop sanction guidelines with the Sport Committees and Counsel (General and Corporate) which Associations shall follow to sanction events held within their jurisdictions;
- E.** Assemble and disseminate information to Association officers on membership, events, schedules, services to athletes, and Association statistics; and
- F.** Stage voter information debates, candidate forums, and candidate question and answer sessions prior to contested elections for national officers and members of the Board of Directors.

3. COMMITTEE MAKEUP

The makeup of the Committee shall be as set forth in the current USATF Bylaws. (Article 16(D)(2)) The Committee shall consist of the Association presidents or their respective designees, one (1) member named by each of the Sport Committees, four (4) at-large members appointed by the President of USATF, any person elected by the committee to serve in an officer position (not to exceed ten additional members) and the number of active athlete members equal to at least twenty percent (20%) of the total authorized membership, such athletes to be selected by the active athlete delegates to the USATF Annual Meeting.

4. VOTING

- A.** All Associations must comply with Article 6 of the USATF Bylaws in order to be eligible to vote at any meeting of the Associations Committee.
- B.** Each Association entitled to select a voting delegate at Associations Committee

meetings must follow the requirements established by the Committee and by USATF, consistent with Article 16 of the USATF Bylaws. Alternates selected consistent with Article 7(F) shall also follow the Committee and USATF requirements.

5. MEETINGS

The annual meeting of the Committee shall be held at the time and place of the annual meeting of USATF. Meetings of the Executive Committee shall be held at the annual meeting of USATF and such times as called by the chair.

6. OFFICERS

- A.** The elected officers of the Committee shall be: Chair, two Vice-Chairs, Secretary, and Treasurer. The Vice-Chairs shall be elected without regard to specific duties and the President shall assign the elected Vice-Chairs to particular duties.
- B.** The term of office for each elected officer shall be two years. The election of officers shall coincide with the election of the President of USATF.
- C.** Any elected officer of the Committee may be removed as provided in Article XIII(C)(2) of the Bylaws of USATF.

7. ELECTIONS

The officers of the Committee shall be elected in conformity with Article 9(G) of the USATF Bylaws.

8. SUBCOMMITTEES

The subcommittees of the Associations Committee shall include:

- 1.** Accreditation
- 2.** Association Championship Events
- 3.** Association Programs
- 4.** Association Services
- 5.** Awards
- 6.** Communications
- 7.** Development
- 8.** Grievance
- 9.** Law and Legislation
- 10.** Membership
- 11.** Sanctions/Insurance
- 12.** Workshops
- 13.** Any other subcommittees that the Executive Committee deems necessary to fulfill the duties and responsibilities of the Committee.

9. EXECUTIVE COMMITTEE

- A.** The Executive Committee of the Associations Committee shall consist of the current officers, one member from each geographic region described in Exhibit A-3 of the USATF Bylaws, the immediate past chair, the subcommittee chairs, and the requisite number of active athletes, to be chosen by the Athlete's Advisory Committee. All Executive Committee members shall have a right to

vote in all Committee sessions whether or not they are the direct representative from their Association.

- B.** Between meetings of the Committee the duties of the Committee shall be discharged by the Executive Committee.
- C.** The Executive Committee shall:
 - 1. Discharge the duties of the Committee between the annual meetings.
 - 2. Be responsible for developing the Strategic Plan for the Associations and reporting the plan to the Committee on an annual basis.
 - 3. Be responsible for developing and submitting an annual budget for the Committee.
 - 4. Perform such other functions as may be authorized by the Committee.
- D.** Regional representatives and athlete members of the Executive Committee may designate substitutes to attend and vote at meetings of the Executive Committee if the regional representatives and athlete members are unable to attend Executive Committee meetings.

10. OFFICER'S DUTIES

- A.** The duties of the Chair of the Committee shall be as follows:
 - 1. Preside at all meetings of the Committee;
 - 2. Ensure that all duties and responsibilities of the Committee are properly and promptly carried out;
 - 3. 3. Appoint subcommittees, with the approval of the members of Committee, as may be necessary to fulfill the duties and responsibilities of the Committee. Sub-committees shall be appointed only from the membership of the Committee;
 - 4. Communicate with Committee members to keep them fully informed of events concerning the Committee and decisions made to carry out the Committee's responsibilities;
 - 5. Inform the President and Executive Director of USATF of all Committee actions and recommendations;
 - 6. Cause minutes of all meetings of the Committee to be kept and copies promptly forwarded to all Committee members and the Executive Director of USATF;
 - 7. Prepare and deliver a report to the Committee on the State of the Associations at the annual meeting.
- B.** The Duties of the Vice-Chairs shall be as follows:
 - 1. Oversee the activity of the various Sub-committees as assigned by the Chair.
 - 2. Perform other such duties as are assigned to them by the chair.
 - 3. Perform the duties of the Chair in the absence of the Chair and at the direction of the Chair.
- C.** The Secretary shall keep records of the Committee and all minutes of meetings of the Committee and Executive Committee, and the Treasurer shall keep a record of account showing the financial condition of the Committee.

- D. In the event of the resignation or other disability of the chair, one of the Vice Chairs shall be elected by the Executive Committee to perform the duties of the chair. In the event that the Executive Committee elects a chair pursuant to this procedure, the Executive Committee's elected chair shall serve as the chair until the next annual meeting, at which time the full committee shall elect a chair to serve until the next regularly scheduled election for the chair.

11. AMENDMENTS TO OPERATING PROCEDURES

These Operating Procedures may be amended by a majority vote of Association delegates attending any meeting of the Associations Committee at the annual meeting of USATF.

Revised December, 2002