

**Missouri Valley
USATF**

**BYLAWS
Nov. 2006**

ARTICLE 1

NAME, ORGANIZATION, PURPOSE, TERRITORY, JURISDICTION

- 101.1 Name:** The name of this organization shall be the Missouri Valley Association, USA Track and Field, hereinafter referred to as “this Association,” “this corporation,” or “Missouri Valley Association.”
- 101.2 Organization and Purpose:** The Association is organized as a Missouri General Not-For-Profit corporation, to promote the Sport of Athletics and carry out the purposes of USA Track & Field (USATF) throughout its assigned territory, in accordance with the Bylaws and Operating Regulations established by USATF. The Association will do everything possible to protect and promote the mutual interests of its members.
- 101.3 Territory:** The territory of the Association shall be: the State of Kansas and the State of Missouri from the western boundary line to the east in a line including the counties of Schuyler, Adair, Macon, Randolph, Audrain, Callaway, Cole, Montineau, Morgan, Benton, Hickory, Polk, Green, Christian and Taney,
- 101.4 Jurisdiction:** The Association shall have sole jurisdiction over the Sport of Athletics in its territory, as defined by the United States Track & Field, which is a national governing body for Athletics in the U.S.

ARTICLE 2 DEFINITIONS

As used in these Bylaws and the Operating Regulations:

102.1 Athlete:

- A. **Active athlete** means any individual who is actively engaged in Athletics or who has represented the United States in international competition held under IAAF jurisdiction in Athletics within the preceding ten (10) years; and
- B. **Eligible athlete** means any athlete who meets the eligibility standards established by the USATF for Athletics.

102.2 Athletics means, inclusively, track & field, long distance running, cross country running, road running, race walking, and any other sport discipline recognized by the IAAF.

102.3 Athletics competition means a contest, game, meet, match, tournament, or other athletic event in which eligible athletes compete.

102.4 Club means a local or national organization whose programs involve competitive member athletes, events, and/or education in Athletics.

102.5 Coach means a person who is currently engaging in the training of athletes on an active basis, whether on a paid basis or not, and regardless of the extent to which coaching is a part of the person's vocation, or retired from the vocation of coaching.

102.6 NABR means the National Athletics Boards of Review, as established in the USATF Operating Regulation 11.

102.7 Sanction means the document in which evidences of 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 USATF Article 20 and USATF Operating Regulation 14,

102.8 Sports organization means a non-profit corporation, club, federation, union, association, or other group organized in the United States which sponsors or arranges any Athletics competition.

102.9 This geographic area means: the state of Kansas and the state of Missouri from the western boundary line to the east in a line including the counties of **Schuyler, Adair, Maeon, Randolph, Audrain, Cslaway, Cole, Montineau, Morgan, Boson, Hickory, Polk, Green, Christian and Taney.**

102.10 USATF means USA Track & Field, the national governing body.

ARTICLE 3 PURPOSE AND DUTIES

This non-profit corporation shall act as the governing body (as defined by the Ted Stevens Olympic and Amateur Sports Act of 1988) for Athletics in this geographic area.

103.1 Purposes: This corporation shall have the following purposes:

- A. **Development:** Developing interests and participation in Athletics in this geographic area at all levels;
- B. **Management:** Promoting Athletics and athletes by conducting competition and other events, and by cooperating with and encouraging other organizations which may do so; and
- C. **Marketing:** Generating public awareness, appreciation, and support for Athletics, USATF, and this Association, creating opportunities for athletes and Athletics events, and generating sponsorships to aid this corporation in fulfilling its purpose and duties.

103.2 Duties: This corporation shall have the following duties:

- A. **Responsibility and constituency:** Being responsible to the person and sports organizations active in Athletics;
- B. **Communication with 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 and this Association.
- C. **Sanctioning of events:** Sanctioning competition in Athletics in accordance with the provisions of these Bylaws and Regulations, USATF Bylaws, and USATF Operating Regulations;
- D. **Participation in competition:** Providing for the participation by eligible athletes in competition in Athletics, in accordance with the provisions of these Bylaws and Regulations, USATF Bylaws, and USATF Operations Regulations;
- E. **Support of diversity Athletics:** Providing equitable support and encouragement for participation by all persons in Athletics, regardless of gender, age, race or ethnicity, or disabilities;
- F. **Coordination of Certification and education:** Providing the means for certification of coaches and officials throughout this geographic area in all disciplines and at all levels of athletics;
- G. **Registration and certification of athletes:** Registering eligible athletes as members and certifying such athletes as eligible for competition; and
- H. **Administration of athletics:** Performing all duties necessary for the administration of athletics in the geographic area and to achieve this corporation's purpose.

ARTICLE 4

AUTHORITY OF THIS ASSOCIATION

This Corporation shall be the governing body for Athletics in this geographic area, and shall exercise the following powers:

- 104.1 Representation:** Representing this geographic area in USATF.
- 104.2 Establishment of Association goals:** Establishing Association goals and encouraging the attainment of those goals in Athletics.
- 104.3 Coordination of Athletics:** Serving as the coordinating body for activity in Athletics in this geographic area.
- 104.4 Jurisdiction:** Shall have jurisdiction over Athletics competition in this geographic area, including Association Championships, with the exception that any sports organization which conducts closed 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.
- 104.5 Autonomy:** This Association shall be autonomous in its governance of Athletics in this geographic area, in that it shall independently determine and control all matters central to such governance in accordance with the USATF Bylaws and Operations Regulations and by these Bylaws and Regulations, it shall not delegate such determination and control, and it shall be free from outside restraint except in recognition of its role as a part of USATF. This provision shall not be construed as preventing this Association from contracting with third parties for administrative assistance and support in connection with its purposes and authority.

