

Section II



BYLAWS

Please note that highlighted areas are the substantive changes made in 2007.

ARTICLE 1
NAME

The name of this corporation shall be USA Track & Field, Inc., hereinafter referred to as “this national governing body,” “this corporation,” or “USATF.”

ARTICLE 2
DEFINITIONS

As used in these Bylaws and the Operating Regulations:

- A. **Armed Forces** means the United States Air Force, the United States Army, the United States Marine Corps, and the United States Navy.
- B. **Association** (when capitalized) means the local organization which administers a geographically-defined area, and bears a name which shall include its geographic description.
- C. **Athlete:**
 - 1 **International Athlete** means an athlete who has represented the United States in international competition held under IAAF jurisdiction in Athletics (not including World Youth or World Masters events) within the preceding ten (10) years or who has placed in the top half of specifically designated national open championship events within the preceding twenty-four (24) months, such competitions to be designated by the Athletes Advisory Committee;
 - 2 **Active Athlete** means any individual who is actively engaged in Athletics or who meets the above definition of International Athlete; and
 - 3 **Eligible Athlete** means any athlete who meets the eligibility standards established by USATF for Athletics.
- D. **Athletics** (when capitalized) means, inclusively, track & field, long distance running, cross country running, road running, race walking, and any other sport discipline recognized by the IAAF.
- E. **Athletics competition** means a contest, game, meet, match, tournament, or other Athletics event in which eligible athletes compete.
- F. **Board** (when capitalized) means the Board of Directors of USATF.
- G. **CEO** means the chief executive officer of the paid staff of USATF, who shall function in the position of executive director.
- H. **Clubs** are organizations of athletes and others who participate in USATF programs as teams. There shall be various types of USATF clubs, based on the types of programs and purposes they serve. Clubs may have more than one purpose.
- I. **Coach** means an individual who is, or was, actively engaged in the training of athletes within the sport of athletics within the preceding ten (10) years, the coaching of school/college community Athletics, the coaching of club athletes, or the coaching of International Athletes, or who are USATF-certified coaches.
- J. **IAAF** means the International Association of Athletics Federations.
- K. **International Athletics competition** means any Athletics competition involving athletes representing two (2) or more countries.
- L. **IOC** means the International Olympic Committee.
- M. **NABR** means the National Athletics Board of Review, as established in Regulation 11.
- N. **NAIA** means the National Association of Intercollegiate Athletics.
- O. **NCAA** means the National Collegiate Athletic Association.
- P. **NFSHSA** means the National Federation of State High School Associations.
- Q. **NJCAA** means the National Junior College Athletic Association.
- R. **Past chair or past officer** means the person (other than the current holder of the position) who served immediately prior to the present holder.
- S. **RRCA** means the Road Runners Club of America.
- T. **RRIC** means the Road Running Information Center, the center authorized by USATF for the purpose of gathering national long distance running and race walking data.
- U. **Running USA** means an organization in long distance running which represents road race organizations and directors.
- V. **Sanction** means the document which evidences the authority granted by either USATF or an Association to conduct a competition, and which also evidences that the recipient has complied with the requirements of Article 20 and Regulation 14.
- W. **Sports Act** means the Ted Stevens Olympic and Amateur Sports Act (see exhibits' section of this handbook), as amended.
- X. **Sports organization** means a non-profit corporation, club, federation, union, association (uncapitalized), or other group organized in the United States which sponsors or arranges any Athletics competition.
- Y. **USOC** means the United States Olympic Committee.
- Z. **USTCA** means the United States Track Coaches Association.
- AA. **WMA** means World Masters Athletics (formerly WAVA).

ARTICLE 3
PURPOSES AND DUTIES

This non-profit corporation shall act as the national governing body (as defined by the Ted Stevens Olympic and Amateur Sports Act of 1998 set forth in the exhibits section of this handbook) for Athletics in the United States, as authorized by the USOC, and act as the IAAF member organization in the United States.

A. Purposes: *This corporation shall have the following purposes:*

1. **Development:** *Developing interest and participation in Athletics in the United States at all levels and developing the highest possible performance level for the United States in international competition;*
2. **Management:** *Promoting Athletics and athletes by conducting competitions and other events, and by cooperating with and encouraging other organizations which may do so;*
3. **Performance:** *Fielding the most competent United States individuals and teams for international competition in Athletics and providing support and conditions for athletes at all levels of the sport which ensure optimal performance;*
4. **Marketing:** *Generating public awareness, appreciation, and support for Athletics and for USATF, creating opportunities for athletes and Athletics events, and generating sponsorships to aid this corporation in fulfilling its purposes and duties; and*
5. **Diversity:** *Promoting diversity of representation at all levels of participation in USATF activities.*

B. Duties: *This corporation shall have the following duties:*

1. **Responsibility to constituency:** *Being responsible to the persons and sports organizations active in Athletics;*
2. **Coordination of scheduling:** *Minimizing, through coordination with other sports organizations, conflicts in the scheduling of all practices and competitions in Athletics;*
3. **Communication with Active Athletes:** *Keeping eligible athletes active in Athletics informed of policy matters and reasonably reflecting the views of such athletes in the policy decisions of USATF;*
4. **Sanctioning of events:** *Sanctioning competition in Athletics in accordance with the provisions of these Bylaws and the Operating Regulations;*
5. **Participation in competition:** *Providing for the participation by eligible athletes, coaches, trainers, managers, administrators, and officials in competition in Athletics, in accordance with the provisions of these Bylaws and the Operating Regulations, and provide for protections guaranteed by the Sports Act and contained in Article 21;*
6. **Support of women in Athletics:** *Providing equitable support and encouragement for participation by women in Athletics;*
7. **Support of the disabled in Athletics:** *Encouraging and supporting sports programs in Athletics for handicapped individuals;*
8. **Coordination of technical information:** *Coordinating and providing technical information on physical training, equipment design, coaching, and performance analysis in Athletics;*
9. **Research of the sport:** *Encouraging and supporting research, development, and dissemination of information in the areas of sports medicine and sports safety in Athletics;*
10. **Coordination of certification and education:** *Providing the means for certification of coaches and officials throughout the United States in all disciplines and at all levels of Athletics;*
11. **Registration and certification of athletes:** *Registering eligible athletes as members and certifying such athletes as eligible for international competition; and*
12. **Administration of Athletics:** *Performing all other duties necessary for the administration of Athletics in the United States and to achieve this corporation's purposes.*

**ARTICLE 4
AUTHORITY**

This corporation shall be the national governing body for Athletics in the United States, and shall exercise the following powers:

- A. **IAAF representation:** *Representing the United States in the IAAF, meeting the obligations of such membership, and having criteria relating to eligibility for competitions or to participation in the Olympic, Pan American, or Paralympic Games that are not more restrictive than those of the IAAF.*
- B. **Establishment of national goals:** *Establishing national goals and encouraging the attainment of those goals in Athletics.*
- C. **Coordination of Athletics:** *Serving as the coordinating body for activity in Athletics in the United States.*
- D. **Jurisdiction:**
 - 1 **Over Athletics competition:**
 - a. *Exercising jurisdiction over international activities and sanctioning international competition held in the United States and sanctioning the sponsorship of international competition held outside the United States, in accordance with the provisions of these Bylaws and the Operating Regulations; and*
 - b. **Domestic:** *Conducting competition, including national championships and international competition in the United States, and establishing procedures for the determination of eligibility standards for participation in such competitions, except for restricted competition referred to in subparagraph 3 (below);*
 - 2 **Over USA Athletics teams:**
 - a. **IOC events:** *Recommending to the USOC individuals and teams to represent the United States in the Olympic Games and Pan American Games; and*
 - b. **IAAF events:** *Designating individuals and teams to represent the United States in international competition (other than the Olympic and Pan American Games) and certifying, in accordance with the rules of the IAAF, the eligibility of such individuals and teams; and*
 - 3. **Exception:** *Any sports organization which conducts Athletics competition, participation in which is restricted to a specific class of eligible athletes (such as high school students, college students, members of the Armed Forces, or similar groups or categories), shall have exclusive jurisdiction over such competition. If such a sports organization wishes to conduct international Athletics competition to be held in the United States or sponsor international Athletics competition to be held outside the United States, it shall obtain a sanction from USATF as provided herein.*
- E. **Autonomy:** *USATF shall be autonomous in its governance of Athletics, in that it shall independently determine and control all matters central to such governance, it shall not delegate such determination and control, and it shall be free from outside restraint. This provision shall not be construed as preventing USATF from contracting with third parties for administrative assistance and support in connection with its purposes and authority. It shall also not be construed as setting this corporation apart from the membership requirements for and in compliance with the USOC Bylaws. The applicable USOC Bylaws are contained in the exhibits section of this handbook.*

**ARTICLE 5
CONSTITUENCY**

Membership in USATF shall be open to any eligible individual, club, organization, national sports organizations, and other constituencies as described herein. The process for applying for membership is set forth in Regulation 1.

- A. **Individuals:** *Athletes, Elite Athletes, disabled athletes, coaches, officials, trainers, managers, administrators, or any other individual may join USATF, provided that s/he is not ineligible under applicable IOC, USOC, IAAF, or USATF rules and regulations.*
- B. **Professional athlete:** *Professional Athlete means a USATF athlete who meets the qualifications to be a voting member of the Professional Athletics Association.*
- C. **Clubs/organizations:** *Any club or organization may join USATF, provided that it is not ineligible under applicable IOC, USOC, IAAF, or USATF rules and regulations, or is not prohibited by law from joining USATF.*
- D. **Associations:** *Only those organizations approved by USATF as prescribed by Article 6 and are in compliance with Regulation 15, may be recognized as Associations by USATF. These recognized Associations shall be organized into mutually exclusive geographic areas of the United States and must be separately incorporated entities. The Associations recognized by USATF, and the geographic descriptions of each, are set forth in the exhibits section of these Bylaws.*
- E. **National sports organizations:** *Sports organizations that conduct a national program or regular national competition in Athletics, on a level of proficiency appropriate for the selection of eligible athletes to represent the United States in international Athletics competition, and have the managerial and financial capability of conducting a national championship, shall be listed in the exhibits section of these Bylaws.*
- F. **Other constituencies:** *The constituency of USATF shall also include the following organizations which are all listed in the exhibits section of these Bylaws:*
 - 1. **National Athletics organizations:** *Other non-club sports organizations, the purpose or activities of which involve or are related to Athletics, and the Athletics-oriented membership and programs of which are national in scope;*
 - 2. **National coaching organizations:** *Organizations whose membership consists of coaches in Athletics and the membership of which is national in scope; and*
 - 3. **Sports for the Disabled:** *Any organization which is within the "Sports for the Disabled" category as defined by the USOC which directly conducts a national program in the sport of Athletics or regular national Athletics competition on a level of proficiency appropriate for the selection of eligible athletes to represent the United States in international competition which is designed for individuals possessing physical or mental limitations which preclude participation in unrestricted Athletics competition.*
 - 4. **Professional Athletics Association:** *The organization established by, and to represent the interests of, the professional athletes within USATF.*

**ARTICLE 6
ASSOCIATIONS**

- A. Associations:** *The basic constituency of USATF shall consist of Associations organized into mutually exclusive geographic areas of the United States, except that two Associations may share jurisdiction of territory that is smaller in area and population than the exclusive territory of either. In such instances, one of the Associations shall be designated as having primary jurisdiction and shall be allocated any members who do not indicate a preference. All Associations shall be separately incorporated entities, in good corporate standing, and shall be recognized by the Internal Revenue Service (either by group or individual exemption) as 501(c)(3) non-profit entities which are not private foundations. The Associations recognized by USATF, and the geographic descriptions of each such Association, are set forth in the exhibits section of these Bylaws and Regulation 15:*
1. **Association documents:** *Each Association shall submit to the USATF National Office a copy of its Articles of Incorporation, charter, constitution, bylaws, any other organic documents, and its annual filings with the Internal Revenue Service, or equivalent financial information if no such filings are required by the Internal Revenue Service. These documents shall demonstrate by their contents:*
 - a. **USATF authority:** *Agreement of the Association to abide by the Bylaws and Operating Regulations of USATF;*
 - b. **Members:** *Membership qualifications consistent with the provisions of the preceding paragraph of this article, and which secure the right of any individual who is an athlete, coach, trainer, manager, administrator, or official active in the sport of Athletics to join the Association;*
 - c. **Consistency:** *Statements of Association purposes, powers, and autonomy consistent with those appearing in these Bylaws;*
 - d. **Open governance:** *Provision for the democratic election of directors and officers of the Association, as set forth in Regulation 15;*
 - e. **Non-profit status:** *Proof that the Association is covered under the USATF 501(c)(3) group tax exemption or has its own 501(c)(3) tax exemption from the IRS; and*
 - f. **Bylaws:** *Association bylaws that comply with the minimum content requirements of Regulation 15.*
 - g. **Other:** *Such other provisions as may be prescribed by the USATF Board;**Each Association shall promptly notify the USATF National Office of any changes in its organic documents by submitting a copy of the revised document. All such changes shall be consistent with the requirements of this article. Any Association failing to comply with this article shall not be entitled to participate in the affairs of USATF until such failure is remedied. The Organizational Services Committee shall promptly inform the USATF Secretary and the National Office of any such failure to comply;*
 2. **Association accreditation:** *Each Association shall be required to maintain minimum standards of membership and services, and shall be accredited biennially under the provisions of this Article and Regulation 15;*
 3. **Association finances:** *The chief financial officer of each Association shall maintain custody and control of the bank accounts and other financial assets of the Association, its committees, and its subcommittees. Associations shall have specific responsibilities in the collection of dues and fees from members:*
 - a. **Collection of dues by Associations:** *On or before the 15th day of the month following collection, a transmittal report and USATF's national share of annual dues for each sports organization and individual member shall be submitted to the National Office. The National Office shall submit approved benefits to each member; and*
 - b. **Other claims:** *With regard to monies collected by Association members under the paragraph above, unless prior written approval of the National Office is granted, there shall be no offsets, credits, or other deductions taken by such members on claims or credits due or claimed to be due to it. Such claims are to be established by the internal grievance process available under the Bylaws and these Regulations;*
 4. **Association boundaries:** *Any proposal by an Association to change its boundaries shall be submitted to the Organizational Services Committee at any time during the accreditation process. A recommendation shall be made in addition to the accreditation recommendation and may be accepted or appealed similarly. Recommendations of shared jurisdiction shall be made only in instances in which the affected Associations have been unable to enter into a voluntary agreement; and*

5. **New Associations:** When any group wishes to be recognized by USATF as a new Association, it shall submit its proposal to the Organizational Services Committee at any time during the accreditation process. A recommendation shall be made at the time of the accreditation recommendations of the existing Associations affected. The recommendation concerning the new Association may be accepted or appealed in the same manner as an accreditation recommendation.
- B. Association accreditation:** All Associations shall be accredited biennially by the Organizational Services Committee. The standards and process are included in Regulation 15.
1. **Minimum standards:** In order to maintain good standing, an Association shall be required to meet the following standards:
 - a. **Required standards:** Associations shall be required to maintain minimum standards recommended by either the Organizational Services Committee or the Associations Committee, with notice to the other committee, and approved by the Board in such categories proposed by either Committee and approved by the Board;
 - b. **Other standards:** Associations shall be required to fulfill other requirements. The minimum levels and definitions of standards shall be recommended by the either the Organizational Services Committee or the Associations Committee, with notice to the other committee, and approved by the Board unless otherwise specified; and
 - c. **Revision to categories:** The Organizational Services Committee or the Associations Committee, with notice to the other committee, may propose to the Board the addition or deletion of standards;
 2. **Timeline:** Associations shall be accredited biennially. The accreditation process shall commence in each odd-numbered year, and shall follow the timeline set forth in Regulation 15;
 3. **Appeals:** Adverse recommendations made by the Organizational Services Committee shall be subject to appeal to the NABR. The decision of the Organizational Services Committee will be stayed pending a decision on appeal; and
 4. **Recognition of outstanding Associations:** The Organizational Services Committee or the Associations Committee, with notice to the other committee, and subject to approval by the Board, shall set standards of excellence for recognition of Associations. Awards shall be made by the Associations Committee annually.
- C. Association elections:** Association election procedures for officers, sport committee chairs, and other elected chairs shall be defined in their bylaws in compliance with Regulation 15. These shall include the notice of elections to be held, the process by which nominations are made, the voting constituency, the conduct of the balloting, and election protests. These provisions are reflected in Regulation 15.
- D. Background screening program:** Associations shall participate in any youth coach/volunteer criminal background screening program approved by the Board and administered by the National Office.
- E. Association support from USATF:** The National Office shall provide benefits and support to Associations and their members. The National Office and Board shall regularly evaluate such benefits and support.
- F. Association authority:** Associations shall be limited to the authority delegated to them under these Bylaws and the Operating Regulations.
- G. Conflict of interest:** Any individual representing an Association, or who has a financial arrangement with the Association, or who is an employee of the Association, or who is a member of any of the Association's committees, shall not participate in the evaluation or approval of a contract with a supplier to furnish goods or provide services to the Association, if that individual directly or indirectly benefits financially, or otherwise receives any form of compensation from, or has any interest in, any supplier under consideration.

