

# Ozark Association USA Track & Field BYLAWS

## ARTICLE 1 NAME, ORGANIZATION, PURPOSE, TERRITORY, JURISDICTION

**101.1 Name.** The name of this organization shall be the Ozark Association, USA Track & Field (the 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.

**101.3 Territory.** The territory of the Association shall be: the state of Missouri east of and including the counties of Scotland, Knox, Shelby, Monroe, Pike, Montgomery, Osage, Miller, Camden, Dallas, Webster, Douglas and Ozark; the counties of Calhoun, Greene, Jersey, Madison, St. Clair and Monroe in Illinois.

**101.4 Jurisdiction.** The Association shall have sole jurisdiction over the Sport of Athletics in its territory, as prescribed by USATF.

## ARTICLE 2 MEMBERSHIP

### 102.1 Qualification and Application.

- (a) 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.
- (b) Acceptance binds the applicant to abide by the Bylaws, Operating Regulations and policies of the Association and of 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 11).

### 102.2 Classes.

Membership in the Association consists of two classes:

- (a) **Individual.** Open on a yearly basis to individuals residing within the Association and active or interested in the sport of Athletics. Individuals residing in other Associations may join by mutual agreement between the Associations involved. Individuals may become members in one or more of the following categories:
  - (1) **Athlete:** Those athletes who register with the Association, are deemed amateurs, and are thereby eligible for competition.
  - (2) **Coach:** Individuals who coach any active athlete member of the Association, or are certified by USATF Coaching Education at Level 1 or higher.
  - (3) **Competition Official:** Certified officials and other individuals serving as competition officials at USATF-sanctioned events.
  - (4) **Administrator:** Individuals who serve as club administrators, Association officers, or directors of USATF-sanctioned events.
  - (5) **Parent:** Parents or guardians of USATF member athletes.
  - (6) **Contributing:** Individuals supporting the Sport of Athletics who wish to make a financial contribution to the Association and/or National organization. The contribution is in addition to the membership fee.

- (b) **Group.** Group membership is open to any bona fide amateur sports club organized within the territory of the Association which regularly sponsors or arranges programs or competitions in the Sport of Athletics.

102.3 Representation.

(a) Group members.

(1) At the time of its annual registration, each member club appoints one member in good standing with the club, to serve as the club's representative to the Association. The appointment of such representative shall be in writing, duly certified by the chief executive officer or secretary of the club. The representative serves until the end of the current calendar year or until a successor is appointed. The representative must be a current member of USATF.

(2) The member club may withdraw, by written notice to the Secretary of the Association, its representative and substitute another representative. Such notice must be certified by the chief executive officer or secretary of the club.

(b) Individual members. Individuals who are current members and at least eighteen (18) years of age are automatically voting members of the Association.

**ARTICLE 3  
OFFICERS AND DIRECTORS**

103.1 Titles. The officers are President, Vice President, Secretary and Treasurer. In addition, there shall be three (3) Directors.

103.2 Eligibility. Eligibility to hold office is limited to current individual members and current club representatives of this Association. Officers and Directors must be at least eighteen (18) years of age on the date of taking office.

103.3 Terms of Office. Each officer and director serves for a term of four (4) years or until his successor is chosen. Each officer and director takes office immediately upon election except the Treasurer, who takes office on January 1 following election.

103.4 Duties. The duties of the officers are as set forth herein and such others as may be designated by the Association and the Executive Committee from time to time.

(a) President. The President orders meetings where and when deemed necessary, presides at all meetings, appoints committees as required and performs such other duties as normally pertain to the office of President.

(b) Vice President. The Vice President shall carry out assignments of the President and have the power to act in his absence.

(c) Secretary. The Secretary keeps the records of the Association and the Executive Committee, conducts all official correspondence, issues notices of all meetings of the Association, and performs such other duties as pertain to the office of Secretary.

(d) Treasurer. The Treasurer:

(1) Receives all the monies of the Association and pays all bills of the Association approved by the Finance Committee or by the Executive Committee.

(2) Whenever required by the Finance Committee or Executive Committee turns over to the Committee all monies, accounts, books, papers, vouchers and records, including bank and check books, pertaining to his office, and turns over the same to his successor when elected.