ARTICLE 5

CONSTITUENCY OF THIS ASSOCIATION

105.1 Qualification and Application.

- A. Application:** Members join the association by filing a proper application, meeting the Association requirements for membership and being approved by the Chairman of the Membership Committee. An application for membership is in a form prescribed by the association and in accordance with the USATF Bylaws and Operating Regulations.
- B. Acceptance** binds the applicant to abide by the Bylaws, Operating Regulations and policies of the Association and of the USA Track & Field.
- C. Disapproval** of a membership application by the Chairman of the Membership Committee may be appealed using the prescribed Grievance Procedures (Article 10).
- D. Suspension and Expulsion:** Any individual or group recognized by this Association which violates any of the provisions of these Bylaws or Regulations, USATF Bylaws or Operations, any operating policy approved by the USATF Board of Directors, or any operating policy approved by this Association may be suspended, after due notice and an opportunity to be heard by the body designated to conduct such hearings, until the next meeting of this Association, to which meeting action of suspension shall be reported by the Secretary. At such meeting the suspension may be rescinded by a majority vote of the members or such individual or group may be expelled by two-thirds vote.

105.2 Classes. Membership in the Association consist of two classes.

- A. Individuals:** Any person who meets the criteria for individual membership as determined by USATF shall be eligible for membership. This includes athletes, officials, coaches, administrators, and any other sets of individuals named by USATF.
- B. Groups:** Any organizations that meet the criteria for group membership as determined by USATF shall be eligible for membership. This includes clubs, organizations administrating competitions, and any other groups designated by USATF. Member groups must designate in writing who the voting members of the group are to be, and make any changes to this in a timely manner before such individuals are recognized to vote.

ARTICLE 6 VOTING

The following guidelines shall apply to all elections for officers and sports committee and other chairs in this Association:

106.1 Voting Members: All members who are over the age of eighteen are automatically entitled to participate in voting at meetings of this Association. No individual may cast more than one vote on any motion or in any election. All voters must be current members of this Association of USATF at the time that they are voting.

106.2 Voting: The following applies to motions and resolutions, and uncontested elections:

- A. **Motions and resolution:** 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
- B. **Uncontested elections:** When only one (1) candidate or site is nominated a voice or hand vote shall be permitted.

106.3 Election notice:

- A. **Distribution:** Notice must be distributed by newsletter, local Association web site, and / or the National Office's web site;
- B. **Web site use:** If a web site is to be used to inform members of the elections, then members must be informed where to find information on the web site through a mailing or newsletter;
- C. **Prior arrival:** The initial meeting notice must be sent by means under which it will arrive at least thirty (30) days prior to the beginning of the elections process; and
- F. **Changes:** Any notice of a meeting change or a change in the election process must be at least fourteen (14) day prior to the meeting.

106.4 Nominating process:

- A. **Membership & age criteria:** A candidate must be a member of the Association who is at least 18 years of age (at the start of the term of office); and Board member must be minimum age of twenty five (25) years of age.
- B. **Nominations and Seconds:** A candidate needs one (1) nominator and one (1) second who are both members of the Association, The nominee must be present at the time of nomination.

106.5 Voter criteria:

- A. **One person-one ballot:** One (1) person shall cast only one (1) ballot, regardless of how many positions within the Association the person occupies;
- B. **Proxies:** There shall be no proxy voting;
- C. **Minimum Age:** Voter must be a minimum of age eighteen (18) on the day of the election or, in the case of a mail ballot, on the day the ballots are due;
- D. **Voting membership deadline:** Except for renewal from the previous year, individuals must be members in the month which ends more than two full months preceding the election (e.g., if the election is held at any time in September, the membership must be processed by June 31);
- E. **Appointees:** An appointed committee chair or Board member shall not vote in elections in that capacity but may otherwise qualify for a vote;
- F. **Organizations:** Organizations shall have a minimum of one (1) vote, any club with more than 100 USATF members may have one additional vote for every one hundred (100) USATF members.
- G. **Organization voter:** If an organization has more than one (1) vote, each ballot must be cast by a different representative; and

- H. **Membership of all voters:** Organizations and any person representing an organization in Association voting matters must be members of USATF,
- I. **Athlete caucuses:** In an athlete caucus, youth (18-year old), open (non-international ages 19-39), international (“ten-year” rule regardless of age), and masters (40-and-above) athletes must each be represented if member athlete are present and available. In such a case, the number of votes granted to a division above shall be as equal as possible, regardless of the number of athletes present from a division.
- J. **Uncontested:** Uncontested elections may be voted by acclamation;
- K. **Ballot type:** A secret ballot must be used for contested elections.
- L. **Disputes:** Credentials disputes must be resolved before the election process is started with Nominations and/or the report of the nominating committee.
- M. **Employees:** Employees who are not members of the Missouri Valley Association will not be allowed to vote in any election process. If an employee of the Association is a member of USATF, they will be allowed a single vote in each election process.