ARTICLE 7
DELEGATES AND THEIR SELECTION TO MEETINGS

The following persons shall be entitled to participate as voting delegates at USATF meetings, provided however, that all delegates must be at least 18 years of age, current USATF members, and, during the annual meeting, must be registered:

- A. **Officers and Board members:** The officers and the members of the USATF Board, including non-voting Board members and the Counsel to the Board.
- B. **Committee chairs:** The chairs of all committees listed in Article 13-A.
- C. **Past presidents:** The past presidents of USATF.
- D. **Association delegates:** Twelve (12) delegates from each of the accredited Associations referred to in Article 5-C, and recognized by USATF; in addition, any accredited Association with more than one thousand (1,000) individual members shall be entitled to name one (1) additional delegate for each one thousand (1,000) individual members. Total Association individual members shall be determined based on the twelve (12) month registration period ending on October 31st of the prior calendar year. However, an Association whose membership has increased since then may petition the Organizational Services Committee seeking credentials for additional delegates. Each Association's delegation shall meet the following requirements:
 - 1. **Membership:** Each of the delegates of an Association shall be a member of the Association;
 - 2. **Athletes:** There shall be a minimum number of athletes (at least twenty percent (20%) of the delegates) in each delegation as set forth in the exhibits section of this handbook. If available, at least one (1) such Active Athlete delegate shall be an International Athlete. The National Office shall provide the following during the month of August each year:
 - a. **Athlete notice:** Notice to all athlete members meeting the definition of International Athlete of the address and telephone number of their Association; and
 - b. **Association notice:** Notice to each Association of those athlete members meeting the definition of International Athlete who belong to that Association;Such athletes who are current members of USATF shall be considered and/or have a vote (where voting occurs) in the selection of athlete delegates. Athlete delegates from an Association shall be offered no less funding than any other member of the Association's delegation other than the head of delegation;
 - 3. **Coaches:** *The number of coaches who shall be delegates is set forth in Exhibit D-1.* If available, at least one (1) of the coaches shall be a high school coach; and
 - 4. **Dual roles:** For purposes of determining compliance with these requirements, an individual from an Association may be treated as both a coach and an athlete if the individual satisfies the qualifications of both. See exhibits section of this handbook for further explanation; and
 - 5. **Sport committees:** Each Association shall select among its delegates at least one (1) individual to represent each of its sport committees which holds an Association championship.
- E. **Sports organizations:** Ten (10) delegates named by each sports organization referred to in Article 5-D and the exhibits section of this handbook and recognized by USATF.
- F. **Other constituencies:** One (1) delegate named by each organization referred to in Article 5-E, unless USATF shall vote to grant such an organization a greater number of delegates which shall be reflected in the exhibits section of this handbook. Notwithstanding the above, the members of the sports groups for the disabled, set forth in Article 5-E and the exhibits section of this handbook, shall collectively have ten (10) delegates to be allocated by the Athletics for the Disabled Committee.
- G. **International Athletes:** The members of the Athletes Advisory Committee (Article 17-C) and such additional International Athlete delegates so that the number shall be at least twenty percent (20%) of the total number of delegates. Such athletes shall be elected by the International Athletes using a method approved by the Athletes Advisory Committee.
- H. **Alternates:** Alternates may be named for all delegates except the officers and directors of USATF. An alternate may vote in the place of an absent delegate provided the alternate meets all of the required qualifications of the absent delegate.

**ARTICLE 8
MEETINGS**

- A. **Annual meeting:** *The USATF annual meeting shall be held in the last quarter of each year, at such date, time, and place as may be fixed by USATF upon recommendation from its Board or its designated representative, and announced by requisite notice of such meeting.*
- B. **Special meetings:** *Special meetings of USATF shall be held upon call by the Board.*
- C. **Meeting procedures:** *The following shall govern the conduct of all USATF national meetings:*
1. **Notification of meeting:** *All voting members of any national committee (and its executive committee), board, or task group shall be sent the notice for any meeting no later than two (2) weeks prior to the meeting's start, except for a meeting held in conjunction with the USATF annual meeting, where notice of the individual committee meeting shall be deemed to have been sent with notification for the annual meeting as a whole;*
 2. **Publication of agenda:** *The proposed agenda shall be delivered to all voting members of any committee along with the meeting notice, except at meetings held in conjunction with the USATF annual meeting. At such annual meetings, the agenda must be available at least 24 hours prior to the first scheduled session of the committee. Additional items added to the agenda shall not include any item where action of the committee is necessary, unless seventy-five percent (75%) of the members of the group then present agree to such action;*
 3. **Open conduct of business:** *All meetings of any national committee (and its executive committee), board, or task group shall be open to all USATF individual members except as otherwise provided. At the Board level, there shall be a specified time period at the beginning of the meeting where any member may give input or make a brief statement to the Board;*
 4. **Closed or executive sessions:** *No part of any meeting shall be closed unless seventy-five percent (75%) of the members of the group then present agree to close the session; and*
 5. **Record of a meeting:** *All boards, committees, councils, and task groups shall have a recording secretary. Within thirty (30) days of the meeting, draft minutes should be sent to all members by the secretary recording all official actions taken by the committee. All written reports or a summary of such reports shall be distributed with the draft minutes.*
- D. **Quorum:** *At least fifty percent (50%) of the total of USATF's Associations and Article 5-D members must be represented by at least one (1) delegate or alternate, and at least ten (10) International Athletes (who may also be Association delegates or alternates) must be present to establish a quorum for the conduct of business at general sessions of this governing body.*
- E. **Meeting notices:** *The National Office shall give each certified delegate, and each of the organizations or individuals referred to in Article 7-A, 7-B, 7-C, 7-D, 7-E, and 7-F, at least six (6) weeks written notice of all USATF national meetings, such notice to specify the time and place of the meeting and, in the case of a special meeting, the purpose of the meeting.*
- F. **Panel on the Order of Business:** *The Panel on the Order of Business shall not exceed five (5) members and shall be appointed by the President. The chair of the panel shall be a qualified parliamentarian and, where possible, serve at all USATF meetings.*
- G. **Agenda:** *Prior to each USATF meeting, the Panel on the Order of Business shall consult with the President, the Secretary, and appropriate national staff members on the agenda. The Panel shall prepare an agenda to be presented to the delegates at each general session as one of the first orders of business. Such agenda items shall include, but not necessarily be limited to:*
1. **Attendance:** *Consideration of the eligibility of delegates through acceptance of the registrar's report or roll call (at all sessions where appropriate);*
 2. **Credentials:** *Consideration of credentials and challenges (at all sessions where appropriate);*
 3. **Minutes:** *Acceptance of the minutes of the previous meeting;*
 4. **Reports:** *Reports from the President and CEO, and those committee chairs which have business to come before the delegates;*
 5. **Introductions:** *Group introduction of officers and committee chairs (without speeches);*

6. **Elections: Nominations** (without speeches except for officer positions) and elections as scheduled, including special elections;
7. **Site selections:** Report on site selections by each sport committee;
8. **Amendments:** Action on proposed amendments;
9. **Financial report:** Treasurer's report and approval of the budget;
10. **Awards:** Appropriate awards presentations; and
11. **Other business:** New or old business as scheduled.

H. Resolutions: The following provisions govern resolutions to USATF and its Board:

1. **Written:** All resolutions shall be delivered in writing to the USATF Secretary;
2. **Submitters and deadlines:** Any USATF member may present a resolution for consideration at any USATF meeting. Officers and the CEO may present or sponsor resolutions at any time up to twenty-four (24) hours prior to their consideration. Resolutions not so presented or sponsored must be delivered to the USATF Secretary at least thirty (30) days prior to the meeting at which they are to be considered;
3. **Reasons:** Each resolution should be accompanied by a written statement of the rationale for adoption;
4. **Evaluation:** The Secretary shall promptly deliver copies of all resolutions to the President, CEO, general counsel, chair of Law & Legislation, and chair of any other committee directly affected by the resolution; and
5. **Fiscal considerations:** Each resolution to be acted upon by USATF that requests funds or involves, requires, or affects the spending of monies shall be referred to the Treasurer, the chair of the Budget Committee of the Board, and the CEO for a written response as to the cost and the financial effect upon USATF. Such recommendation(s) shall be distributed by the Secretary with the original resolution.

I. Credentials: The following shall govern the credentials of delegates and committee representatives to USATF meetings:

1. **Certification of delegates and committee representatives:** Not later than two (2) months prior to the meeting, each Association, organization, or body responsible for selecting delegates and alternates or committee representatives as provided in Article 7 shall certify in writing to the USATF National Office the names, addresses (residence and, where available, electronic), and telephone numbers of the delegates, alternates, or committee representatives as well as information as to which delegates and alternates qualify as coaches, Active Athletes, and/or International Athletes as defined in Article 2. The certification shall also designate one (1) delegate as the chair of the delegation and an alternate chair. Upon arrival at the meeting, the chair of each delegation shall report whether there are any changes in the certification at the time of registration packet pickup. The names of certified delegates, alternates, committee representatives, and committee alternates shall be available for inspection;
2. **Challenges to delegates and alternates:** Challenges to credentials of any delegation, delegate, or alternate, or petitions to seat uncertified delegations, delegates, or alternates shall be made to the Organizational Services Committee chair prior to the beginning of each general session of the meeting. The Organizational Services Committee shall report its findings and recommendations, if any, at the beginning of each general session of the meeting. At that time, there shall be a vote on all challenges and petitions. Each challenge or petition shall be voted on separately, except that challenges and petitions relating to the same delegation may be combined when the same considerations are being addressed. A challenged delegate or alternate shall not vote regarding the delegate's own credentials, but until and unless a challenged delegate is voted upon unfavorably, the delegate or alternate may vote on other challenges and petitions. An uncertified delegate shall have no voting power until and unless voted upon favorably by USATF. After each general session, only duly certified and previously unchallenged alternates may replace absent delegates and all substitution of alternates must be reported by the Head of the Delegation before the close of registration on the day before voting begins;
3. **Challenges of committee representatives:** Challenges to certified committee representatives and petitions by uncertified committee representatives to be seated shall be heard and voted upon by that committee. A challenged committee representative shall not vote regarding his or her own credentials, but until and unless a challenged committee representative is voted upon unfavorably, he or she may vote on other challenges and petitions. An uncertified committee representative shall have no voting power whatsoever until and unless voted upon favorably by the committee; and

4. **Preservation of athlete delegation or committee voting power:** *In any challenge and in any change resulting from the successful challenge, the representation of athletes within the delegation or committee must be preserved.*

- J. **Rules of order:** *Questions of order shall be decided by the chair in accordance with Roberts Rules of Order (Newly Revised), unless otherwise provided in these Bylaws. Decisions by the chair may be appealed to the USATF parliamentarian. The President shall designate a qualified parliamentarian for all USATF meetings, who shall also serve as the chair of the Panel on the Order of Business.*

- K. **Registration:** *Only registered participants may take part in USATF annual meetings. Non-registered attendees will not be allowed the right to participate in discussion, voting, lobbying, or other election-related activities. Invited guests may make specific presentations at designated meetings or assemblies.*

ARTICLE 9
VOTING

- A. **Membership requirement:** In order to participate as a voting delegate of USATF or to vote within USATF committees, subcommittees, or councils, an individual must be a member of USATF.
- B. **Supervision:** The Organizational Services Committee shall oversee all USATF elections and balloting.
- C. **Voter privileges:** Each delegate shall have one (1) vote. There shall be no voting by proxy. No delegate may vote in more than one (1) capacity in the same election. Except as otherwise provided in these Bylaws or in the amending provisions of a committee's operating procedures, all matters shall be decided by majority vote of those present and voting.
- D. **Mail balloting:** Upon majority vote at a duly convened meeting, USATF may authorize the conduct of a vote through the distribution and/or collection of ballots using the mail facilities of the U.S. Postal Service or any other service that may be capable; the full procedure and subject matter for the vote shall be set forth in the authorizing resolution. No such mail vote shall be authorized to effect an amendment to these Bylaws, to the Operating Regulations, or to the Competition Rules.
- E. **Voting:** The following applies to motions, resolutions, and uncontested elections:
1. **Motions and resolutions:** Motions and resolutions shall generally be by voice vote. If the voice vote is inconclusive to the chair or, if the chair's determination is challenged, there shall then be a vote by show of hands. A roll call vote or, if specifically requested, a written ballot shall be taken instead of a voice vote upon oral or written petition of at least one (1) delegate that is seconded by a delegate from another delegation; and
 2. **Uncontested elections:** When only one (1) candidate or site is nominated, a voice or hand vote shall be permitted.
- F. **General elections:** Contested elections shall be decided by the delegates at the annual meeting of USATF in the following manner:
1. **Terms of office:**
 - a. **Officers and elected division chairs** shall be elected for four-year terms at the Annual Meeting in each year in which the Summer Olympic Games are scheduled to be held;
 - b. **An IAAF delegate** shall be elected at the annual meeting immediately preceding the IAAF Congress held in conjunction with the World Championships held the year before the Summer Olympic Games. One (1) delegate and three (3) alternates shall be elected on the same ballot in accordance with the provisions in Article 22;
 - c. **IAAF Council, officer, and committee nominees** shall be elected at the annual meeting immediately preceding the selection of such positions at the IAAF level in accordance with the provisions in Article 22; and
 - d. **Special elections** may be held at any annual meeting upon approval of the Board;
 2. **Method of nominations:**
 - a. **Request:** At least one hundred twenty (120) days prior to the opening general session at any meeting of USATF where elections are to be held, the Nominations Subcommittee of the Organizational Services Committee shall send out a request for nominations to all members of the Board, all members of all USATF committees, councils, and Board committees, all presidents and secretaries of USATF Associations, and all officers and offices of constituent bodies listed in the exhibits section of this handbook. Included in this mailing shall be a listing of the positions to be elected and a concise 500-word summary of any eligibility requirements of these Bylaws;
 - b. **Nominators and seconders:** Each candidate may have up to a maximum of five (5) nominators. The nominations must be collectively seconded by at least ten (10) and no more than twenty (20) other members of those nominating constituencies listed in (a) above and include the written approval of the nominee;
 - c. **Submittal:** Nominations shall be sent to the designated chair of the Nominations Subcommittee no later than sixty (60) days prior to the opening general session of the annual meeting. The subcommittee shall prepare a nomination report listing all eligible candidates in alphabetical order, without indicating preference, no less than thirty (30) days prior to the opening general

session of the meeting. This report shall be circulated to all nominees and all nominating constituencies listed in (a) above, and shall be included in each delegate's packet. It shall contain a one-page biographical sketch prepared by each candidate, including his or her qualifications for the position; and