103.5 Resignation-Removal.

(a) Resignation of Officer or Director. An officer or director may resign at any time by delivering notice to the Executive Committee. The Executive Committee may fill the vacancy so created. A resignation is effective when the notice is delivered unless the notice specifies a future effective date. If the resignation is made effective at a future date and the Executive Committee accepts the future effect date, the Executive Committee may fill the pending vacancy before the effective date if provision is made that the successor does not take office until the effective date.

(b) Removal of Officer. The Executive Committee may remove any officer at any time with or without cause by a vote of two-thirds (2/3) of the Executive Committee then in office.

(c) Removal of Director

- (1) The membership of the Association may, without cause, remove one or more directors elected by them.
- (2) A director elected by the membership of the Association may be removed only at a meeting called for the purpose of removing the director and the meeting notice must state that the purpose, or one of the purposes, of the meeting is removal of the director. A majority vote of the members present at the meeting is required for removal.
- (3) A director elected by the Executive Committee to fill the vacancy of a director elected by the membership of the Association may be removed without cause by the membership, but not the Executive Committee.

**ARTICLE 4  
EXECUTIVE COMMITTEE**

104.1 Makeup. The Executive Committee shall consist of the elected officers and directors of this Association, and the chairs of the Adult Sports Council, Race Walking Committee, Officials Committee, and Youth Athletics Committee (or their designees).

104.2 Duties. The Executive Committee shall serve as the corporation board of directors, and shall conduct the day-to-day business of the Association during the interval between the meetings of the full Association. The Executive Committee shall exercise the same authority as the full Association, except that it cannot amend the Bylaws.

**ARTICLE 5  
ELECTION OF OFFICERS AND DIRECTORS**

105.1 Elections. Election of officers and directors shall be held at the annual meeting on even-numbered years.

105.2 Election notice:

- (a) Distribution: Notice must be distributed by mail, 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
- (d) Changes: Any notice of a meeting change or a change in the election process must be at least fourteen (14) days prior to the meeting;

105.3 : Nominating committee:

- (a) Appointment: Prior to July 1 of each even-numbered year, the President shall appoint a Nominating Committee consisting of at least three members of the Association. The Nominating Committee shall select at least one nominee for each elective office. Such nominations, in writing, shall be sent to the Secretary not later than July 15.
- (b) In-person meeting nominations: Nominations must be allowed from the floor at an in-person election meeting;
- (c) 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
- (d) Nominations and seconds: A candidate needs one (1) nominator and one (1) seconder who are both members;

105.4 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: Voters 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 renewals from the previous year, individuals must be members in the month which ends more than one full month preceding the election (e.g., if the election is held at any time in September, the membership must be processed by July 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, with the Association having the option of awarding additional votes based on the size of organizations;
- (g) Organization voters: If an organization has more than one (1) vote, each ballot must be cast by a different representative; and
- (h) Membership: Organizations and any person representing an organization in Association voting matters must be members of USATF;

105.5 Procedure. During the meeting at which the election is to be conducted, the President shall read the notices as issued by the Secretary and then proceed to conduct the election. Open Meeting Balloting will be used to conduct the election. Nominations from the floor, if any, shall be accepted at this time.

- (a) Nominations from the floor require a nominator and a seconder, both of whom must be members of the Association. Individuals nominated from the floor must be present at the election, or the nominator must present a written statement from the nominee agreeing to serve if elected.
- (b) To vote in an election, a member must be at least eighteen(18) years of age on the day of the election, and have been a member of the Association at least thirty (30) days prior to the first of the month in which the election is held.
- (c) Credential disputes must be resolved before the election process is started with nominations and/or the report of the nominating committee;
- (d) A secret ballot must be used for contested elections.
- (e) Separate voting shall be conducted for each office except where there is only one nominee for the office, in which case the President shall request a vote by acclamation. A majority of votes cast shall be required to elect. If no nominee receives a majority of votes cast, a run-off shall be held. In run-off elections, candidates equal to twice the remaining positions shall be on the ballot. In elections conducted at meetings, a plurality may not be accepted in the first round except for the election of national delegates; and where there are four or more nominees for Director, the three nominees receiving the largest number of votes shall be elected.
- (f) In the event of an election protest, normal grievance procedures shall apply. Protests may only be made after the election process is concluded.
- (g) Vacancies which occur between elections will be filled by the Executive Committee.