106.6 Counting of ballots:

- A. **Panel:** A panel of at least three (3) individuals, at least one (1) whom must be an athlete when possible, shall count the ballots and sign the tally. All panel members shall be of voting age. The panel shall not include any individual who is a candidate for a contested office;

106.7 National delegates:

- A. **Delegates to USATF National Convention:** The Association Board of Directors will have the right to vote/appoint not more than eight (8) delegates to represent the Association at the annual USATF National Convention in accordance with USATF rules and regulations. Delegates must be a current active member of the Association, in good standing and have made positive contributions to the Association.
- B. **Plurality:** When delegates are elected, a plurality vote may be accepted for election.

106.8 Majority requirement:

- A. **Officers:** The president and secretary of the Association must be elected by a majority of the ballots cast. If a run-off election is necessary, the notification requirement shall be the same.

106.9 Election protest:

- A. **Operating Regulation 11:** Except as indicated below, USATF Operating Regulation 11 shall apply to election grievances. Protest may only be made after the election process is concluded;
- B. **Panel composition:** An NABR panel from a different USATF region shall be appointed to conduct the hearing. MI hearings shall be by conference call.
- C. **Invalidation:** The NABR panel shall invalidate on election if it is found that one or more infractions occurred and likely changed the outcome of an election; and
- D. **Further action:** The NABR panel may recommend or require changes for fixture elections in the Association.

ARTICLE 7 MEETINGS

- 107.1 Annual meeting:** The Annual Meeting of this Association shall be held on the first Saturday of October at 1:30PM held at the Association's Office, and announced by requisite notice of such meeting.
- 107.2 Regular Meetings:** This Association shall hold (quarterly) meetings of the Board at such time and place the Association president shall determine with in put from the membership.
- 107.3 Special Meetings:** Special meetings of this Association shall be held upon the call by the president or upon the written request of one third (1/3) of the membership of the Executive Committee or one tenth (1/10) of the membership of the Association for the purpose of addressing the grievances or problems they perceive.
- 107.4 Meeting Procedures:** The following shall govern the conduct of all meetings of this Association:
- A. Notification of Meetings:**
 - 1. **Distribution:** Notice of the meeting must be distributed by newsletter, local Association web site, and/or the National Office's website;
 - 2. **Web site use:** If a web site is to be used to inform members of the meeting, then members must be informed where to find information on the web site through a mailing or newsletter;
 - 3. **Prior arrival:** The initial meeting notice must be sent by means under which it will arrive at least thirty (30) days prior to the beginning of the election process; and
 - 4. **Changes:** Any notice of a meeting change must be at least fourteen (14) days prior to the meeting;
 - B. Publication of agenda:** The proposed agenda shall be included along with the meeting notice. Agendas should also be available at the time of the meeting; additional items added to the agenda shall not include any item where action of the committee
 - C. Open conduct of business:** All meetings of this Association shall be open to all individual members of the Association except as otherwise any member may be give input of make a brief (5 minutes) statement;
 - D. Record of a meeting:** The Association and all its committees shall have a recording secretary. Within (30) days of the meeting, draft minutes should be posted on the Internet. All written reports or a summary of such reports shall be distributed with the draft minutes.
- 107.5 Quorum:** At this Association's annual meeting, a quorum shall consist of the appointed representatives of at least ten percent (10%) of the member clubs. At all meetings of the Executive Committee, a quorum shall consist of fifteen percent (15%) of the members.
- 107.6 Agenda:** Prior to each meeting of this Association, the Secretary shall consult with the President and any Association staff member son the agenda. The Secretary shall prepare an agenda to be presented to the members at the start of the meeting as one of the first orders of business. Such agenda items shall include, but not necessarily be limited to:
- A. **Attendance:** Consideration of the eligibility of members through acceptance of the registrar's report or roll call;
 - B. **Credentials:** Consideration of credentials and challenges;
 - C. **Minutes:** Acceptance of the minutes of the previous meeting;
 - D. **Financial Report:** Treasure's report and approval of the budget
 - E. **Reports:** Reports from the President and those officers and committee chairs which have business to come before the delegates;

- F. Introductions:** Group introduction of other officers and committee chairs (without reports);
- G. Amendments:** Action on proposed amendments
- H. Elections:** Nominations (without speeches except for officer positions) and elections as scheduled, including special elections;
- I. Awards:** Appropriate awards presentations; and
- J. Other business:** New or old business as scheduled,

107.7 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 Association parliamentarian. The President shall designate a qualified parliamentarian for all the meetings of this Association. Only the chair by a majority vote can vote to relax the order.

ARTICLE 8 OFFICERS AND THEIR DUTIES

108.1 Positions: The officers of this Association shall be: a President, a Vice President, a Secretary, a Treasurer, and a Membership Chair. No individual may be an officer of this Association who is also an officer of another sport governing body at the local or national level.

108.2 Duties: The officers shall perform the following duties as well as any other duties prescribed by these Bylaws, the USATF Bylaws or Operating Regulations, or the Board of this Association.