- d. **At the annual meeting:** Further nominations may be submitted to the registration desk prior to the scheduled start of the opening general session and must be on the standard nomination form. This requirement includes the ten (10) seconders;
3. **Campaigning:**
 - a. **Speeches:** Nominating speeches shall only be permitted for the officer nominations at the opening general session. Immediately following the close of all nominations, the chair of the Nominations Subcommittee shall call upon one (1) or two (2) nominator(s) to speak for each candidate for a period not to exceed three (3) minutes. If the candidate wishes to speak to his or her nomination, his or her time shall come from that allocation. All speeches for each position shall be called alphabetically;
 - b. **Forums:** Prior to the election, USATF shall, through the Associations Committee, provide adequate forums for all candidates for all USATF-wide contested offices to be heard and questioned by delegates. A notice of any such general forum shall be posted twenty-four (24) hours in advance and such forum shall be available to such candidates or their representatives to be heard at the forum; and
 - c. **No recommendations:** Committees shall not make recommendations for general offices within USATF;
 4. **Election procedures:**
 - a. **First Round:** The Organizational Services Committee assisted by the national staff, shall open first-round balloting by 7:00 a.m. on the day prior to the second general session of the annual meeting, and allow ballots to be cast until Noon that day.
 - b. **Results:** First Round Results Ballots shall be counted, and held secure by the Organizational Services Committee. The first round results shall be posted at 1 p.m. or as soon as possible ...
 - c. **Second round and results:** Run –off election balloting, if necessary, shall open in a secure voting location by 3 p.m. and casting ballots shall be allowed until 6 p.m. that day. The Organization Services Committee shall exercise its best efforts to have complete results available and posted in writing at several annual meeting locations, including the registration center, on or before 7 p.m.
 - d. **Publication of voting times:** The date and time of each round of the election shall be published in the Annual Meeting schedule.
 - e. **Protests:** Protests may be made within one (1) hour of the posting of the results. One of the three (3) protest members shall be from the Law & Legislation Committee, and at least one from a list provided by the Athletes Advisory Committee Chair. The Protest Panel and alternates shall be appointed at least thirty (30) days prior to the elections. All candidates shall be notified of the appointments and may submit challenges to a panelist or alternate in a manner similar to challenges to NABR panelists (see Regulation 11-l).
 5. **Majority requirement:** No candidate shall be declared to have won an election in the first valid round without receiving votes from a majority of the ballots cast for the position in question. The second round voting shall employ preference balloting where necessary to produce a result. The procedure for election is:
 - a. **Voting:** Each voter shall be permitted to vote for as many candidates as there are positions to be filled in first-round balloting;
 - b. **Majority:** Positions shall be filled when a candidate has received votes from a majority of the ballots cast, including balloting using preference balloting;
 - c. **Runoff:** Remaining positions will be filled by a run-off election in which there shall be a choice of candidates double the number of remaining positions, plus any and all candidates tied for the last qualifying position;
 - d. **Advancement:** The candidates in the run-off election shall be those candidates who received the highest number of votes in the previous round of balloting without being elected; and
 - e. **Preference balloting:** The system commonly called preference balloting shall be used in the second round of voting in order to assure a decision. In this system, each voter shall rank all remaining candidates, and voting shall be determined as if multiple rounds have been held.

- f. **Record:** All vote totals shall be recorded in the minutes of the meeting. After each round of voting, all paper ballots shall be destroyed immediately after the protest period has expired; and all voting machines shall be cleared if electronic voting is used; and

G. **USATF divisional chairs and committee chairs' elections:**

1. **Long distance running division:** The members of the long distance running division, which shall include the voting members of the three committees and the three councils, shall elect its divisional chair. This election shall be conducted by balloting at the same time as the general election. An individual shall only be eligible to be a candidate in a division if he or she is a member of one of the three committees within the division. If a candidate is a member of more than one sport committee in the division, he or she must designate one committee only on the nominating form. Nominators and seconders must be within the division. After the election of the divisional chair of the long distance running division, the committee from which the divisional chair was elected shall meet to elect its chair. The other two committees shall each meet to elect their respective Board representatives of USATF and shall then elect their chairs. A divisional chair or other board representative may or may not also be elected as chair of a committee;
2. **High performance division:** The divisional chair of the High Performance Division shall be selected by the chairs of the three Sport Committees of the High Performance Division, and the chair of the Athletes Advisory Committee and a member of the Athletes Advisory Committee of opposite gender selected by the Athletes Advisory Committee. A meeting or conference call of these individuals shall be convened for this purpose by the chair of the Organizational Services Committee or his/her designee, after the above named individuals have been selected by their respective committees;
3. **General competition and administrative divisions:** The President shall designate a divisional chair of the General Competition Division. The chairs of the three (3) committees of the division shall each serve as a Board representative. The USATF Secretary shall oversee the administrative division; and
4. **Term limits:** No person shall serve as a chair of a division for more than eight (8) years without a period away from that position.

H. **Committee elections:** The following are general rules for committee elections:

1. **Supervision:** The Organizational Services shall have the authority to appoint a three-person panel for each committee holding elections, none of whom shall be a voting member of that committee and at least one (1) of whom must be an Active Athlete not involved in the discipline of the committee. This panel shall establish the roster of eligible voters, shall adjudicate all issues regarding credentials, and shall supervise all aspects of the committee elections process.
2. **Requests for assistance:** Committee chairs who anticipate the need for the Organizational Services Committee assistance in conducting an election should notify the Organizational Services chair in advance of the annual meeting so that there is an appropriate time frame to appoint the three member panel. Any five members of the Committee of the Committee may also request such assistance.
3. **Procedures:** Written guidelines for committee elections shall be prepared and updated by the Organizational Services Committee as approved by the Law & Legislation Committee;
4. **Posting:** All elections shall take place at a predetermined time which shall be posted for at least twenty-four (24) hours prior to the election. If nominations must be made in a session of the committee prior to the session in which the election is held, the nomination session must also be posted twenty-four (24) hours prior to the nominations. No committee elections shall be held on the day designated for general voting by the entire body of USATF;
5. **Ballots:** Written ballots shall be used for all contested elections;
6. **Runoffs:** Run-off elections shall be conducted in accordance with the majority requirement (see paragraph F-5 above);
7. **Voting eligibility:** Regardless of internal committee rules, only those members of a committee set forth by the Bylaws of USATF as bona fide members or their properly registered alternates shall be eligible to vote (see Articles 13-17 and the exhibits E). Such members must be credentialed by the panel from the Organizational Services Committee prior to the nominations, and again prior to the actual election if held in a different session. Where possible, voting members of a committee shall sit separately from non-members for ease of the conduct of voting, such division to be administered by the supervising group from Organizational Services; and
8. **Athlete representatives in sport committees:** At the first full committee meeting of each sport committee, time will be set aside for the Active Athletes attending the meeting to determine the voting membership of athletes. The election shall be conducted by the Organizational Services Committee.

If there are fewer athletes than the number authorized, the athletes may determine that they are all eligible to vote. Where the number of athletes present is more than twenty percent (20%), the athletes shall select by consensus, or conduct an election to determine, the voting athletes and alternates, or the athletes present may request the remaining members of the committee to allow all athletes present to vote. Each athlete shall serve until an election is conducted at the following year's annual meeting. Athlete representatives shall determine by election or appointment the athlete members on a sport committee's executive committee. For athlete representatives' vacancies, see Article 13-B-3-a.

ARTICLE 10
OFFICERS AND THEIR DUTIES

- A. **Positions:** *The officers of this national governing body shall be a President, Vice President, Secretary, and Treasurer. No individual may be an officer of USATF who is also an officer of another national governing body.*
- B. **Duties:** *The officers shall perform the following duties as well as any other duties prescribed by these Bylaws, USATF, or the Board:*
1. **President:** *The President shall:*
 - a. *Preside at all meetings of USATF and its Board;*
 - b. *Be an ex officio non-voting member of all committees;*
 - c. *Subject to the direction of the Board of USATF, shall manage and supervise the affairs of USATF; and*
 - d. *Select committee chairs and other such members that he or she is entitled to appoint as well as other appointments authorized by these Bylaws and the Operating Regulations after consultation with the other officers. He or she may likewise terminate such appointments for good cause upon written notice to such appointees and the other officers;*
 2. **Vice President:** *The Vice President shall perform duties assigned by the President and Board. In the temporary absence of the President from a meeting, the Vice President shall serve as acting chair;*
 3. **Secretary:** *The Secretary shall keep or cause to be kept all records of USATF, and all minutes of meetings of USATF and its Board, and, in general shall perform all duties normally pertaining to the office of Secretary. In addition, the Secretary shall serve as liaison to the administrative division of committees; and*
 4. **Treasurer:** *The Treasurer shall:*
 - a. *Keep or cause to be kept a correct and complete record of account, showing accurately at all times the financial condition of USATF;*
 - b. *Have charge and custody of, and be responsible for, all funds, notes, securities, and other valuables which may from time to time come into the possession of USATF;*
 - c. *Deposit, or cause to be deposited, all funds of USATF with such depositories as the Board shall designate;*
 - d. *Furnish or cause to be furnished at all meetings of the Board, or whenever requested, a statement of the financial condition of USATF;*
 - e. *Maintain investment accounts and, under policy determined by the Board, make investments in the name of USATF in a conservative and prudent manner, taking into account the cash flow needs of USATF and other relevant factors; and*
 - f. *In general perform all duties pertaining to the office of Treasurer.*
- C. **Election:** *All officers are to be elected for four (4) years at each annual meeting of USATF following the Summer Olympic Games. No person may contest more than one (1) officer position during an election. A person may not hold the office of President and any other officer position; however, a person may be named in other dual capacities to fill a vacancy.*
- D. **Limitation on terms:** *No person shall serve in an officer position for more than two (2) four-year terms without a period away from that position.*
- E. **Succession and vacancies:** *There shall be no order of succession to any office. In the event the Board determines that an officer is temporarily unable to serve, it may, in its sole discretion, name another officer to fill the vacancy temporarily. In the event an officer resigns or is permanently unable to serve, the Board shall name a successor until the following annual meeting, subject to the limitation in paragraph C above, at which time a special election shall be held for the unexpired portion of the term.*
- F. **Removal from office:** *Any officer of USATF may be removed for good cause by a two-thirds vote of those delegates of USATF present and voting at an annual meeting or special meeting called for this purpose, and provided the requisite notice for such meeting (see Article 9) shall properly set forth the removal vote on its agenda.*

ARTICLE 11
BOARD OF DIRECTORS

USATF shall be governed by a Board whose members are elected or who shall be selected without regard to gender, race, color, religion, or national origin.

- A. Composition:** The Board shall be composed as follows:
1. **Voting members:** The voting membership of the Board shall be as follows:
 - a. The officers of USATF, including the immediate past president (5 persons);
 - b. The three (3) sport chairs of the High Performance Division;
 - c. The three (3) sport chairs of the Long Distance Running Division;
 - d. Three (3) representatives of the General Competition Division (the three committee chairs);
 - e. The chair of the Officials Committee (1 person);
 - f. The IAAF Council member from the U.S.A. (1 person);
 - g. A coach elected by and from the Coaching Advisory Committee (1 person);
 - h. A representative from each of the sports organizations which conduct a national program or a regular national competition in Athletics, on a level of proficiency appropriate for the selection of eligible athletes to represent the United States in international Athletics competition, as described in Article 5-D. Current members are listed in the exhibits section of this handbook (currently 6 persons); and
 - i. At least twenty percent (20%) of the membership must be **Active Athletes**, named by the Athletes Advisory Committee, and shall consist at a minimum of the officers of USATF's AAC and the USOC Athlete's Advisory Council member and alternate member (currently 6 persons);
 2. **Chair and Secretary:** The President of USATF shall serve as chair and the Secretary as secretary; and
 3. **Non-voting members:** The chair of the High Performance and Long Distance Running Division shall be non-voting members of the Board, but shall serve as an alternate voting member in place of any chair of the three sport committees of the High Performance and Long Distance Running Division, respectively who may be absent from any Board meeting.
- B. General provisions:**
1. **Fiduciary responsibility:** The Board shall manage and supervise the affairs of USATF and perform those duties specified in these Bylaws and the Operating Regulations;
 2. **Meetings of the Board:** The Board may conduct its affairs either at a meeting or by a conference call. It shall hold quarterly in-person meetings during each year as called by the President. Additional meetings may be called by the President or upon the written request of any ten (10) members of the Board, and if by the latter group, only after a minimum prior notice of five (5) days to the President of such intent by facsimile or e-mail. In all cases where meetings are held in-person, individuals who cannot attend the meetings may participate fully by conference call. At least fourteen (14) days notice of any in-person meeting and at least forty-eight (48) hours notice of any conference call shall be given to all members of the Board. After the members of the Board have called for a meeting, the President shall have twenty-four (24) hours to determine the venue and make appropriate notice to the remainder of the Board. For any meeting, notice may be waived by unanimous consent; written notice shall include the minutes of the previous meeting. In addition, all committee chairs, past presidents, and IAAF delegates and committee members shall receive both notice and minutes of every meeting, and may attend at their own expense, except when the agenda requires that person's attendance; and
 3. **Board resolutions:** The same provisions for general resolutions apply to Board resolutions (see Article 8-H).
- C. Election or selection of members:** All members of the Board are elected by their constituencies and shall serve at the discretion of those constituencies, unless otherwise stated in these Bylaws.
- D. Terms:** The term for Board members which is not otherwise set by their terms of office shall be the four (4) years of the Olympiad and shall commence at the conclusion of the annual meeting in each Summer Olympic Games year.
- E. Quorum:** A quorum for meetings of the Board shall consist of a majority of the members of the Board.

- F. **Voting:** Except as otherwise provided herein, all matters shall be decided by majority vote of those present and voting. There shall be no voting by proxy.
- G. **Mail balloting:** As ordered by the President on his/her own initiative or upon authorization by a majority vote at a duly convened meeting, the Board may conduct a vote through the distribution and/or collection of ballots using the U.S. Postal Service, facsimile, or any other service that may be authorized. The procedure and subject matter for such a vote shall be set forth in the authorizing resolution.
- H. **Board committees:** The Board may have committees including, but not limited to, athlete performance and support, audit, budget, compensation, diversity and leadership, grants, insurance, and international relations. Each Board committee will have no more than ten (10) members, at least one (1) of whom must be a Board member and at least twenty percent (20%) of whom must be Active Athletes appointed by the AAC Chair. The President shall appoint the other members with the approval of the Board **with due consideration for any directly and substantially affected constituency.**
- I. **Expulsion:** Failure to participate in two (2) consecutive meetings may, by a two-thirds (2/3) vote of the Board members attending, cause reprimand or expulsion of the member or representative. In the case of Article 5-D national sports organizations, the sports organization's president and office will be notified and asked to name a replacement.