105.6 Counting of ballots:

- (a) Panel: A panel of at least three (3) individuals, at least one (1) of whom must be an athlete, 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;
- (b) Consultation: The panel may consult as necessary with the chair, secretary, and/or parliamentarian (so long as they are not candidates for contested offices) on procedural matters;

105.7 Committee chairs:

- (a) Age and terms: All committee chairs, whether elected or appointed, must be at least 18 years of age and members of the Association. Chairs shall be elected or appointed for specific terms which are determined prior to the voting for the position;
- (b) Election: When requested by two (2) or more member organizations of the Association, sport committee chairs shall be elected. When a sport chair is elected, the election shall take place at a meeting which is held separately from the general elections, either by time or location, and at a minimum, shall be advertised to all member organizations in the Association active in the discipline;
- (c) Format: A convention format may be used for the Association's annual meeting, at which all elections for sport committee chairs may be held; and

(d) Division elections: Joint election meetings may be held by committees in the divisions defined by USATF at the national level: high performance (men's track & field, women's track & field, and race walking), long distance running (men's, women's, masters, and cross country), and general competition (masters track & field, youth, and Associations);

105.7 National Delegates:

- (a) Local option: National delegates may be elected or appointed, according to local bylaws; and
- (b) Plurality: When delegates are elected, a plurality vote may be accepted for election;

105.8 Election Protests

- (a) USATF Regulation 11: Except as indicated below, USATF Regulation 11 shall apply to election grievances. Protests 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. All hearings shall be by conference call. The panelists shall be selected as follows:

ASSOCIATION LOCATION.....	PANEL LOCATION
East.....	South
South.....	North
North.....	West
West.....	East

- (c) Invalidation: The NABR panel shall invalidate an 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 future elections in the Association.

105.9 Employees and elections: Current employees (working within the past ninety days) shall not participate in any part of the elections process (nominations or campaigning), but may, at the discretion of the Association, be permitted to vote if they are members and otherwise eligible.

**ARTICLE 6  
MEETINGS**

106.1 Annual and Regular. The annual meeting of the Association shall be held after August 15 and before September 30 of each year on call by the President. The Association or the Executive Committee shall meet at least semiannually at such times as it may designate.

106.2 Special. The Association and the Executive Committee shall meet specially upon the call of 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.

106.3 Notices.

- (a) Time. Not less than thirty (30) days notice is given by the Secretary for any meeting of the Association or the Executive Committee.
- (b) Information. The notice of a meeting shall contain the time, date and site. For special meeting, the purpose of the meeting also shall be specified.
- (c) Addresses. The notice shall be sent to the address last given to the Secretary by each member of the Association or the Executive Committee. Notice of Association meetings shall be sent to each adult member of the Association over the age of eighteen (18) years.

106.4 Voting. Each member of the Association over the age of eighteen (18) years present at the meeting shall have one vote. Absentee and proxy votes are prohibited.

106.5 Quorum. At all meetings of the Association, a quorum shall consist of those voting members present. At all meetings of the Executive Committee, a quorum shall consist of fifty (50) percent of the members.

106.6 Rules of Order. At all meetings, the current Roberts Rules of Order are the procedural rules.

## **ARTICLE 7 COMMITTEES**

107.1 Appointment. The President of the Association shall appoint the chairman and the members of each administrative committee from the membership of the Association, except as provided in Section 107.2(c) and (d) below.

107.2 Administrative. The following administrative committees shall be appointed:

- (a) Finance, whose duties are to audit and examine the accounts of the Treasurer, and make its report to the Executive Committee when requested. The Committee will also at other times, when requested by the Association, make an examination of the accounts of the Treasurer, and report thereon at the annual meeting, and may in such case require the Treasurer to turn over to it all monies, accounts, books, papers, vouchers and records pertaining to his office.
- (b) Membership, which shall receive, examine, and decide upon all applications for membership; grant, withhold or withdraw sanctions for athletic events; collect sanction fees and/or service charges (in advance) from applicants; and pay over all monies received for membership, sanction and service fees to the Treasurer.
- (c) Officials. The Officials Committee shall consist of the members of the Association currently registered as Com-petition Officials as provided in Article 2. This committee may organize separately, adopt bylaws consistent with these bylaws, and elect its own officers.
- (d) Coaches. The Coaches Committee shall consist of those members of the Association currently registered as Coaches as provided in Article 2. This committee may organize separately, adopt bylaws consistent with these by-laws, and elect its own officers.