A. President: The President shall:

1. **Preside** at all meetings of USATF and its Board;
2. Be an **ex officio non-voting member** of all committees
3. Subject to the direction of the Board of this Association, shall manage and **supervise** the affairs of this Association; and
4. **Select committee chairs** and other such members that he or she is entitled to appoint as well as other appointments authorized by these Bylaws 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;

B. 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;

C. Secretary: The Secretary shall keep or cause to be kept all records of this Association, and all minutes of meetings of this Association and its Board and, in general shall perform all duties normally pertaining to the office of secretary;

D. Treasurer: The Treasurer shall keep or cause to be kept a correct and complete record of account, showing accurately at all times the financial condition of this Association and, in general, shall perform all duties normally pertaining to the office of treasurer; and

E. Membership Chair: The Membership Chair shall collect or cause to be collected all memberships for individuals and groups within the Association, and provide liaison to the USATF National Office in all matters of membership, including reporting and disbursement of benefits.

108.3 Election: All officers are to be elected for 4 years at the annual meeting of the Association. 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.

108.4 Limitation on terms: No person shall serve in an officer position for more than two (2) terms without a period away from that position.

108.5 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 limitations in paragraph (109.3) above, at which time a special election shall be held for the unexpired portion of the term.

108.6 Removal from office: Any officer of this Association may be removed for good cause by a two-thirds (2/3) vote of those members of the Association present and voting at an annual meeting or special meeting called for this purpose, and provided the requisite notice for such meeting (see ARTICLE 8) shall properly set forth the removal vote on its agenda.

ARTICLE 9 BOARD OF DIRECTORS

109.1 Composition: The Board of Directors shall be composed as follows:

A. **Voting members:** The voting members of the Board shall be as follows:

- The **officers** of this Association (5 persons)
- The **chair** of the Officials Committee (1 person)
- A **coach** elected by and from the (Coaching Advisory Committee) (1 person)
- The **chairs** of the following sports committees: (Men's T&F, Women's T&F, Youth, Masters, Race Walk, LDR, Cross Country, Disabled Athletes, Coaches Education, Communications, and Athlete Advisory (11 persons)
- At least that number of **eligible athletes** that shall constitute twenty percent (20%) of the Board, all of whom must be of voting age and at least one of whom must have participated in international competition for the USA within the last ten (10) years, where available.

B. **Chair and Secretary:** The President of the Association shall serve as chair and the Secretary as Secretary; and

109.2 General provisions:

A. **Fiduciary responsibility:** The Board shall manage and supervise the affairs of the Association and perform those duties specified in these Bylaws; and

B. **Meetings of the Board:** The Board may conduct its affairs either at a meeting or by a conference call. It shall hold bimonthly 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 five (5) 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. At least seven (7) 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.

109.3 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.

109.4 Terms: The terms for Board members which are not otherwise set by their terms of office shall be the four (4) years of the Olympiad.

109.5 Board committees: The Board may have committees including, but not limited to, budget, audits, compensation, insurance, and grants. Each Board committee will have no more than five (5) members, at least one (1) of whom must be a Board member. The President shall appoint the members with the approval of the Board.

109.6 Expulsion: Failure to participate in two (2) consecutive meetings may begin procedures with notification whereby after two (2) more absentees will result in a vote of expulsion by two-thirds (2/3) vote of the Board members attending

ARTICLE 10 COMMITTEES

The following committees of this Association are established with such duties, responsibilities, and makeup as outlined here and in ARTICLES reserved for each type of committee:

MEN TRACK & FIELD
WOMEN TRACK & FIELD
RACE WALK
YOUTH
MASTERS
LDR
CROSS COUNTRY
DISABLED ATHLETES
ATHLETE ADVISORY
COACHES ADVISORY
COACHES EDUCATION
COMMUNICATIONS / MEDIA P.R.
OFFICIALS
SPORTS MEDICINE
SPORTS PSYCHOLOGY
LATINO REPRESENTATIVE
LAWS & LEGISLATION / RULES

110.1 General provisions: The following provisions apply to all of this Association's committees:

- A. **Age and Terms 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. Minimum age shall be 18.
- B. **Committee makeup:** The makeup of each non-sport committee shall be stated in the description for the committee. Sport committees shall be constituted as follows:
 - 1. **Association group members:** One (1) member to be named by each Association club or organization active in the discipline of the committee;
 - 2. **Sports organization members:** One (1) member who is a resident of the Association to be named from each sports organization listed in USATF Exhibit B that conducts substantial programs or competitions in the sports discipline of the particular committee;
 - 3. **Athletics for the Disabled members:** One (1) member to represent the collective disabled athletes in the area;
 - 4. **Officials Committee member:** One (1) member to be named by and from the Association Officials Committee;
 - 5. **At-large members:** Three (3) at-large members to be selected by the members of the committee;
 - 6. **Elected officers and their positions:** Any person elected by the committee to serve in at-large officer position, such number not to exceed four (4) additional members.
 - 7. **Active athlete members:** The number of active athlete members shall be selected by those registered attendees at the meetings of this Association who are active athletes engaged in the particular sport discipline of the Committee. For Youth Athletics, AAC shall appoint four (4) active athletes;
- C. **Committee membership and notification:** No election, selection, or appointment to a committee shall be effective until the Association secretary or committee chair is formally notified by the organization or other party entitled to make same. Vacancies in a committee shall be filled by the committee, individual, organization, or group entitled to appoint the vacant committee membership position. The Athletes Advisory Committee chair may appoint an active athlete from the applicable discipline to fill an athlete

vacancy and/or serve as a voting alternate on any committee;