ARTICLE 12
NATIONAL OFFICE

- A. Chief Executive Officer:** *The chief paid executive of USATF shall be the Chief Executive Officer (CEO), who shall be selected by and shall serve at the direction of the Board, and who shall carry out the policies and programs of USATF in accordance with these Bylaws and the Operating Regulations. The CEO shall have these duties:*
1. **Supervision and appointment of staff:** *Supervise the paid staff of USATF, including the appointment of such paid personnel as are necessary for the conduct of business;*
 2. **International communications:** *Supervise the proper handling of the correspondence and communications with individuals and Athletics' organizations in foreign countries and the arrangements for attendance of United States' teams competing in the United States and for participation of foreign athletes in the United States;*
 3. **Legal documents and commitments:** *Ensure that all contracts and other legal commitments of USATF are signed by the authorized officers of USATF after approval by established procedures;*
 4. **Ex officio membership:** *Serve as a non-voting member of the Board, and all committees and subcommittees, and have the authority to appoint a staff member as a liaison to each committee of USATF and its Board;*
 5. **Exclusive employment:** *Devote his or her full time to the affairs of USATF without engaging in any other profession or employment;*
 6. **Budgetary limitation:** *Operate within the annual budget. In addition, all major funding matters and expenditures shall be approved by the Treasurer;*
 7. **Strategic planning:** *Draft strategic plans for USATF and submit for approval to the Board;*
 8. **Yearly report:** *At the annual meeting, present to USATF a report on the state of the sport, including a review of the progress since the last annual meeting and suggested plans for the future implementation of the strategic plans for the following year; and*
 9. **Other duties:** *Carry out other responsibilities which may be assigned by resolution of the membership at the Annual Meeting or the Board.*
- B. Staff activities:** *The staff shall, under the direction of the CEO, perform the following duties:*
1. **Membership:**
 - a. *Establish, subject to approval by the Board, categories of membership under Article 5, along with application procedures, benefits and membership fees; and*
 - b. *Assist Associations in providing services to their members;*
 2. **National championships:** *In conjunction with the appropriate sport committees, advertise, schedule, manage, and conduct national championships under provisions of Regulation 4;*
 3. **International competition:** *Manage all aspects of international competition (other than the selection of international team staff by the appropriate sport committees) in accordance with applicable international rules and procedures, and in accordance with procedures approved by the sport committees and the United States Olympic Committee, when required;*
 4. **Development:** *Develop and implement a cohesive, effective development program in conjunction with the development committees and other applicable committees;*
 5. **Public relations / media relations:** *Optimize the quantity and quality of public exposure of USATF, and its sports, events, and athletes;*
 6. **Publications:** *Coordinate the timely publication of governance documents and rules, both in print and electronically;*
 7. **Marketing and promotions:** *Devote sufficient staff resources to ensure the successful marketing and promotion of the sport and of USATF;*
 8. **Fund raising:** *Assist the USATF Foundation in the conduct of fund raising programs to benefit the sport;*
 9. **Doping controls:**
 - a. *Under policies approved by the Board, supervise and manage USATF's compliance with the doping control programs established by the IOC, IAAF and USOC; and*
 - b. *Have the authority to propose amendments to Regulation 10 and USATF anti-doping program protocols (see exhibits section of this handbook);*
 10. **Scheduling:** *Coordinate major competitions and national championships;*
 11. **Coordination of certification and education:** *Provide necessary support for certification and education programs, especially for coaches and officials;*

12. **Annual meeting:** Initiate site selection for the annual meeting of USATF, in conjunction with a subcommittee of Organizational Services named by the chair in consultation with the USATF President, subject to written guidelines approved by the Board and to final approval of the site by the second general session;
 13. **Association notification:** Notify Associations when a USATF activity requiring approval by a national committee or the National Office, including but not limited to events, programs and clinics, will be conducted or is proposed to be conducted in that Association's territory. Such Association notification shall occur within ten business days of the National Office knowing of the activity or proposed activity; and
 14. **Purposes and duties of corporation:** Perform other tasks necessary to fulfill USATF's purposes and duties.
- C. **Restricted activities:** The CEO and members of the paid staff (other than part-time members not based at the National Office) shall not participate in any of the following activities:
1. **Electioneering:** Campaigning for or against any candidate for any elected office or position at any level (Association, committee, national, or international), except that in the state of the sport address at the first general session, the CEO may comment on the performance to date of any IAAF incumbent and/or describe the qualifications appropriate for any IAAF or USOC position; and
 2. **Voting:** Serving as voting members of USATF or any of its committees.
- D. **Complaints against staff:**
1. **Staff other than CEO:** A complaint against a part- or full-time member of the national staff shall be sent to the Secretary of USATF and the CEO. By agreement, either shall cause the President and Counsel to the Board to receive the complaint within ten (10) days of receipt. The CEO shall be given not less than thirty (30) days to investigate the complaint, and shall have a written report of his or her investigation at the next appropriate Board meeting, including any action (if necessary) to be taken to remedy the situation;
 2. **CEO:** A complaint against the CEO shall be delivered to the Secretary of USATF. The Secretary shall cause copies to be delivered within ten (10) days to the President and Counsel to the Board. All decisions with respect to the resolution of a complaint against the CEO are within the sole discretion of the Board; and
 3. **Response:** All complaints against staff shall be acknowledged promptly. A written response shall be made within thirty (30) days of the resolution of the complaint. Interim reports shall be made to the President every one hundred twenty (120) days, pending resolution. The final report and resolution of complaint against staff shall be given to the Board at a regularly scheduled meeting.

**ARTICLE 13
COMMITTEES**

- A. **Committees:** The following committees of USATF are established with such duties, responsibilities, and make-up as outlined here and in Articles 14, 15, 16, and 17:

High Performance Division (sport committees):

Men's Track & Field
Women's Track & Field
Race Walking
Joint Development Group (see below)

General Competition Division (Associations is an operating committee; youth and masters are sport committees):

Associations
Masters Track & Field
Youth Athletics

Long Distance Running Division (sport committees):

Men's Long Distance Running
Women's Long Distance Running
Masters Long Distance Running
Joint Development Group (see below)

Administrative Division (all operating committees):

Athletes Advisory
Athletics for the Disabled
Coaching Advisory
Law & Legislation
Organizational Services
Officials
Records
Rules

Joint Development Group (development committees):

Coaching Education
Men's Development
Sports Medicine & Sciences
Women's Development

- B. **General provisions:** The following provisions apply to all of USATF's committees:

1. **USATF membership:** In order to participate as a USATF Committee member, an individual must be a member of USATF.
2. **Term of members:** Unless otherwise provided for, the term for members of all committees shall be four (4) years and shall commence at the conclusion of the annual meeting in each year of the Summer Olympic Games;
3. **Committee makeup:** The makeup of each non-sport committee shall be stated in the description for the committee in Articles 14, 15, 16, and 17. Sport committees shall be constituted as follows, and as outlined in the exhibits section of this handbook:
 - a. **Association members:** One (1) member to be named by each accredited Association. In the event that two Associations merge, the two incumbent representatives on the committee may continue to serve. When at least one incumbent no longer serves on the committee, the merged Association's representation shall revert to one committee member;
 - b. **Sports organization members:** One (1) member to be named by each sports organization listed in the exhibits section of this handbook and an additional two (2) members to be named by any sports organizations listed in the exhibits section of this handbook that conduct substantial programs or competitions in the sports discipline of the particular committee;
 - c. **Other constituent members:** One (1) member to be named by any sports organization listed in the exhibits section of this handbook that conducts programs in the sports discipline of the particular committee. The Coaches Advisory Committee shall also appoint (without limitation), elect or oversee the election or appointment of the representatives for each of the NCAA I, NCAA II, NCAA III, NAIA, high school, NJCAA, NWAACC/CCCCTCA, and club coaches, that are active in the discipline of the applicable committee, and one (1) at-large member in all sport committees;
 - d. **Athletics for the Disabled members:** One (1) member to represent the collective members of USATF which are listed in the exhibits section of this handbook, such member to be selected by the Athletics for the Disabled Committee;
 - e. **Officials Committee member:** One (1) member to be named by and from the Officials Committee;
 - f. **At-large members:** Five (5) at-large members to be selected by the members of the committee;
 - g. **Elected officers and other positions:** Any person elected by the committee to serve in an officer position, such number not to exceed ten (10) additional members; and

- a. *Preside at all meetings of the committee;*
 - b. *Ensure that all duties and responsibilities of the committee are properly and promptly carried out;*
 - c. *Appoint subcommittees, with the authorization of the committee, as may be necessary to fulfill the duties and responsibilities of the committee. Subcommittees of administrative and developmental committees shall be appointed only from the membership of those committees, except that non-members (not exceeding 50% of the subcommittee) may be appointed with the authorization of the committee;*
 - d. *Communicate with the committee members to keep them fully informed of events concerning the committee and decisions made to carry out the committee's responsibilities;*
 - e. *Keep the President and CEO informed on all committee actions and recommendations; and*
 - f. *Cause to be kept and promptly forwarded to all committee members and the CEO copies of the minutes of all meetings of the committee;*
2. *Vacancies: When an elected committee chair is vacant, the position shall be filled by a vote of the committee as a whole by mail ballot unless the committee has previously adopted a different procedure. A panel named by the Organizational Services Committee chair shall supervise the elections in a manner approved by the Board; and*
 3. *Removal of elected chairs: Chairs may be removed for good cause by a two-thirds vote of the committee at an annual meeting or at a special meeting called for that purpose, provided that the members of the committee shall receive notice of the proposed action at least thirty (30) days prior to the meeting.*

D. Sport committees general provisions: Each sport committee shall:

1. *Executive committee: Have the right to establish an executive committee to perform its duties between annual meetings. The membership of the executive committee shall be at the discretion of the committee of the whole. Except for Youth Athletics, the number of Active Athletes shall be at least twenty percent (20%) of the committee. If such executive committee is established by either the Men's or Women's Track & Field Committees, at least one-third of its membership shall consist of Coaches;*
2. *Open meeting: Except upon majority vote of those present, allow the attendance at its meetings of Athletics coaches, officials, or representatives of any group engaged in the sport, allowing such invitees voice but no vote;*
3. *Additional organization members: Upon approval of the Board, authorize additional committee members to ensure proper representation of national sports organizations involved in the committee's activities or sport. Organizations shall petition the committee in order to determine the number of additional members. Any organization which considers its representation inadequate may appeal to the Board;*
4. *Team staff: Designate coaches, managers, and other non-medical and non-media staff personnel for international team competitions according to Regulation 3;*
5. *Miscellaneous: Promote and develop activities related to its sport; and*
6. *Operating procedures: Have a set of written operating procedures on file with the National Office, which shall provide copies to the chair of the Law & Legislation Committee. These procedures shall not conflict with the provisions of the USATF Bylaws and Operating Regulations. Any modification of the committee's operating procedures shall be promptly reported to the National Office, which shall send a copy to the chair of the Law & Legislation Committee. Any member of USATF may request a copy from the National Office and copies shall be available at the Annual Meeting and included in the Governance Handbook.*

- E. Task forces: The President may appoint task forces, which shall include the requisite twenty percent (20%) Active Athlete membership named in consultation with the AAC chair. When appointing members thereto, the President shall give due consideration for any directly and substantially affected constituency. No such entity shall continue beyond the term of the President without specific reappointment. The authorized task forces will be listed in the exhibits section of this handbook.**

ARTICLE 14
HIGH PERFORMANCE DIVISION

- A. High performance division constituency:** *This division includes:*
- Men's Track & Field (sport committee)*
 - Women's Track & Field (sport committee)*
 - Race Walking (sport committee)*
 - Joint Development Group (development committees, also a part of the Long Distance Running Division)*
- B. Divisional organization:**
- 1. Divisional chair:** *This division shall have a chair, who shall be elected in accordance with the provisions of Article 9-H. The chair shall be responsible for the maintenance of a High Performance Plan. This plan shall provide strategic direction for USATF towards the goals of maximizing the performance of US athletes in international competition in Olympic events in Athletics. The chair shall report to the Board annually about the content and progress towards implementing the High Performance Plan. The chair shall have the responsibility to coordinate the activities of the High Performance Division for the purpose of implementing the approved High Performance Plan;*
 - 2. Divisional executive committee:** *The members of the executive committee shall consist of the divisional chair, the three (3) divisional Sport Committee chairs, the two Development Chairs or their representatives, the AAC Chair or designee, and two additional athletes, at least one of whom shall be an LDR athlete, who shall be named by the LDR Divisional Chair. The divisional chair shall also chair the executive committee. The divisional executive committee shall be solely responsible for establishing policy regarding the creation and maintenance of the High Performance Plan, and establishment of funding priorities. The executive committee shall meet periodically on an in-person or teleconference basis. Nothing defined in this section shall be construed to limit the authority of the three (3) divisional Sport Committees from carrying out their independent responsibilities, as defined elsewhere in these Bylaws and Operating Regulations.*
 - 3. International Staff Selection Subcommittees:** *All of the coaching, managerial and other non-medical and non-media staff for the Olympic Games, IAAF World Outdoor Championships in Athletics, and Pan American Games shall be screened and selected by the Men's or Women's International Staff Selection Subcommittees, as outlined in Regulation 3.*
- C. Sport committees:**
- 1. Duties and responsibilities:** *In addition to the provisions of Article 13, each committee shall:*
 - a. Championships:** *Have jurisdiction over the national and regional (where regional coordinators are appointed) championships in the particular discipline it controls, and shall, in conjunction with the National Office, institute, locate or award, conduct, and manage all such championships in accordance with the provisions of Regulation 4;*
 - b. Calendar:** *Coordinate the domestic and international competition calendar in its discipline in conjunction with the National Office;*
 - c. Records:** *Approve records for the events within its discipline; and*
 - d. IAAF candidates:** *Recommend candidates for nomination to serve in the IAAF in accordance with Article 22;*
 - 2. Committee definitions:** *The disciplines and age categories under the control of each sport committee in this division are as follows:*
 - a. Age categories:**
 - i. Open athletes** *are of any age 14 years and over for women and 16 years and over for men; and*
 - ii. Junior athletes** *must be at least age 14 on the day of competition and under age 20 on December 31 in the year of the competition; and*
 - b. Jurisdiction:**
 - i. Men's Track & Field:** *Indoor and outdoor track & field activity for junior and open men, not including track races of greater than 10,000 meters;*
 - ii. Women's Track & Field:** *Indoor and outdoor track & field activity for junior and open women, not including track races of greater than 10,000 meters; and*
 - iii. Race Walking:** *All race walking activity for junior and open men and women; and*
 - 3. Makeup:** *Each sport committee shall be constituted as stated in Article 13-B-2.*

D. Joint Development Group: There shall be a Joint Development Group serving the High Performance and Long Distance Running Divisions. It shall consist of the four committees below. The group shall report to the divisional chairs for High Performance and Long Distance Running, the chair of the Coaches Advisory Committee, and to the chair of the Athletes Advisory Committee. The two divisional chairs, the chair of the Coaches Advisory Committee and the chair of the Athletes Advisory Committee shall appoint a group coordinator with the approval of the President.