107.3 Sport Committees. Sport Committees shall consist of an elected Chairman and such other members of the Association who wish to serve on the committee. In the absence of a duly elected Chairman, the President shall appoint a Chairman. The following Sport Committees shall be formed:

- (a) Men's Track and Field.
- (b) Women's Track and Field.
- (c) Men's Long Distance Running.
- (d) Women's Long Distance Running.
- (e) Men's and Women's Race Walking
- (f) Masters' Track and Field.
- (g) Masters' Long Distance Running.
- (h) Youth Athletics.

107.4 Adult Sports Council.

- (a) Composition. The Adult Sports council shall consist of the chairs of the following Sports Committees: Men's Track & Field, Women's Track & Field, Men's Long Distance Running, Women's Long Distance Running, Masters' Track & Field, Masters' Long Distance Running.
- (b) Purpose. The purpose of the Council is to coordinate the activities of the Sports Committees represented by its members.
- (c) Chair. The Chair is elected by the members of the Council from the Adult membership of the Association.

107.5 Elections. Election of the Chairman of each Sport Committee and the Adult Sports Council shall be held at the time of the annual meeting, or not later than September 30 next thereafter. Results of such election shall be reported to the Association Secretary immediately following the election. Committees may elect such other officers as deemed necessary.

107.6 Term of Office. Unless otherwise provided, the term for Committee Chairmen shall be four(4) years.

107.7 Special Committees. The President may appoint special committees of this Association, with such composition, responsibilities and authority as deemed necessary.

107.8 General Provisions. Except for the Youth Athletics Committee and its subcommittees, membership of all Association Sport Committees shall consist of at least twenty (20) percent of athletes active in that discipline of the Sport, if available.

107.9 Removal of Committee Chair. An elected committee chair may be removed for good cause by a two-thirds (2/3) vote of those delegates of USATF present and voting at an annual meeting or special meeting called this purpose and provided the requisite notice for such meeting (see Article 6) shall properly set forth the removal vote on its agenda. A committee chair appointed by the President or Executive Committee may be removed by the Executive Committee at any time with or without cause by a vote of two-thirds (2/3) of the Executive Committee then in office.

## **ARTICLE 8 REVENUE**

108.1 Club Membership. Every active member club shall pay annually to the Membership Chairman, a membership fee which shall be established by the Association.

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

108.3 Sanction Fees.

(a) The Membership Chairman shall collect (in advance) a fee for the granting of a sanction for the conduct of a competition, exhibition or demonstration. The amount of this fee shall be established by the Association, and shall include the national sanction fee.

(b) 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 9 REPORTS**

109.1 Minutes. The Secretary must, within ten days after each meeting of the Association or its Executive Committee, mail to the National Office of USA Track & Field a copy of the minutes of such meeting.

109.2 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.

109.3 Annual Reports. The Secretary shall also forward a copy of the audit of the accounts of the Association within 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 (3) members of the Finance Committee.

## **ARTICLE 10 REDRESS OF GRIEVANCES**

110.1 Redress of Grievances. A grievance may be any matter within the cognizance of Ozark Association USA Track & Field as described in Regulation 11. A grievance shall be filed and Administered in accordance with Regulation 11.

## **ARTICLE 11 MISCELLANEOUS**

111.1 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 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.

111.2 Invalidation. Invalidation of any part of these bylaws due to conflict with the Bylaws and Operating Regulations of USA Track & Field or the laws of the United States or the State of Missouri, shall not affect the validity of the remaining bylaws.

111.3 Inurement. No part of the net earnings of this Association shall inure to the benefit of, or be distributable to, its members, directors, officers or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered. This section shall not be construed to prohibit part or full payment of registration fees and travel expenses for members representing the Association at national competition, workshops, conventions and other similar events.

111.4 Dissolution. Upon the dissolution of the Association, the Board of Directors (Executive Committee) shall, after paying or making provisions for payment of all liabilities, dispose of all remaining assets exclusively for the purposes of the Association in such manner, or to such organization or organizations organized exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an 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 of Directors shall determine.

## **ARTICLE 12 AMENDMENTS**

112.1 Adoption. Any amendment to these bylaws, if in conformity with the Bylaws and Operating Regulations of USA Track & Field, may be adopted by a two-thirds (2/3) vote of the members present at any meeting of the Association, pro-vided written notice of the proposed amendment and date of such meeting shall have been given the members at least fifteen (15) days prior thereto.

Adopted by Ozark Association USATF at the 2008 Annual Meeting, February 20, 2008

Edwin Rowold, Jr., President

James C. Duncan, Secretary

No subsequent amendments