1. **Elections:** The provisions of Article 9-F (USATF Bylaws) shall apply to the election process of committees. The committees shall be free to adopt other portions of Article 9, rules not in conflict with those in Article 9-F;
 2. **Alternates:** The individual or group electing or selecting members of any committee or sub-committee (other than committee members elected by this Association or its Board) may designate an alternate. Appointment of alternates shall be reported to the Association secretary or committee chair in a timely manner;
 3. **Membership:** All elected and appointed members of all committees shall be members of this Association;
 4. **Termination:** Organizations or groups which appoint committee members per this section may terminate such appointments for good cause upon written notice to such appointees;
 5. **Same organization:** No more than two (2) at-large members of administration or developmental committees appointed by the President (other than the chair) may come from the same organization; and
 6. **Listings:** Under every committee member's name in the USATF Directory shall be listed (a) their Association or (2) the governing organization they represent;
- D. **Committee meetings:** Each committee shall hold at least an annual meeting, which may be in conjunction with the annual meeting of the Association. Committees shall hold special meetings as may be called by the chair, at his or her own initiative, or that of twenty percent (20%) of the membership of the committee, upon twenty (20) days' written notice. In the latter case and in the absence of the willingness of the chair to call a meeting, the notice of a special meeting shall be distributed to all committee members at the direction of the Association secretary upon verification that the requirement of twenty percent (20%) has been met. The notice of a special meeting shall be mailed to the last known address of each committee member;
- E. **Quorum:** A quorum for any committee meeting shall consist of twenty-five percent (25%) of its members;
- F. **Athlete representation:** Except for the Youth Athletics Committee and its subcommittees, all Association committees, subcommittees, or other appointed or elected bodies of this Association shall consist of at least twenty percent (20%) active athletes. At least twenty-five percent (25%) of the active athletes shall have competed for the United States in international competition within the last ten (10) years, if such athletes are available; and
- G. **Committee responsibility:** Any committee project or grant which requires applicants to file a written request form must also require a certification that the Association President and sport chair (if appropriate) have been notified of the application. Any USATF national committee awarding funding for projects or events to be held in the Association must notify the Association President in writing of the date and scope of the activity to be held in the Association.

110.2 Committee chairs: The chair of each applicable committee shall be elected in accordance with this Association's voting procedures (see ARTICLE 8) for a four year term. Unless otherwise specified the chairs of all other committees shall be appointed by the Association President and shall serve for the same term as the President's term. Non-sport committees which elect their chairs may also elect an executive committee to act on behalf of the committee between committee meetings.

- A. **Duties of chair:** Chairs of all committees shall
1. **Preside** at all meetings of the committee
 2. **Ensure** that all duties and responsibilities of the committee are properly and promptly carried out;
 3. **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;
 4. **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; Keep the President and Executive Director informed on all committee actions and recommendations; and

- 5. **Cause to be kept and promptly forwarded** to all committee members and the Executive Director copies of the minutes of all meetings of the committee;
- B. **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 Board; and
- C. **Removal of elected chairs:** Chairs may be removed for good cause by a two-thirds (2/3) 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 twenty (20) days prior to the meeting.

110.3 Sport committees general provisions: Each sport committee shall:

- A. **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 membership. If such executive committee is established by either the Men’s or Women’s T&F committees, at least one-third (1/3) of its membership shall consist of individuals whose vocation includes the administration or coaching of school/college community track & field;
- B. **Open meetings:** 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;
- C. **Miscellaneous:** Promote and develop activities related to its sport; and
- D. **Operating procedures:** Have a set of written operating procedures on file with the Association Secretary. These procedures shall not conflict with the provisions of the USATF Bylaws and Operating Regulations or these Bylaws. Any modification of the committees operating procedures shall be promptly reported to the Secretary. Members of the Association may request a copy from the Secretary and copies shall be available at the Annual Meeting.
- E. **Task forces:** The President may appoint task forces. No such entity shall continue beyond The term of the President without specific reappointment. The authorized temporary groups will be reported in the minutes of the next meeting

110.4 Sports Committees:

- A. **Duties and responsibilities:** In addition to the provisions of Article 13, each Committee shall:
 - 1. **Championships:** Have jurisdiction over the Association championships in the particular discipline it controls, and shall institute, locate or award, conduct and manage all such championships in accordance with the provisions of Regulation 3;
 - 2. **Calendar:** Coordinate the local and domestic competition calendar in its discipline; and
 - 3. **Records:** Approve records for the events within its discipline;
- B. **Committee definitions:** The disciplines and age categories under the control of each sport committee of each sport committee in this division are as follows,
 - 1. **Men’s Track & Field:** Indoor and outdoor track & field activity for junior and senior men, not including track races greater than 10,000m;
 - 2. **Women’s Track & Field:** Indoor and outdoor track & field activity for junior and senior women, not including track races greater than 10,000m;
 - 3. **Race Walking:** All race walking activity for junior and senior men and women;
 - 4. **Long Distance Running:** Off-track running at all distances, track running at distances over 10,000m, and cross county running for junior and senior men and women and masters;
 - 5. **Youth Athletics:** All youth activity not conducted as junior competition for youth boys and girls, including track & field, road running, cross county running, and race