1. Coaching Education:

- a. Duties and responsibilities:** The committee shall:
- i. Curricula:** Define and develop curricula for the training and education of coaches in Athletics, and to share such criteria with any educational institution authorized by the Associations Committee and the National Office for Internet use in an on-line education program;
 - ii. Certification:** Develop and monitor a certification program to augment the educational system;
 - iii. Materials:** Create the appropriate materials and manuals to assist the instructors and trainees;
 - iv. Education:** Coordinate, develop, and administer the seminars and clinics to train the necessary instructors for the educational system;
 - v. Evaluation:** Evaluate methods of the educational system;
 - vi. Coordination:** Coordinate the above activities with all interested committees of USATF, including, but not limited to, the Men's and Women's Development committees and the Sports Medicine & Science Committee;
 - vii. Administration:** Have the right to create subcommittees and an executive committee to carry out its duties and responsibilities; and
 - viii. List:** Maintain a current list of all certified coaches with their levels and distribute upon request an annual report of certified coaches living in each Association to that Association;
- b. Makeup:** The committee shall consist of the following components:
- i. National subcommittee:** This subcommittee shall consist of members who, unless hereinafter specified to the contrary, shall be appointed by the divisional chairs of High Performance and Long Distance Running, the chair of the Athletes Advisory Committee, and the chair of Coaches Advisory Committee, with the approval of the President. The members of the committee shall be as follows:
 - (a) Chair;**
 - (b) Vice chair;**
 - (c) Director of Coaching School Operations;**
 - (d) Director of Instructional Quality;**
 - (e) Director of Event Specific Curriculum and Instruction, and the following event group chairs:**
 - Sprints/Hurdles Curriculum
 - Jumps Curriculum
 - Throws Curriculum
 - Endurance Curriculum
 - Combined Events Curriculum;
 - (f) Director of Special Projects;**
 - (g) Directory of Technology;**
 - (h) Director of Sports Science Curriculum and Instruction, and the following specific specialty chairs:**
 - Biomechanics Curriculum
 - Training Theory Curriculum
 - Psychology Curriculum
 - Physiology Curriculum
 - Director of Coaching Services;
 - (i) One (1) member named by each of the following sport committees:**
 - Men's Track & Field
 - Women's Track & Field
 - Men's Long Distance Running
 - Women's Long Distance Running
 - Race Walking

- Youth Athletics;
 - (j) **The following at-large representatives (or their designees):**
 - High Performance Division chair
 - Long Distance Running Division chair
 - Cross Country Council chair
 - Men's Development Committee chair
 - Women's Development Committee chair
 - Sports Medicine & Science Committee chair
 - Coaches Advisory Committee chair
 - Associations Committee chair; and
 - (k) **Eight (8) Active Athlete members selected by the active athlete delegates to USATF, at least one (1) of whom shall represent the following:**
 - Track
 - Field
 - Long distance running
 - Cross country running
 - Race walking;
 - ii. **Association subcommittee:** This subcommittee shall consist of the chair of coaches education from each Association which has a coaching education committee, plus that number of active athlete delegates to USATF equal to at least 20% of the total resulting membership; and
 - iii. **Association coaching education committees and chairs:** Recognizing the differences between Associations in the activities of coaches' education, insofar as they can, Associations' coaching education committees shall attempt to parallel the structure of the national subcommittee, such activities being led by an Association coaching education chair appointed by the Association president (unless otherwise provided for in the Association's bylaws);
- 2. **Men's Development and Women's Development:**
 - a. **Duties and responsibilities:** The committees shall:
 - i. **Scope:** Investigate, stimulate, plan, and promulgate programs on a broad basis to provide for the overall development of (a) training and competitive facilities, (b) equipment and skills, (c) coaching methods, and (d) athletic skills; and
 - ii. **Effect:** Perform the above activities in order to develop the maximum number of athletes from the novice to world-class levels;
 - b. **Makeup:** Members who, unless hereinafter specified to the contrary, shall be appointed by the divisional chairs of High Performance and Long Distance Running and the chair of AAC, with the approval of the President. The chair of each sport committee shall be responsible for selecting its development committee representatives and/or event chairs for the discipline(s) under its purview:
 - i. A chair;
 - ii. One (1) member who is actively engaged in coaching track & field in each of the following specialties:

Sprints	Horizontal jumps
Hurdles	Vertical jumps
Throws	Decathlon (men's committee)
Middle Distances	Heptathlon (women's committee);
 - iii. One (1) member actively engaged in coaching race walking;
 - iv. Three (3) members who are actively engaged in coaching long distance running, at least one of whom must be involved in coaching cross country running, and one of whom must be the chair of the distances event group for the appropriate committee, approved by the chair of the applicable sport committee for that position;
 - v. One (1) member named by each of the following sport committees:
 - Men's Track & Field (men's committee)
 - Women's Track & Field (women's committee)
 - Men's Long Distance Running (men's committee)
 - Women's Long Distance Running (women's committee)
 - Race Walking
 - Youth Athletics;

- vi. **The following at-large representatives:**
 - High Performance divisional chair (or his/her assign)*
 - Long Distance Running divisional chair (or his/her assign)*
 - Cross Country Council chair (or his/her assign)*
 - Chairs (2) of the Development Committees*
 - Past chairs of the Development committees (Development Committees only)*
 - One (1) representative from the Sports Medicine & Science Committee*
 - One (1) representative from the Coaching Education Committee*
 - Nine (9) representatives from the Coaches Advisory, per Article 13-B-2-c*
 - One (1) representative from the Associations Committee;*
 - vii. **Nine (9) Active Athlete members selected by the Active Athlete delegates to USATF, at least one (1) of whom shall represent the following:**
 - Track*
 - Field*
 - Long distance running*
 - Cross country running*
 - Race walking;*
 - viii. **Additional members:** *The chair of each committee, with the approval of the divisional chairs of High Performance and Long Distance Running in consultation with the President, shall have the authority to appoint additional nonvoting members necessary to carry out the responsibilities of the committee; and*
 - ix. **Naming members:** *The chair of each sport committee, with the approval of the divisional chairs of High Performance and Long Distance Running in consultation with the President, shall have the authority to appoint additional non-voting members necessary to carry out the responsibilities of the committee. Any development or event chairs named shall be chosen by the committee members representing or participating in the particular discipline, in consultation with the High Performance and Long Distance Running Divisional chairs; and*
3. **Sports Medicine & Science:**
- a. **General committee:** *The committee shall be governed by the following provisions:*
 - i. **Overall makeup:** *It shall consist of a chair of the committee selected by the President, two (2) or three (3) assistant chairs selected by the President after consultation with the chair, and the membership of the three (3) subcommittees hereinafter established;*
 - ii. **Assistant chairs:** *The President may designate the chair of the committee to be one (1) of the three (3) subcommittees, in which case only two (2) chairs of subcommittees shall be selected;*
 - iii. **Subcommittee assignments:** *In addition to their other duties assigned by the chair of the committee, each subcommittee chair shall be designated by the President to chair one (1) of the three (3) subcommittees;*
 - iv. **Executive committee:** *This committee shall have an executive committee with the following duties, responsibilities, and makeup:*
 - (a) **Duties and responsibilities:** *The executive committee shall meet, either in person or by conference call, from time to time at the call of the committee chair (with at least five (5) days' notice, which notice may be unanimously waived) to carry out the business of the committee between its regular sessions, provided that all minutes of the executive committee shall be promptly circulated among members of the entire committee; and*
 - (b) **Makeup:** *The executive committee shall consist of seven (7) or eight (8) members: the committee chair, the two (2) or three (3) subcommittee chairs, and four (4) at-large members selected by and from the committee at its annual meeting. Two (2) of the members of the executive committee shall be Active Athletes; and*
 - v. **Assistant chairs:** *In addition, the committee chair may appoint an assistant chair to the committee and/or to the subcommittees, with such responsibilities as he or she designates;*
 - b. **Medical Services subcommittee:**
 - i. **Duties and responsibilities:** *This subcommittee shall:*
 - (a) *Coordinate and provide medical services to national teams at international competitions, both in the United States and abroad;*

- (b) Advise athletes, coaches, and the Athletics community on the prevention and care of Athletics injuries;
 - (c) Collaborate with the Sports Science Subcommittee in conducting seminars at the annual meeting and elsewhere and in all other areas of mutual concern;
 - (d) Establish a nationwide pool of medical care providers and other support personnel, experienced in the field of Athletics, who meet criteria developed by the subcommittee, and establish a selection process to utilize these personnel to provide care for national team members at other major competitions;
 - (e) Advise national team medical personnel about recommended medications, supplies, equipment, immunizations, and other preventative health requirements;
 - (f) Compile medical reports from national team medical personnel and disseminate recommendations concerning health care needs and preventative measures to the Athletics medicine community;
 - (g) Evaluate and establish working relationships with sports medicine care providers throughout the United States to develop a nationwide medical care referral network;
 - (h) Provide information and advice to athletes, coaches, and USATF concerning proper use of pharmaceuticals and the prevention and care of injuries, illnesses, and environmental stresses;
 - (i) Develop educational materials and conduct educational programs concerning drug abuse in sports; and
 - (j) Serve as a consultant to USATF and national championships organizing committees concerning the establishment of medical care systems for the health and safety of athletes and officials;
- ii. **Makeup:** The subcommittee shall consist of the chair (who, if someone other than the committee chair, shall be an assistant chair of the committee), the chair of the committee, the chair of the Scientific Services Subcommittee, up to eleven (11) at-large members appointed by the President, one (1) representative from each sport committee, one (1) member named by the Associations Committee, one (1) member named by the Coaches Advisory Committee, and that number of Active Athletes equal to at least twenty percent (20%) of the total authorized membership of the subcommittee to be selected by the Active Athlete delegates to USATF. The chair of this subcommittee, with the approval of the President, shall have the authority to appoint additional members necessary to carry out the responsibilities of the subcommittee. The subcommittee shall organize the following subcommittees, with the chairs appointed by the subcommittee chair:
- (a) Physicians (M.D., D.O.);
 - (b) Trainer/therapist;
 - (c) Allied health professionals; and
 - (d) Pharmacology;
- c. **Scientific Services subcommittee:**
- i. **Duties and responsibilities:** This subcommittee shall:
- (a) Study the correlation between health and sports recommendations concerning the conduct of Athletics;
 - (b) Conduct sports medicine and sports sciences seminars at each annual meeting of USATF and elsewhere as needed;
 - (c) Collaborate with the Medical Services Subcommittee in areas of mutual concern, including educational seminars;
 - (d) Assist and advise Sport Committees in areas of physiological testing, biomechanical analysis, and nutrition;
 - (e) Inventory and evaluate sports medicine and sports sciences facilities throughout the United States;
 - (f) Develop working relationships with qualified consultants in the fields of biomechanics, physiology, nutrition, and other sports-related sciences, and assist in making such consultants available to athletes, coaches, and Sport Committees;
 - (g) Develop and distribute periodic newsletters, position statements, and other medical information to the Athletics community through all available channels; and
 - (h) Provide references to technical knowledge, understanding, and applications of sports-related sciences which relate to the improvement and development of Athletics; and

- ii. **Makeup:** *The subcommittee shall consist of the chair (who, if someone other than the committee chair, shall be an assistant chair of the committee), the chair of the committee, the chair of the Medical Services Subcommittee, up to eight (8) at-large members appointed by the President, one (1) representative each named from the Coaching Education, Coaches Advisory, Mens Development, Women’s Development, Associations, and each sport committee, and that number of Active Athletes equal to at least twenty percent (20%) of the total authorized membership of the subcommittee to be selected by the Active Athlete delegates to USATF. The chair of this subcommittee, with the approval of the President, shall have the authority to appoint additional members necessary to carry out the responsibilities of the subcommittee. The subcommittee shall organize the following subcommittees, with the chairs appointed by the subcommittee chair:*
 - (a) *Physiology;*
 - (b) *Biomechanics;*
 - (c) *Nutrition;*
 - (d) *Education;*
 - (e) *Research; and*
 - (f) *Materials & Equipment;*
- d. **Psychological Services subcommittee:**
 - i. **Duties and responsibilities:** *This subcommittee shall:*
 - (a) *Coordinate and provide psychological services to national teams at international competitions in the United States and abroad;*
 - (b) *Establish a nationwide pool of qualified mental health providers, experienced in the fields of Athletics, who meet criteria established by the committee;*
 - (c) *Establish a selection process to utilize these personnel to provide care for national team members at international and national competitions;*
 - (d) *Compile reports from national teams’ psychology personnel and disseminate recommendations concerning mental health needs and preventative measures for athletes and staff;*
 - (e) *Collaborate with appropriate committee members in conducting sessions at the annual meeting, and elsewhere in areas of mutual concern;*
 - (f) *Assist and advise sport committees and the Development committees in the areas of mental health, psychological preparation for competition, and skills acquisition, including providing psychology personnel for camps, clinics, seminars, workshops, etc.;*
 - (g) *Develop and disseminate educational information, position statements, and other mental health guidelines to athletes, coaches, team leaders, and USATF staff through all possible channels of communication; and*
 - (h) *Provide personal individual consultation to members of the Athletics community, if requested, concerning mental health-related matters; and*
 - iii. **Makeup:** *The subcommittee shall consist of the chair (who, if someone other than the committee chair, shall be an assistant chair of the committee), the chairs of the Medical and Scientific Services subcommittees, up to eight (8) at-large members appointed by the President, one (1) representative each named from the Coaching Education, Coaches Advisory Committee, Men’s Development, Women’s Development, Associations, and each sport committee, and that number of Active Athletes equal to at least twenty percent (20%) of the total authorized membership of the subcommittee to be selected by the Active Athlete delegates to USATF. The chair of this subcommittee, with the approval of the President, shall have the authority to appoint additional members necessary to carry out the responsibilities of the subcommittee. The subcommittee shall organize the following subcommittees, with the chairs appointed by the subcommittee chair:*
 - (a) *Development activities (camps, clinics, seminars, etc.);*
 - (b) *Education;*
 - (c) *Research and Special Projects;*
 - (d) *Youth and Special populations;*
 - (e) *Masters;*
 - (f) *International competition services; and*
 - (g) *Publications; and*

- e. **Substance Abuse Education subcommittee:**
 - i. **Duties and responsibilities:** *In cooperation with the National Office, this subcommittee shall develop educational materials and conduct educational programs concerning drug abuse in sports; and*
 - ii. **Makeup:** *The subcommittee shall consist of a chair and members appointed by the Sports Medicine and Science chair with the approval of the President and, in consultation with the chairs of the committees within the High Performance Division and the chair of the Long Distance Running Division, one (1) member named by the Coaches Advisory Committee and each sport committee, and that number of Active Athletes equal to at least twenty percent (20%) of the total authorized membership of the subcommittee to be selected by the Active Athlete delegates to USATF.*

ARTICLE 15
LONG DISTANCE RUNNING DIVISION

- A. Long distance running division constituency:** *This division includes:*
- Men's Long Distance Running Committee*
 - Women's Long Distance Running Committee*
 - Masters Long Distance Running Committee*
 - Cross Country Running Council*
 - Mountain/Ultra/Trail Running Council*
 - Road Running Technical Council*
 - AND**
 - Joint Development Group (also a part of the High Performance Division)*
- B. Division:**
- 1. Divisional chair:** *This division shall have a chair, who shall be elected in accordance with the provisions of Article 9-H. The chair shall coordinate championships, which are under the jurisdiction of more than one committee in the division;*
 - 2. Divisional executive committee:** *The executive committee shall be composed of the divisional chair, the three sport committee chairs, the three (3) council chairs, the nine (9) divisional subcommittee chairs, and four (4) athletes chosen from and by the athlete representatives to the sport committees. The divisional chair shall also chair the division's executive committee; and*
 - 3. Subcommittees:** *Divisional subcommittees shall have the role and authority to coordinate their activities across the division. The subcommittees shall make recommendations on budget needs to the divisional executive committee. Joint subcommittees shall include, but not be limited to: Awards, Budget, Championships, Coaching Education, Development, Governance, International Competition, Officials, and Records/RRIC:*
 - a. Naming:** *The subcommittee chairs shall be named by the division chair with the approval of a majority of the three sport committee chairs; and*
 - b. Membership:** *The appropriate Sport Committee chairs shall appoint their subcommittee members for his or her Sport Committee. Men's, Women's, and Masters Long Distance Running shall have equal representation on each subcommittee. They need not be members of the sport committee and will not be voting members as a result of their appointments. Active Athletes shall make up at least twenty percent (20%) of the each subcommittee and meet the same criteria, when possible, as in Article 13-B-3.*
- C. Sport committees:**
- 1. Duties and responsibilities:** *In addition to the provisions of Article 13, each committee shall:*
 - a. Championships:** *Have jurisdiction over the national and regional (where regional coordinators are appointed) championships in the particular sport it controls, and shall, in conjunction with the National Office, shall institute, locate or award, conduct, and manage all such championships in accordance with the provisions of Regulation 4;*
 - b. Calendar:** *Coordinate the domestic and international competition calendar in its discipline in conjunction with the National Office;*
 - c. Records:** *Approve records for the events within its discipline; and*
 - d. IAAF candidates:** *Recommend candidates for nomination to serve in the IAAF in accordance with Article 22;*
 - 2. Committee definitions:** *The disciplines and age categories under the control of the three sport committees in this division are as follows:*
 - a. Age categories:**
 - i. Open athletes** *are of any age 14 years and over for women and age 16 years and over for men;*
 - ii. Masters athletes** *shall be at least age 40 on the day of competition; and*
 - iii. Junior athletes** *must be at least age 14 on the day of competition and under age 20 on December 31 in the year of the competition; and*
 - b. Jurisdiction:**
 - i. Men's Long Distance Running:** *Off-track running at all distances and track running at distances over 10,000 meters;*

- ii. **Women's Long Distance Running:** Off-track running at all distances and track running at distances over 10,000 meters; and
 - iii. **Masters Long Distance Running:** All off-track running and track running over 10,000 meters for masters men and women;
3. **Makeup:** Each sport committee shall be constituted as stated in Article 13-B-2. Active Athlete members on all committees and subcommittees in this division must have competed in a USATF-sanctioned event in the sport of long distance running as defined by subparagraph 2-b above at least once during the previous calendar year. When available, at least twenty-five percent (25%) of that number shall be athletes who have represented the United States in international Athletics competition in one of the disciplines of long distance running as defined by subparagraph 2-b above; and
4. **Committee chair:** In addition to the duties spelled out in Article 13-C-1, the chair shall have the authority to appoint committee representatives to committees where that sport committee has representation.