- walking; and
- 6. **Masters Track & Field:** All track, field, and race walking activity for masters men and women, except track running races greater than 10,000m
- C. **Makeup:** Each sport committee shall be constituted as stated in ARTICLE 13-B-2.
- D. **Athlete Advisory:** Serve as a source of reference, opinion, and advice to the officers, Board, and all committees with regard to current or contemplated policies of USATF and/or the Association and in all matters relating to athletes and athlete's rights;
 - 1. **Athlete representatives:** Appoint, elect, or oversee the election or appointment of athletes' representatives to committees or subcommittees when empowered to do so by these Bylaws;
 - 2. **Participation in governance:** Encourage and foster the representation and active participation of athletes at the meetings of the Association, its Board and its committees
 - 3. **Meetings:** Conduct meetings of the active athlete members and other athlete attendees at the Annual meetings of this Association;
 - 4. **Performance:** Assist athletes in achieving maximum performance in athletics competition;
 - 5. **Rights of athletes:** Educate athletes about their rights and responsibilities in athletics competition;
 - 6. **Athlete advice:** Advise all athletes on all matters pertaining to the general structure and operation of athletics;
 - 7. **Transition of athletes:** Assist with the transition of athletes in post-competitive years; and
 - 8. **Operating ruin:** Adopt operating rules to assist the committee in carrying out its duties and responsibilities;
 - 9. **Makeup:** The committee shall consist of active athletes in each of the following categories where available:
 - Sprints;
 - Hurdles;
 - Multi-events;
 - Distances of 800m through 1500m;
 - Distances of over 1500m to 10,000m;
 - Road Racing and Cross Country
 - Throws;
 - Race Walking; and
 - At-large (active or inactive) athletes

110.5 Coaches Advisory: Shall serve as a source of reference, opinion, and advice to the officers, Board, and all committees with regard to current or contemplated policies of this Association and in all matters relating to coaches; and

- A. Coaches representatives: Appoint coaches' representatives to committees or subcommittees when empowered to do so by these Bylaws; and
- B. Makeup: The committee shall consist of a minimum of one (1) coach from each Organization active in the Association (as appropriate), and three (3) club coaches to be selected by the President, plus three (3) active athlete members selected by the Athletes Advisory Committee chair. The members shall elect their chair at the annual meeting in Even numbered years.

110.6 Coaching Education: The committee shall foster the growth of coaches' education in the local area, using such resources as the national committee can provide. It shall participate in the staging of any coaching

education school held in the geographic area of the Association. 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. The committee shall:

- A. **Scope:** Investigate, stimulate, plan, and promulgate programs on a broad basis to provide for the overall development of training, competitive facilities, equipment and skills, coaching methods, and athletic skills;
- B. **Effect:** Perform the above activities in order to develop the maximum number of athletes from the novice to world-class levels;
- C. **Makeup:** Members who, unless hereinafter specified to the contrary, shall be appointed by the chairs of the Olympic sport committees with the approval of the President. 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 non-voting members necessary to carry out the responsibilities of the committee.

110.7 Law & Legislation and Rules: The committee shall consider and present in proper form for action all amendments to the USATF Bylaws and Operating Regulations and may make recommendation thereon

- A. Custodial service: Be the custodian of the local Association Bylaws;
- B. Interpretation: Interpret the Rules of Competition;
- C. Amendments by members: Have the authority to propose amendments to the USATF Bylaws Operating Regulations, and Rules of Competition on behalf of the Association with the signature of the President of the Association; and
- D. Makeup: The committee shall consist of at least three (3) and no more than seven (7) members of the Association, at least twenty percent (20%) of which must be active athletes, as named by the President.

110.8 Sports Medicine and Sports Science: Shall study the correlation between health and sports and make such recommendations as deemed advisable for the conduct of the sport of athletics. They shall conduct Sports Medicine and Sport Science seminars. They shall:

- A. Collect and make arrangements for storing reports from contributing medical personnel regarding the health care and solutions to health care problems related to athletics;
- B. Encourage sports medicine and sports science seminars to be held throughout the Association. And act as an advisory body to those interested in conducting sports medicine Seminars;
- C. Prepare a list of medical personnel who are willing to assist the program in any way;
- D. Assist and advise standing sports committees in areas of physiology testing, biomechanical Analysis, psychological preparation for competition and nutrition;
- E. Inventory and evaluate sports medical facilities throughout the Association;
- F. Provide references for the technical knowledge, understandings, and applications of sport related sciences toward improved development in athletics;
- G. Makeup: The committee shall consist of chairman and two at-large delegates appointed by the President, and one delegate from each duly active standing sport committee,

110.9 Officials: Duties and Responsibilities shall be:

- A. The certifying, training, and general supervision of officials;
- B. The monitoring of the overall requirements for the training and certification of officials;
- C. The encouragement and development of standard uniform attire to be worn when officiating

In carrying out its overall responsibility, the committee shall provide forms, examinations, clinic programs, and other material and know-how. The chairman of the committee shall select a person or committee who shall be responsible to train, certify, and generally supervise officials under such rules and procedures consistent with the directives of the National Committee. The committee may establish (by examination, field experience, clinics, and such other procedures that they may choose) their overall program administration, including the direct responsibility to certify the officiating category of "Association Official" to working officials within the Association.