D. Councils:

1. **Cross Country Running Council:**

a. **Duties and responsibilities:** The Cross Country Council shall:

- i. **Championships:** Have jurisdiction over national and regional (where regional coordinators are appointed) championships in the particular sport it controls, except that masters' championship bids recommended by the Council must be approved by Masters Long Distance Running. In conjunction with the National Office, the Council shall institute, locate or award, conduct, and manage all championships in accordance with the provisions Regulation 4. A joint Site Selection Sub-Committee consisting of three members selected by the Cross Country Council, three members selected by the Club Council and one member selected by the Masters Long Distance Running Committee shall select and award a site for the national Club Cross Country Championships. The Masters LDR representative shall be the chairperson of this joint sub-committee.;
- ii. **Calendar:** Coordinate the domestic and international competition calendar in its discipline in conjunction with the National Office; and
- iii. **IAAF candidates:** Recommend candidates for nomination to serve in the IAAF in accordance with Article 22;

b. **Council definition:** The disciplines and age categories under the control of the Cross Country Running Council are as follows:

- i. **Age categories:**
 - (a) Open athletes are of any age 14 years and over;
 - (b) Masters athletes shall be at least age 40 on the day of competition; and
 - (c) Junior athletes must be at least age 14 on the day of competition and under age 20 on December 31 in the year of the competition; and
- ii. **Jurisdiction:** The Council governs cross country running only for junior, open, and masters men and women;

c. **Makeup:** The makeup of the Council, which shall be reflected along with the sport committees in the exhibits section of this handbook, shall be as follows:

- i. **Association members:** One (1) member to be named by each accredited Association. In the event that two Associations merge, the two incumbent representatives on the committee may continue to serve. When at least one incumbent no longer serves on the committee, the merged Association's representation shall revert to one committee member. If there are fewer Associations than the accredited number in attendance at any meeting of the Council, the Council may approve up to five (5) at-large voting members be added to the membership for that meeting;
- ii. **Sports organization members:** One (1) member to be named by each sports organization listed in the exhibits section of this handbook;
- iii. **Officials Committee member:** One (1) member to be named by and from the Officials Committee;
- iv. **Elected chair:** The person elected by and from the council to serve as chair, who shall name such other officers and regional representatives from within the membership of the Council as needed; and

- v. **Athletes:** Such Active Athletes in the discipline of cross country which shall constitute at least twenty percent (20%) of the total membership, the number of which may vary due to the number of Associations accredited and the number of Article 5-D members; and
- d. **Council chair:** See Article 13-C-1 for committee chairs, where applicable.

2. Mountain/Ultra/Trail Running Council:

- a. **Duties and responsibilities:** The Mountain/Ultra/Trail Running Council shall:
 - i. **Championships:** Have jurisdiction over the national and regional (where regional coordinators are appointed) championships in the particular sports it controls. In conjunction with the National Office, the Council shall institute, locate or award, conduct, and manage all such championships in accordance with the provisions of Regulation 4;
 - ii. **Membership:** Represent/promote the interests of MUT runners within USATF;
 - iii. **IAAF member organization representatives:** Recommend individuals to serve in the International Association of Ultrarunners (IAU) and World Mountain Running Association (WMRA) in accordance with those organizations' constitution and bylaws;
 - iv. **Awards:** Coordinate the selection of the discipline's Runners of the Year and Contributor of the Year awards; and
 - v. **Miscellaneous:** Promote and develop activities related to its discipline.
- b. **Makeup:** The makeup of the Council, which shall be reflected along with the sport committees in the exhibits section of this handbook, shall be as follows:
 - i. **Association members:** One (1) member to be named by each accredited Association which has conducted a championship in one of the Council's disciplines in the previous twelve (12) months. Associations which have not conducted a championship in one of the Council's disciplines in the previous twelve (12) months are encouraged to attend Council meetings in a non-voting capacity. In the event that two Associations merge, the two incumbent representatives on the committee may continue to serve. When at least one incumbent no longer serves on the committee, the merged Association's representation shall revert to one committee member;
 - ii. **Elected chair:** The person elected by and from the Council to serve as chair;
 - iii. **Elected vice-chair:** The person elected by and from the Council to serve as vice-chair;
 - iv. **Sport committee members:** Three representatives each from the Women's Long Distance Running, Men's Long Distance Running, and Masters Long Distance Running Committees. Of the three representatives from each committee, one shall represent mountain running, one shall represent ultra running, and one shall represent trail running;
 - v. **At-large members:** Up to four at-large members to be selected by the chair; and
 - vi. **Athletes:** If the number of active athletes in the discipline of mountain, ultra, or trail running on the Council is less than twenty percent (20%) of the total membership, additional active athletes shall be named so as to bring the number on the Council to at least twenty percent (20%) of the total membership. Such active athletes shall be selected by those registered attendees at the meetings of USATF who are active athletes engaged in the discipline of mountain, ultra, or trail running;
- c. **Council chair:** See Article 13-C-1 for committee chairs, where applicable;
- d. **Executive committee:** The Council shall establish an executive committee to perform its duties between annual meetings. The membership of the executive committee shall be at the discretion of the Council as a whole. The number of active athletes in the discipline of mountain, ultra, or trail running shall be at least twenty percent (20%) of the committee; and
- e. **Operating procedures:** The Council shall have a set of written operating procedures on file with the National Office, as stated in Article 13-D-6 for committees; and

3. Road Running Technical Council:

- a. **Duties and responsibilities:** The council shall:
 - i. **Manage** a national program of accurate road course measurement and certification;
 - ii. **Establish and maintain** a national list of certified courses;
 - iii. **Select, train, and supervise** road course certifiers;
 - iv. **Provide technical information and advice** to assure that rules relating to course measurement and certification can realistically be enforced;
 - v. **Provide a pool of qualified expert measurers** for special situations as determined by the council;

- vi. *Assist the Records Committee and RRIC by providing current information as to race course certification status;*
 - vii. *Assist the RRIC by providing validation measurers as necessary for record purposes; and*
 - viii. *Maintain communications with all interested parties nationally and with technical counterparts in foreign federations; and*
- b. *Make-up: The Council shall consist of a chair and members named by the President. At least twenty percent (20%) of the members shall be active athletes selected by the active athlete delegates to USATF.*

E. *Development Group: (see Article 14-D).*

ARTICLE 16
GENERAL COMPETITION DIVISION

- A. General competition division constituency:** *This division consists of:*
Associations (operating committee)
Masters Track & Field (sport committee)
Youth Athletics (sport committee)
- B. Chair:** *The divisional chair shall be named by the President.*
- C. Sport committees:**
- 1. Duties:** *Each sport committee shall:*
 - a. Championships:** *Have jurisdiction over the national and regional (where regional coordinators are appointed) championships in the particular sport it controls, and shall, in conjunction with the National Office, institute, locate or award, conduct, and manage all such championships in accordance with the provisions of Regulation 4;*
 - b. Calendar:** *Coordinate the domestic and international competition calendar in its discipline in conjunction with the National Office;*
 - c. Records:** *Approve records for the events within its discipline; and*
 - d. IAAF candidates:** *Recommend candidates for nomination to serve in the IAAF in accordance with Article 22;*
 - 2. Committee definitions:** *The disciplines and age categories under the control of each sport committee in this division are as follows:*
 - a. Age categories:**
 - i. Masters athletes** *shall be at least age 40 on the day of competition; and*
 - ii. Youth athletes** *shall not be 19 before the final day of the national Junior Olympics track & field competition and are divided into specified age categories; and*
 - b. Jurisdiction:**
 - i. Youth Athletics:** *All youth activity not conducted as junior competition for youth boys and girls, including track & field, road running, cross country running, and race walking; and*
 - ii. Masters Track & Field:** *All track, field, and race walking activity for masters men and women, except track running races of greater than 10,000 meters; and*
 - 3. Makeup:** *Each sport committee shall be constituted as stated in Article 13-B-2.*
- D. Associations Committee:**
- 1. Duties and responsibilities:** *The committee shall:*
 - a. Communication:** *Provide a forum for communication among the Associations of USATF;*
 - b. Program development:** *Improve and develop the organization and administration of programs and activities of the Associations of USATF;*
 - c. Promotion:** *Publicize and promote the programs, activities, and operation of USATF at the Association level;*
 - d. Examples:** *Collect and provide samples of model Association bylaws, policies, and operations manuals;*
 - e. Regional championships:** *Have jurisdiction over regional championships in those disciplines in which regional coordinators are not appointed by the applicable sport committee;*
 - f. Clearinghouse:** *Assemble and disseminate information to Associations on registration and membership, events, schedules, services to athletes, and Association statistics;*
 - g. Elections:** *Stage voter information debates, candidate forums, and candidate question-and-answer sessions prior to contested elections for all USATF-wide elections;*
 - h. Association standards:** *Assist Associations found to be deficient in requirements for accreditation in implementing approved plans for improvement;*
 - i. Championships:** *Have a championship subcommittee to coordinate regional and Association championships; and*
 - j. Resource:** *Both advise and serve as a resource for the Associations, their officers, and their boards, either individually or collectively, with respect to current fund-raising and marketing & media practices and policies which might be applicable to their particular needs and situations;*

2. **Makeup:** The committee shall be constituted as follows:
 - a. **Association members:** One (1) member to be named by each accredited Association. In the event that two Associations merge, the two incumbent representatives on the committee may continue to serve. When at least one incumbent no longer serves on the committee, the merged Association's representation shall revert to one committee member;
 - b. **Sport committees:** One (1) member named by each sport committee;
 - c. **At-large members:** Four (4) at-large members appointed by the President;
 - d. **Elected officers and other positions:** Any person elected by the committee to serve in an officer position, such number not to exceed ten (10) additional members; and
 - e. **Active Athlete members:** That number of Active Athlete members which shall be at least twenty percent (20%) of the total authorized membership of the committee, such Active Athletes to be selected by those registered Active Athlete attendees at the meetings of USATF.

The committee shall elect its chair at the annual meeting in even-numbered years; and
3. **Club Council:** The Associations Committee shall organize a council of club leaders which shall hold a business meeting at the Annual Meeting and hold information and club-building meetings and exercises at the national club championships.
 - a. **Duties and responsibilities:** The Club Council shall:
 - i. **Championship series:** Solicit bids for the national club championships' events, hear bidders, and make a final recommendation to the Associations executive committee; A joint Site Selection Sub-Committee consisting of three members selected by the Cross Country Council, three members selected by the Club Council and one member selected by the Masters Long Distance Running Committee shall select and award a site for the national Club Cross Country Championships. The Masters LDR representative shall be the chairperson of this joint sub-committee.
 - ii. **Club policy:** Assist with the preparation of a policy on elite development club criteria and benefits for Board consideration; and
 - iii. **Club evaluations:** Formulate a policy for ranking clubs in terms of assistance and national programs. It shall specify the criteria for clubs to attain each ranking.
 - b. **Oversight:** The Associations executive committee shall oversee the operation of the Club Council and shall consider all actions and decisions of the Council via reports; and
 - c. **Makeup:** The Council shall be composed of the following members:
 - i. One (1) coach or administrator and one (1) athlete from each currently registered Elite Development Club (EDC) and Team USA Training Center (TUSA);
 - ii. Ten (10) at-large members, who are either the following persons or their designees:
 - USATF President
 - Men's Track & Field chair
 - Women's Track & Field chair
 - Race Walking chair
 - Development Group Coordinator
 - Long Distance Running Division chair
 - Men's Long Distance Running chair
 - Women's Long Distance Running chair
 - Cross Country Council chair
 - Associations Committee chair
 - RRCA President
 - iii. Up to three (3) at-large members who are appointed by the chair of the Club Council. The Council shall elect its own chair at even-year meetings.

ARTICLE 17
ADMINISTRATIVE DIVISION

A. Administrative division constituency: *This division consists of the following operating committees:*

<i>Athletes Advisory</i>	<i>Organizational Services</i>
<i>Athletics for the Disabled</i>	<i>Officials</i>
<i>Coaches Advisory</i>	<i>Records</i>
<i>Law & Legislation</i>	<i>Rules</i>

In order to participate as a member of a USATF operating committee, an individual must be a member of USATF.

B. Reporting: *The eight (8) committee chairs of this division report to the USATF Secretary.*

C. Athletes Advisory Committee:

1. Duties and responsibilities: *The committee shall:*

- a. Policy advice: Serve, along with the Professional Athletics Association, as a source of reference, opinion, and advice to the officers, National Office, Board, and all national and Association committees with regard to current or contemplated policies of USATF and in all matters relating to athletes and athlete's rights;*
 - b. Athlete representatives: Appoint, elect, or oversee the election or appointment of athletes' representatives to USATF committees or subcommittees when empowered to do so by these Bylaws and the Operating Regulations;*
 - c. Participation in governance: Encourage and foster the representation and active participation of athletes at the meetings of USATF, its Board, and its committees, and at all other levels of decision-making within USATF and in Athletics;*
 - d. Meetings: Conduct meetings of the Active Athlete delegates and other Active Athlete attendees at the annual meetings of USATF;*
 - e. Performance: In conjunction with the Professional Athletics Association, assist athletes in achieving maximum performance in Athletics competition;*
- 2. Elections: The committee, except for its at-large athletes, shall be elected at the annual meeting in even-numbered years by International Athlete representatives to USATF. Its at-large members shall be elected by the other members of the committee;*
 - 3. Officers: The committee shall elect its chair, vice chair, secretary, and treasurer. The officers shall constitute the executive committee of the AAC;*
 - 4. Financial assistance to meetings: When funding is available, USATF shall pay for the transportation and lodging of the committee members for meetings of USATF and its Board; and*
 - 5. Makeup: The committee shall consist of one (1) male and one (1) female Active Athlete in each of the following categories:*
 - a. Sprints;*
 - b. Hurdles;*
 - c. Multi-event (Heptathlon for women, Decathlon for men);*
 - d. Distances of 800 meters through 1500 meters;*
 - e. Distances of over 1500 meters to 10,000 meters;*
 - f. Road racing and cross country;*
 - g. Throws;*
 - h. Horizontal jumps;*
 - i. Vertical jumps;*
 - j. Race walking; and*
 - k. At-large (active or inactive) athletes.*

NOTE: Only athletes with a current USATF athlete membership can be elected to the AAC, hold office, or vote.

D. Athletics for the Disabled Committee:

1. Duties and responsibilities: *The committee shall:*

- a. Liaison: Serve as liaison between USATF and (i) the Disabled in Sport Committee of the USOC and (ii) those sports organizations for athletes with disabilities which conduct regular programs;*

- b. **Competitions:** Coordinate, through the appropriate sport committee, the competition of disabled athletes in events under the jurisdiction of USATF, and promote participation by athletes with disabilities in USATF-sanctioned events;
 - c. **Development:** Develop programs to improve athletic performance among athletes with disabilities; and
 - d. **Education:** Facilitate the education and training of coaches and officials, and education of the Athletics community in general in working with athletes with disabilities; and
2. **Makeup:** The committee shall consist of a chair and four (4) additional members named by the President of USATF, one (1) member named by the Associations Committee, two (2) members named by the Coaches Advisory Committee, and two (2) members selected by each national sports organization for the disabled. One (1) of the two (2) members from each such organization shall be disabled and have competed in Athletics within ten (10) years. At least twenty percent (20%) of the committee shall be disabled.

E. Coaches Advisory Committee:

1. **Duties and responsibilities:** The committee shall:
 - a. **Policy advice:** Serve as a source of reference, opinion, and advice to the officers, National Office, Board, and all national and Association committees with regard to current or contemplated policies of USATF and in all matters relating to coaches; and
 - b. **Coaches representatives:** Appoint, elect or oversee the election or appointment of coaches' representatives, including, without limitation, representatives and delegates of Article 5-C-2 members to USATF committees or subcommittees and delegates to the annual meeting when empowered to do so by these Bylaws and the Operating Regulations; and
2. **Makeup:** The committee shall consist of forty eight (48) members, representing the following numbers of coach delegates: USTCA (8), USWTCA (4), NCAA I TCA (2), NCAA II TCA (2), NCAA III TCA (2), NAIA TCA (2), NHSACA (2), NJCAA TCA (2), NWAACC / CCCCCTCA (2), RRCA (2), club coaches (4) to be selected by the President of USATF, two (2) youth coaches appointed by the Youth Coaches Association and the four (4) elected officers of the CAC to total thirty eight (38), plus ten (10) Active Athlete members selected by the Active Athlete delegates to USATF. The members shall elect their chair at the annual meeting in the post-Summer Olympic year.

F. Law & Legislation:

1. **Duties and responsibilities:** The committee shall:
 - a. **Deliberations:** Consider and present in proper form for action all amendments to the USATF Bylaws and Operating Regulations and may make recommendations thereon;
 - b. **Amendments by members:** Have the authority to propose amendments to the USATF Bylaws and Operating Regulations; and
 - c. **Panels:** have its members serve on protest and election panels as required by the bylaws and regulations;
 - d. **Review:** Review legal and legislative matters as requested by the General Counsel and Counsel to the Board; and
 - e. **Other duties:** perform such other duties as requested by the President or the Board.
2. **Makeup:** The committee shall consist of twenty-two (22) members: six (6) members (including its chair) named by the President, one (1) member named by each of the eight (8) sport committees, the Associations Committee, the Coaches Advisory Committee, and the Officials Committee, and five (5) Active Athlete members selected by the Active Athlete delegates to USATF.

G. Organizational Services Committee:

1. **Duties and responsibilities:** The committee shall:
 - a. **Organizational memberships:** Review organization memberships annually for the purpose of ensuring that all such members maintain the minimum membership standards during the period of their membership in USATF. In extreme circumstances, the Organizational Services Committee may recommend to the Board the suspension of any Article 5 member's rights and privileges;
 - b. **Credentials:** Hear all disputes regarding the seating of delegates in accordance with Article 8-I;
 - c. **Association accreditation:** Accredite Associations in accordance with Article 6 and Regulation 15;
 - d. **Association elections:** Oversee Association elections when requested by the Board or the President, or pursuant to Regulation 15-A-2-j;

- e. **Annual Meeting:** Participate in site selection for the annual meeting of USATF, in conjunction with the National Office, subject to written guidelines approved by the Board and by final approval of the site by the second general session; and
 - f. **Elections:** Oversee all elections and balloting of USATF and its divisions and committees in accordance with Article 9, and provide the results to the USATF Secretary or the division or committee secretary for inclusion in the minutes of USATF's meetings;
2. **Makeup:** The committee shall consist of twenty-six (26) members: eight (8) members (including its chair) named by the President, one (1) member named by each of the eight (8) sport committees, the Associations Committee, and the Officials Committee, two (2) members named by the Coaches Advisory Committee (one to be a youth or high school coach and one to be a college or post-college coach), and six (6) Active Athlete members selected by the active athlete delegates to USATF. The chair may submit the names of additional delegates to President for appointment as elections' supervisors and floor managers for annual meetings as necessary; and
 3. **Accreditation subcommittee:** The chair shall appoint an accreditation subcommittee which shall carry out the Committee's duties with respect to accreditation set forth in Article 6 and Regulation 15. The subcommittee shall consist of five (5) and no more than nine (9) individuals, one of whom shall be the Organizational Services Committee member named by the Associations Committee and at least 20% of whom shall be Active Athletes. Two of the members of this subcommittee shall be appointed by the chair of the Associations Committee.

H. Officials Committee:

1 The National Officials Committee:

- a **Duties and responsibilities:** The committee shall:
 - i. Certify, train, and generally supervise officials of Athletics;
 - ii. Establish and monitor overall requirements for the training and certification of officials;
 - iii. Delegate to Association Officials Committees such duties as this committee directs;
 - iv. Develop and encourage the use of standard uniform attire to be worn when officiating;
 - v. Request, when appropriate, advice and reports from Associations' officials committees concerning the training, certification, and other activities that they are conducting; and
 - vi. Provide each Association, when appropriate or requested, with forms, examinations, clinic programs, and other material or know how to assist the Associations' officials committees in carrying out their duties;
- b **Makeup:** The committee shall consist of:
 - i. The certification chair from each accredited Association
 - ii. In addition to the certification chair, up to five (5) additional members of each accredited Association, one for each one hundred (100) certified officials in the Association, who are current members of USATF, and registered at the annual meeting they are attending;
 - iii. One (1) member named by each of the sport committees;
 - iv. All committee chair and sub-chairs of the National Officials Committee, whether appointed or elected.
 - v. Three (3) at-large members to be elected by the members of the committee;
 - vi. Four (4) at-large members appointed by the President; and
 - vii. That number of Active Athletes equal to at least twenty percent (20%) of the total authorized membership, if such athletes are available, to be selected by the Active Athlete delegates to USATF;
- c **Elections:** The committee shall elect its chair and other officers at the annual meeting in the year in which the Summer Olympic Games occur, except for the offices of Treasurer, Vice Chair Certification, and Vice Chair Awards who shall be elected at the annual meeting occurring at the next even year after the Games. All terms shall be for four (4) years. All officers shall be eligible to serve up to two (2) successive four (4) year terms;

I. Records:

1. **Duties and responsibilities:** The committee shall:
 - a. **Process:** Investigate every performance submitted for record approval, and recommend the approval or rejection of every application to the appropriate sport committee; and
 - b. **Conformity:** Assure, so far as is practicable, the requirements for record approval conform to the requirements of the international sports governing body with respect to application for and approval of world records in such sport; and

2. **Makeup:** The committee shall consist of nineteen (19) members: six (6) members (including its chair) named by the President, one (1) member named by each of the eight (8) sport committees (excluding cross country), one (1) member named by the Coaches Advisory Committee, and four (4) Active Athlete members selected by the Active Athlete delegates to USATF.

J. Rules:

1. **Duties and responsibilities:** The committee shall:
 - a. **Rules enforcement:** Ensure that adequate technical rules and standards for procedures of competition are developed and that the requirements of the appropriate rules are complied with during international and domestic competition; and
 - b. **Rules process:** Perform the following in order to accomplish the above:
 - i. **Deliberations:** Initiate and consider proposed amendments to the Rules of Competition and to present them along with the committee's recommendations to USATF at the annual meeting for approval;
 - ii. **Interpretation:** Interpret the Rules of Competition;
 - iii. **Process:** Receive from all committees or their rules subcommittees proposed rules of competition affecting their activity and present them along with the committee's recommendations to USATF for approval at the annual meeting; and
 - iv. **Rule book:** Cause the Rules of Competition to be published and distributed at least biennially;
2. **Makeup:** The committee shall consist of twenty-two (22) members: five (5) members (including its chair) named by the President, one (1) member named by each of the eight (8) sport committees, one (1) member named each by the Associations and Officials Committees, two (2) members named by the Coaches Advisory Committee, and five (5) Active Athlete members selected by USATF's Active Athlete delegates; and
3. **IAAF Technical Officials Subcommittee:** For National Technical Officials (NTOs), Area Technical Officials (ATOs), International Technical Officials (ITOs), International Race Walk Judges (IRWJs), and Area Race Walk Judges (ARWJs):
 - a. **Duties and responsibilities:** The subcommittee shall:
 - i. **Diversity:** Solicit a diverse group of candidates to be technical officials and international level race walk judges;
 - ii. **Jurisdiction:** Certify NTOs in the United States under the auspices given to USATF by the IAAF and as a result of the National Officials Committee training and testing program, and those of this subcommittee;
 - iii. **Primary responsibility:** Train and generally supervise the NTOs, ATOs, ITOs, and IRWJs in the United States;
 - iv. **Evaluation instruments:** Develop and monitor qualification criteria, procedures, tests, and performance standards in order to make recommendations for candidates for promotion to the next level to the President;
 - v. **Solicitation:** Request, when appropriate, advice and reports on performance and qualifications from Association Official's Committees for such individuals or candidates for such positions, and nominations for candidates for such positions;
 - vi. **Information:** Act as a clearinghouse to insure all such officials are kept informed of changes in IAAF rules or procedures, which impact them or their assignments;
 - vii. **International assignments:** Make recommendations for assignments at the various levels for technical officials or race walk judges when requested or appropriate; and
 - viii. **Domestic assignments:** For domestic competitions, make recommendations for the lead position for this group of officials at a meet.
 - b. **Makeup:** The subcommittee shall consist of a chair named by the President and the following members:
 - i. **Technical officials:**
 - (a) All current ITOs,
 - (b) All current ATOs,
 - (c) All current IRWJs,
 - (d) Three (3) NTOs elected by and from the current NTOs, and
 - (e) Three (3) ARWJs elected by and from the current ARWJs.

- ii. **Sport committees:** One representative from each Sport Committee which has used the NTO position (Rule 115) in at least one of their championships in the last year (as defined by the Competition Rules), and one representative from the Race Walking Committee;
- iii. **Rules Committee:** Two (2) at-large members named by the Rules Committee;
- iv. **IAAF Technical Committee:** Any member of the IAAF Technical Committee from the USA (if any); and
- v. **Athletes:** That number of Active Athletes equal to at least twenty percent (20%) of the total authorized membership, to be selected by USATF's Active Athlete delegates.

ARTICLE 18
DISCIPLINARY AUTHORITY

- A. **Disciplinary authority:** USATF shall have the authority to discipline any member, delegate, athlete, coach, manager, official, trainer, member of any committee, and any other person or entity participating in Athletics who, by neglect or by conduct, (i) acts in a manner detrimental to the purposes of USATF or Athletics, or (ii) has violated any of the Bylaws, Operating Regulations, or Rules of Competition of USATF, or (iii) has violated the rules of eligibility. Any athlete, coach, trainer, manager, administrator, or official who alleges that he or she has been denied an opportunity to participate in Athletic competition shall be entitled to fair notice and opportunity for a hearing conducted pursuant to Regulation 11.
- B. **Association recommendations:** Any Association may recommend to the BOARD that USATF, pursuant to the authority conferred by this Article and the procedures set forth in Regulation 11, discipline a member, delegate, athlete, coach, manager, official, trainer, member of any committee, or any other person or entity participating in Athletics.

NOTE: *Disciplinary and reinstatement procedures: The disciplinary and reinstatement procedures of USATF and its member Associations are set forth in Regulations 11 and 12.*

ARTICLE 19
REDRESS OF GRIEVANCES

A grievance may be any matter within the cognizance of USATF other than doping offenses described in Regulation 10. Grievances shall be filed and administered in accordance with Regulation 11.

**ARTICLE 20
SANCTIONS**

The general sanction provisions of USATF appear in this Article. Additional regulations appear in Regulation 14.

- A. Definition:** *The following definition shall apply to this article and the corresponding Regulation 14. International competition means an athletics competition between one or more athletes representing the United States, individually or as a team, and one or more athletes representing a foreign country (i.e., competitions between national teams).*
- B. International sanctions:** *Pursuant to the authority granted to USATF in the Sports Act, as the national governing body for athletics, USATF shall grant sanctions to:*
- 1. Domestic: Sports organizations or persons wishing to hold an international athletics competition in the United States, or*
 - 2. Abroad: Sports organizations or persons wishing to sponsor American athletes competing in athletics competition outside the United States, or*
 - 3. Closed: Sports organizations that conduct athletics competition restricted to specific classes of amateur athletes (high school, college, Armed Forces) wishing to hold an international athletics competition in the United States, or wishing to sponsor its American athletes in athletics competition outside the United States.*
- C. Domestic sanctions:** *USATF or its Associations shall have authority to grant sanctions to sports organizations or persons otherwise wishing to host Athletic competitions that are not international in nature, in the United States.*
- D. Sanctioning policy:** *Unless USATF or an Association determines by clear and convincing evidence that holding or sponsoring an athletics competition (international or domestic) would be detrimental to the best interests of the sport, USATF or the appropriate Association of USATF shall promptly grant a sanction requested by a sports organization or person(s), provided all the requirements of Regulation 14 have been satisfied. The decision as to whether a proposed competition would be detrimental to the best interests of the sport shall be made in the first instance by either USATF or the president or executive director/CEO of an Association, as appropriate, taking into consideration the requirements of Regulation 14. Approval of sanctions shall not be unreasonably denied. The decision to deny a sanction may be appealed:*
- 1. In the case of a denial by an Association, to USATF, or*
 - 2. In the case of a denial by USATF, to the NABR.*
- E. Sanction requirements:** *Sanctions are issued, withheld, or withdrawn in accordance with the requirements and provisions of Regulation 14.*

ARTICLE 21

OPPORTUNITY TO PARTICIPATE IN CERTAIN INTERNATIONAL ATHLETIC COMPETITIONS

- A. **Opportunity to participate:** USATF, its Associations and sports organizations recognized by USATF may not deny or threaten to deny any eligible athlete, coach, trainer and other medical support staff, manager, administrator, or official the opportunity to participate in the Olympic Games, the Pan American Games, world championship competition, or other such protected competitions as defined in the USOC Constitution from time to time, nor may USATF, its Associations, or sports organization members, subsequent to such competition, censure or otherwise penalize (1) any such person who participates in such competitions, or (2) any organization which the person represents. USATF shall, by all lawful means at its disposal, protect the right of a person representing the United States in any of the aforesaid competitions. Any eligible athlete, coach, trainer, manager, administrator, or official who alleges that he or she has been denied an opportunity to participate in Athletics competition shall be entitled to fair notice and opportunity for a hearing pursuant to Article 19 and Regulation 11.
- B. **Investigations:** Any eligible athlete, coach, trainer, manager, administrator, or official who alleges that he or she has been denied by an Association or sports organization a right established in paragraph A above shall immediately inform the CEO, who shall cause an investigation to be made and steps to be taken to settle the controversy without delay. If the CEO is unable to settle such controversy, he/she shall refer the matter promptly to the CEO of the USOC for action under Article 9 of the USOC Constitution. By maintaining membership in USATF, each recognized Association and sports organization agrees that any such aforesaid controversy may be dealt with in accordance with the foregoing.
- C. **Protection of rights:** Any eligible athlete, coach, trainer, manager, administrator, or official who alleges that he or she has been denied an opportunity to compete in any Athletics competition (whether or not by an Association or sports organization, and other than restricted competition referred to in the proviso in Article 4) shall immediately inform the CEO, who shall consult with the General Counsel of USATF to determine whether the situation appears to be of sufficient seriousness and relevance to the obligations and responsibilities of USATF to warrant action by USATF in support of the claim. In the event that action by USATF appears to be warranted, the matter will be promptly referred to the Board, which will decide the nature and extent of the action to be taken in each case. An expedited hearing shall be conducted when time is of the essence to preserve the individual's right to participate, if the individual prevails.