It shall further be the duty of the committee to:

- A. Designate precertified officials;
- B. Certify Association officials
- C. Recommend to the National Committee candidates for National and Master Official certification;
- D. Makeup: The committee shall have the composition as recited in ARTICLE 15.

110.10 Athletics for Disabled, The committee shall serve as liaison between this Association and (i) the Disabled in Sports Committee of the USOC and (ii) Those sports organizations for athletes with disabilities which conduct regular programs;

- A. **Competitions:** Coordinate, through the appropriate sport committee, the competition of athletes with disabilities in events under the jurisdiction of this Association, and promote participation by athletes with disabilities in Association — sanctioned events;
- B. **Development:** Develop programs to improve athletic performance among athletes with disabilities; and
- C. **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
- D. **Makeup:** the committee shall consist of a chair and two (2) members selected by each sports organization for the disabled. One of the two members from each such organization shall be disabled and have competed within ten (10) years. At least twenty percent (20%) of the committee shall be disabled.

ARTICLE 11 REDRESS OF GRIEVANCES

111.1 Redress of Grievances: A grievance may be any matter within the cognizance of this Association other than doping offenses described in USATF Operating Regulation 10. A Grievance Complaint shall state that (i) conduct detrimental to the best interests of Athletics or USATF has taken place, or (ii) a violation of any of the Bylaws or Operating Regulations of USATF has occurred, or (iii) the rules of eligibility as defined by the IAAP have been broken.

Grievance Complaints may be filed only by individuals who were, at the time that the conduct complained of occurred, members, directors, or officers of USATF, Except as provided in USATF Regulation 114-3, Grievance Complaints must be filed within two (2) years from the time the complaining party knew or should have known of the act giving rise to the Complaint.

- A. **Grievance Complaints:** Grievance Complaints shall (i) be filed with the Association office and the Secretary, (ii) be signed under oath, (iii) allege with particularity the nature of the grievance and where appropriate, the USATF or IAAF rule which has been violated or broken, and (iv) ask that USATF take such action as may be appropriate and in accordance with the rules. Factual allegations shall be separately stated in concise language with one such allegation set forth in each numbered paragraph of the Grievance Complaint. The failure of a Complaint to comply with the preceding sentence shall not be grounds for its dismissal, provided that the Complaint clearly makes specific allegations that if proven, would justify one of the conclusions set forth in paragraph above (111.1). The Association shall forward a copy of each Grievance Complaint to The President.
- B. **Informal resolution of grievance:** Upon receipt of a Grievance Complaint, the President or his/her designee shall use every effort to resolve the grievance through informal means, and, in the case of grievances pertaining to a specific athlete or a specific sport discipline, the Executive Director shall also confer with The chair of the sport committee for the discipline Involved. As part of the informal resolution process, all respondents named in the Grievance Complaint shall be served with a copy.
- C. **Formal resolution of grievance:** If the informal resolution of the Grievance Complaint is unsatisfactory to any party, such party may invoke the provisions of USATF Regulation 11 and request that the grievance be resolved by a formal grievance proceeding before a National Athletics Board of Review.

NOTE: Procedures and appeals: The procedures applicable to formal grievance proceedings and appeals are set forth in USATF Regulation II -

Adopted August 19, 2001

ARTICLE 12 DISCIPLINARY AUTHORITY

112.1 Disciplinary Authority: This Association 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 of the Association, or (iii) has violated the rules of eligibility.

ARTICLE 13 REVENUE

113.1 Club Membership: Every active member club shall pay annually to the Membership Chair a membership fee which shall be established by the Association.

113.2 Individual Membership: Each individual member shall pay to the Membership Chair an annual membership fee, in accordance with a fee schedule established by the Association.

113.3 Sanction Fees: The Membership Chair shall collect (in advance) a fee for the granting of a sanction, for the conduct of a competition, exhibition or demonstration. The amount of the fee shall be established by the Association, and shall include the national sanction fee. In addition to the sanction fee, the Association may establish a service charge consistent with the nature of the event and which may be a flat amount a percentage of receipts, or a combination of both. This service charge shall be retained by the Association.

ARTICLE 14 SANCTIONS

- 114.1** The definition of “international competition” shall apply to this article and the corresponding USATF Operating Regulations 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).
- 114.2 Domestic Sanctions:** USATF or its Associations shall have authority to grant sanctions to sports organizations or persons otherwise wishing to hold athletic competitions in athletics that are not international in nature, within the United States.
- 114.3 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 interest of the sport, USATF, or the appropriate Association of USATF shall promptly grant a sanction requested by a sport organization or person(s), provided all the requirements of USATF Operating Regulation 14 have been satisfied. The decision as to whether a proposed competition would be detrimental to the best interest of the sport shall be made in the first instance by either USATF or an Association, as appropriate. Approval of sanctions shall not be unreasonably denied. The decision to deny a sanction may be appealed;
- In the case of a denial by an Association, to USATF, or
In the case of a denial by USATE, to the NABR

ARTICLE 15 REPORTS

- 115.1 Minutes:** The Secretary must, within ten days after each meeting of the Association or its Executive Committee mail to the National Office of USATF a copy of the minutes of such meeting.
- 115.2 Notices.:** The Secretary must forward to the National Office of USATF copies of all official notices issued from his office, at the time of such issue, including all those sent to the members of the Association and Executive Committee.
- 115.3 Annual Report:** The Secretary shall also forward a copy of the audit of the accounts of the Association within thirty (30) days after the end of the calendar year. The audit of accounts is to be signed by a certified public accountant or at least three members of the Finance Committee.

ARTICLE 16 MISCELLANEOUS

- 116.1 Exemption:** The members, directors, officers of this Association shall not be personally liable for any debt of this Association, and the private property of the members, directors, officers of this Association shall be forever exempt from its Association debts,
- 116.2 Conflict of interest:** Any individual representing this Association, or who has a financial relationship with this Association, or is a member of any of its committees shall not participate in the evaluation or approval of a contract with a supplier to furnish goods or any party to provide services to this Association or any of its committees, if that individual directly or indirectly benefits, financially or otherwise, receives any form of compensation from, or has any interest in any supplier or party under consideration, Each individual referred to in the first sentence of this Article shall, upon learning that this Association or any of its member committees is proposing to enter into an arrangement in which he or she has a financial interest as aforesaid, promptly notify the President or Secretary in writing of the existence of such interest, and the President or Secretary in turn shall disclose such interest to those Association bodies involved in considering entry into the arrangement. In the event of a violation of this provision, this Association shall have the right to recover such benefit or payment and to void the contract or transaction.
- 116.3 Saving Clause:** Failure of literal or complete compliance with provisions of the Bylaws in respect to dates and times of notice, or the sending of receipts of the same, or errors of phraseology of notice of proposals, which in the judgment of the members at meeting held do not cause substantial injury to the rights of members, shall not invalidate the action or proceeding of the members at the meeting,
- 116.4 Dissolution:** Upon the dissolution of this Association, the Board shall, after paying or making provisions for the payment of all of the liabilities of the Association, dispose of all the assets of the Association exclusively for the purpose of the Association in such a manner, or to such organizations, organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as exempt organization(s) under Section 501(c)(3)

ARTICLE 17 AMENDMENTS

117.1 General provisions: Amendments shall be considered by this Association as follows:

- A. Voting for Bylaws approval: Amendments to the Bylaws shall require for passage a two-thirds (2/3) of Those members present and voting at the meeting, provided notice of the proposed amendment has been submitted in writing to the members of the Association at least thirty (30) days prior to the meeting; and
- B. Voting for other regulations approval: Amendments to the other regulations shall require a majority vote of members present and voting, provided notice of the proposed amendment has been submitted in writing to the members of the Association at least thirty (30) days prior to the meeting.

117.2 Exceptions: Notwithstanding Article 117.1 above, amendments may be considered at any meeting of the Association in any of the following circumstances

- A. Tabled amendments: Tabled amendments may be acted upon at any subsequent meeting without redistribution of the proposal;
- B. Conformity with the law: To make the Bylaws or other regulations conform with federal or local law or regulation;
- C. Conformity with USATF: To make the Bylaws or other regulations conform with USATF requirements; and
- D. Uniformity: To make the Bylaws and other regulations conform with each other; Such items need not meet the time requirement of 117.1 above and 117.4 below.

117.3 Emergency circumstances: In emergency circumstances, this Association or its Board may adopt changes as follows:

- A. Vote of the membership: Upon a ninety percent (90%) vote at any meeting of this Association; and
- B. Vote of the Board: Where immediate relief is deemed necessary, the Bylaws and other regulations maybe amended upon vote of ninety percent (90%) of the total membership of the entire Board, such amendment to be effective only until the next meeting of the Association.

117.4 Submissions: The following provisions shall govern submissions of amending legislation:

- A. Time of submission: Amendments shall be submitted at least sixty (60) days prior to the meeting at which they are to be considered, so as to allow proper review and submittal to the members of the Association. This sixty (60) day requirement may be waived, in emergency circumstances, upon a ninety percent (90 %) vote at any meeting of this Association;
- B. Submitters: Amendments may be submitted only by a member of this Association;
- C. Persons receiving submissions: Amendments to the Bylaws aml-otherr-egulations-shall be submitted to the chair of the Law & Legislation/Rules Committee;
- D. Form of submission: The proposed amendments shall be 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 in double parentheses. Each submission shall be accompanied by a brief statement of the rationale for the submission, If there is a budgetary impact, it shall be estimated with the submission or, lacking such estimation, shall be provided by the Treasure and/or the chair of the Budget Subcommittee of the Board; and
- E. 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 another member of the Association,

117.5 Effective date: Unless otherwise specified at the time of adoption, amendments to the Bylaws and other regulations shall be effective immediately.