ARTICLE 22
IAAF AND USOC REPRESENTATION

- A. **IAAF delegates and alternates:** USATF shall be represented in the IAAF Congress by the President, the CEO, and one (1) other delegate who shall be elected quadrennially at the annual meeting of USATF immediately preceding the IAAF Congress held in conjunction with the World Championships held prior to the Summer Olympic Games. Alternates for any of these three members who are unable to attend an IAAF Congress shall be named by the Board, or by the other two (2) delegates when such inability is noted after the last opportunity for the Board to ratify a selection has passed.
- B. **IAAF Council, officers, and committees:** USATF shall also elect candidates to be placed in nomination by USATF for positions on the IAAF Council, including IAAF officers, and for chairs and members of all IAAF committees. Nominations for the committees shall be voted upon only after due consideration is given to the recommendations of the appropriate USATF committees and councils. These nominations shall be made at the annual meeting of USATF immediately preceding the IAAF Congress at which elections for such positions take place. No individual shall be nominated by USATF for more than one (1) position in any IAAF election. The Board shall determine whether any individual nominated for the IAAF Council or an IAAF Committee may run for an officer position on the Council or Committee. If, prior to the IAAF's deadline for making nominations, a candidate elected by USATF ceases to be a candidate, the Board shall elect a substitute candidate for nomination by USATF.
1. **Cross Country Committee:** The Long Distance Running Division shall make a recommendation for the Cross Country Committee;
 2. **Masters Committee:** The Masters Track & Field and Masters Long Distance Running Committees shall each make recommendations for the Masters Committee.
 3. **Race Walking Committee:** The USATF Race Walking Committee shall make recommendations for the Race Walking Committee;
 4. **Technical Committee:** The Rules Committee shall make recommendations for the Technical Committee; and
 5. **Women's Committee:** The Women's Track & Field Committee shall make recommendations for the Women's Committee.
- C. **IAAF expenses:** USATF shall provide a budget for its reasonable share of expenses for attending meetings of its representatives to the IAAF Congress, and of its nominees elected to serve on the IAAF Council and committees.
- D. **Early IAAF nominations:** Where USATF has no member of an IAAF Committee or on the Council, the Board may authorize moving the nominations process up by one (1) full year, to afford the nominee a greater opportunity to build name awareness prior to the next IAAF election
- E. **USOC representation:** USATF shall be represented on the USOC National Governing Bodies Council (NGBC) by the President or the President's designee, and an additional Presidential appointment.
- F. **USOC Athletes Advisory Council:** The Athletes Advisory Committee shall elect one (1) Active Athlete representative and one (1) alternate (of opposite gender from the representative) from this committee to the USOC Athletes Advisory Council. The representative and an alternate shall be elected at each annual meeting following the Summer Olympic Games and shall have represented the United States in international Athletics competition under IAAF or IOC jurisdiction within the preceding ten (10) years. No individual shall serve on the USOC Athletes Advisory Council for more than two (2) full quadrennial periods.
- G. **Expenses of USOC representatives:** USATF shall pay the reasonable expenses for its representatives to attend meetings of the USOC and Athletes Advisory Council.

ARTICLE 23
FISCAL AND LEGAL MATTERS

- A. **Fiscal year:** The fiscal year of USATF is January 1 through December 31.
- B. **Depositories:** The Board shall, from time to time as necessary, designate depositories for funds, property, and assets belonging to or under the control of USATF.
1. **Signatories:** Funds on deposit in banks may be withdrawn only by voucher check upon the signatures of the Treasurer or Secretary and President or CEO. Other assets or property of USATF may be transferred from one depository to another by action of the Board; and
 2. **Imprest accounts:** The Board may establish separate accounts employing the imprest system for the liquidation of obligations requiring prompt payment and for payroll obligations requiring prompt payment, and it may authorize checks to be drawn thereon upon the facsimile of any one (1) officer or employee.
- C. **Bonding:** Corporate fidelity bonds shall be obtained at the expense of USATF in a form and amount approved by the Board, indemnifying USATF against losses resulting from infidelity, defalcation, or misappropriation by officers, employees, or agents of funds, property, or assets owned by or under the control of USATF.
- D. **Indemnification:** USATF shall immediately indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, administrative, or investigative, by reason of the fact that he or she is or was a director, officer, employee, or official representative of USATF against expenses, including attorney's fees, judgments, fines, and amounts actually and reasonably incurred by him or her in connection with such action, suit, or proceeding, if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of USATF, and, with respect to any criminal action or proceedings, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of USATF.
1. **Standards of conduct:** Any indemnification under this article shall be made by USATF only as authorized in the specific case upon a determination that the officer, director, employee, or official representative has met the applicable standard of conduct set forth herein. Such determination shall be made by the Board by a majority vote of a quorum consisting of members of the Board who were not parties to such action, suit, or proceeding. If such a quorum is not obtainable, such determination shall be made either (1) by a majority vote of the full Board pursuant to opinion of independent legal counsel or (2) by the members of USATF at the next meeting;
 2. **Expenses:** Expenses, including attorney's fees, incurred in defending a civil action, suit, or proceeding may be paid by USATF in advance of the final disposition of such action, suit, or proceeding as authorized in the manner provided above upon receipt of an undertaking by or on behalf of the director, officer, employee, or official representative to repay such amount unless it shall be ultimately determined that he or she is entitled to be indemnified by USATF; and
 3. **Applicability:** The indemnification provided by this section shall not be deemed exclusive of any other rights to which the director, officer, employee, or official representative may be entitled under bylaw, agreement, vote of the membership, or disinterested directors or otherwise. The indemnification provided by this section shall continue as to a person who has ceased to be a director, officer, employee, or official representative and shall inure to the benefit of the heirs, executors, and administrators of such a person.
- E. **Liability insurance:** USATF shall secure comprehensive liability insurance coverage, including insurance for athlete/participant injury liability.
- F. **Audit schedule:** The Board, effective at the beginning of each fiscal year, shall select a Certified Public Accountant to audit the books and financial records of USATF for the ensuing year. After completing the audit, the auditor shall submit his or her report to the Board, and as soon thereafter as reasonably possible, a copy of such audit report shall be available for each member of USATF before the next annual meeting.

G. Legal counsel:

1. **Counsel to the Board:** The Counsel to the Board shall be appointed by the President with the approval of the Board. The Counsel to the Board shall be responsible for overseeing the legal affairs of USATF and shall be available to advise and consult with the officers, the CEO, and other agents of USATF, render legal advice and assistance, and perform such other duties as the President or the Board may request. The Counsel to the Board shall have the right to the floor at any meeting of USATF, its Board, and its committees to comment on legal matters. The files, records, and documents created by the Counsel to the Board during the course of duties for USATF shall belong to USATF;
2. **Assistant Counsel to the Board:** The President, in consultation with the Counsel to the Board and with the approval of the Board, may also appoint an Assistant Counsel to the Board who shall have similar duties, responsibilities, and entitlements, but only as the President or the Counsel to the Board may specifically designate;
3. **Expenses:** Except as may be voted by the Board, neither the Counsel to the Board nor the Assistant Counsel to the Board shall receive any fee or other compensation for legal services, but necessary expenses shall be reimbursed; and
4. **Special Legal Counsel:** On those occasions when the nature or scope of a particular matter requires expertise or a commitment of time, or cannot otherwise be adequately dealt with in the ordinary course by the General Counsel, Counsel to the Board, or the Assistant Counsel, and it appears to be in the best interests of USATF, the Board may authorize the President, in consultation with the Counsel to the Board and CEO, to retain Special Legal Counsel. Where prior authorization by the Board is impractical, the President, in consultation with the Counsel to the Board, may in the best interests of USATF retain such Special Legal Counsel. All agreements with Special Legal Counsel as to legal services to be rendered and the fees and compensation to be paid shall be in writing and executed in accordance with this paragraph.

H. Athlete Advocate: An athlete advocate shall be appointed by the chair of the AAC with the approval of the AAC executive committee. The athlete advocate shall advise and counsel the AAC on USATF-related legal matters and shall be available to advise and consult with athlete members of USATF by telephone. The athlete advocate shall not assume the representation of individual athletes in specific matters. The necessary expenses incurred by the athlete advocate in performing his or her duties shall be reimbursed from the USATF budget.

I. Contracts: Contracts not in the ordinary course of affairs of USATF, shall be examined and approved for form by the Counsel to the Board or by the Special Legal Counsel of USATF, prior to execution. The contents of all contracts affecting sport committees shall, during their negotiation phase, be communicated to the appropriate committee(s). Unless otherwise directed by the Board, all written contracts shall be executed on behalf of USATF by (i) the President (or another officer designated by the President) and (ii) the CEO, and, if required, attested to by the Secretary.

J. Arbitration: USATF agrees to submit to binding arbitration conducted in accordance with the commercial rules of the American Arbitration Association, in any controversy involving its recognition as a national governing body, as provided for in Paragraph 395, Subchapter II, Chapter 17, of Title 36 of the United States Code, or in any controversy involving the opportunity of any athlete, coach, trainer, manager, administrator, or official to participate in Athletics competition, as provided for in the constitution and bylaws of the USOC.

K. Conflict of interest: Any individual representing USATF, or who has a financial arrangement with USATF, or who is an employee of USATF or of its Associations, or who is a member of any of its committees or Associations, shall not participate in the evaluation or approval of a contract with a supplier to furnish goods or provide services to USATF, if that individual directly or indirectly benefits financially, or otherwise receives any form of compensation from, or has any interest in, any supplier under consideration. The Board may require that such individuals disclose all financial interests that may influence the performance of their duties for USATF. Each individual referred to in the first sentence of this paragraph shall, upon learning that USATF is proposing to enter into an arrangement in which he or she has financial interest, promptly notify the CEO in writing of the existence of such interest, and the CEO shall, in turn, promptly disclose such interest to those bodies of USATF involved in considering entry into the arrangement. In the event of a violation of this provision, USATF shall have the right to recover such benefit or payment and to void the contract or transaction.

ARTICLE 24
DISSOLUTION

Upon the dissolution of the corporation, the Board shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation in such a manner, or to such organization or organizations, organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine.

ARTICLE 25
SAVING CLAUSE

Failure of literal or complete compliance with provisions of the Bylaws in respect to dates and times of notice, or the sending or receipt of the same, or errors in phraseology of notice of proposals, which in the judgment of the members at meetings held do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of the members at any meeting.

**ARTICLE 26
AMENDMENTS**

- A. General provisions:** Amendments shall be considered by USATF as follows:
1. **Bylaws and Operating Regulations:** Amendments to the Bylaws and Operating Regulations shall be considered at the annual meeting of USATF in every odd-numbered year;
 2. **Rules of Competition:** Amendments to the Rules of Competition shall be considered at the annual meeting of USATF in every even-numbered year;
 3. **Voting for Bylaws approval:** Amendments to the Bylaws shall require for passage a two-thirds vote of those delegates present and voting, provided notice of the proposed amendment has been submitted in writing to the members of USATF at least thirty (30) days prior to the meeting; and
 4. **Voting for Regulations/Rules approval:** Amendments to the Operating Regulations and Rules of Competition shall require a majority vote of delegates present and voting, provided notice of the proposed amendment has been (1) posted on the USATF Website, and (2) a printed copy has been sent to each Association and national organizational member, both at least thirty (30) days prior to the meeting.
- B. Exceptions:** Notwithstanding paragraph A above, amendments may be considered at any meeting of USATF in any of the following circumstances:
1. **Tabled amendments:** To act on a tabled amendment proposal;
 2. **Conformity with the law:** To make the Bylaws, Operating Regulations, or Rules of Competition conform with federal or local law or regulation;
 3. **Conformity with IAAF/IOC/USOC:** To make the Bylaws, Operating Regulations, or Rules of Competition conform with IAAF, IOC, USOC, or WMA rules or requirements;
 4. **Uniformity:** To make the Bylaws, Operating Regulations, and Competition Rules conform with each other;
 5. **Doping controls:** To consider doping control legislation, which may be considered at any annual meeting;
 6. **Restructuring:** To act on recommendations on a Presidential task force on restructuring; and
 7. **Associations:** To act upon a recommendation concerning an Association under review in accordance with Article 5, Article 6, Regulation 1, and/or Regulation 15;
- Such items need not meet the time requirement of subparagraphs A-3 or A4 above and D-1 below.
- C. Emergency circumstances:** In emergency circumstances, USATF or its Board may adopt changes as follows:
1. **Vote of USATF:** Upon a ninety percent (90%) vote at any meeting of USATF; and
 2. **Vote of the Board:** Where immediate relief is deemed necessary, the Bylaws, Operating Regulations, and Competition Rules may be amended upon vote of ninety percent (90%) of those present, and two-thirds of the total membership (with voting rights) of the Board, such amendment to be effective only until the next meeting of USATF.
- D. Submissions:** The following provisions shall govern submissions of amending legislation:
1. **Time of submission:** Amendments shall be submitted at least ninety (90) days prior to the meeting at which they are to be considered, so as to allow proper review and submittal to the members of USATF. This ninety (90) day requirement may be waived at the discretion of the Law & Legislation Chair and if proper notice of the item may still be submitted to the members of USATF as required by Paragraph A above, or in emergency circumstances, upon a ninety percent (90%) vote at any meeting of USATF;
 2. **Submitters:** Amendments may be submitted only by a member of USATF;
 3. **Persons receiving submissions:** Amendments to the Bylaws and Operating Regulations shall be submitted to the chair of the Law & Legislation Committee, and amendments to the Rules of Competition shall be submitted to the chair of the Rules Committee;
 4. **Form of Submission:** The Law & Legislation Chair may request, but not require, that the amendments be submitted in a particular electronic form. The proposed amendment shall be submitted in the form and format set forth in Appendix 10.
 - i. **Action Requested.** Each submission shall contain a section titled "Action Requested."
 - ii. **Proposed Amendment.** Each submission shall include the proposed amendment in such form as to show the entire section, subsection, or paragraph, as the case may be, as it will read if

adopted, with all proposed additional language underlined or shaded, and all proposed deleted language containing a line striking through the deleted language.

- iii. **Rationale.** Each submission shall also contain a section titled "Rationale" in which the submitter shall explain the proposed improvement or identify the problem the proposed amendment would correct, why the problem exists and how the proposed amendment will correct the problem identified. The submitter shall also provide an analysis of whether the proposed amendment will conflict with any other provisions of the Bylaws or Regulations.
- iv. **Constituencies Affected.** Each submission shall also contain a section titled "Constituencies Affected" in which the submitter shall state which constituencies of USATF will be affected by the proposed changes and how they will be affected. Finally, the submitter shall explain how this change advances the mission or operation of USATF.
- v. **Estimated Budget Impact.** Each submission shall also contain a section titled "Estimated Budget Impact". If there is a budgetary impact, it shall be estimated with the submission. The submitter shall consult with the Chief Financial Officer who, in conjunction with the Treasurer and/or the chair of the Budget Committee of the Board, shall assist with developing the estimated budget impact. The National Office shall be provided with the legislative proposals in a timely manner and shall provide the appropriate editor with such information to put in the written notice to the delegates in subparagraph A-4 above; and

5 **Approval of submissions:** All proposed amendments must first be recommended for approval at the time of submission by someone other than the submitter who shall be either a USATF National Officer, the chair of any sport, development, or operating committee, any member of the Law & Legislation Committee (for bylaws and operating Regulations) or Rules Committee (for Rules of Competition), the president of any Association, or any officer or the executive director of a national member organization authorized by Article 5-B. Such approval must be in writing, dated, and placed on the proposal when submitted. These listed approval parties may submit proposed amendments directly without such an approval.

- E. **Effective date:** Unless otherwise specified at the time of adoption, amendments to the Bylaws and Operating Regulations shall be effective immediately, and amendments to the Rules of Competition shall be effective January 1 of the following year.
- F. **Non-substantive corrections:** The Law & Legislation Committee or its designee(s) may edit and make non-substantive corrections, such as grammar and punctuation, in the Governance Handbook before publication.