

## **ASSOCIATIONS COMMITTEE OF USA TRACK & FIELD**

### **OPERATING PROCEDURES**

#### **I. THE ASSOCIATIONS COMMITTEE**

The Associations Committee is an Administrative Committee of USA Track & Field established by Article 13 of the Bylaws of USA Track & Field. The Committee shall act pursuant to the authority granted by the Bylaws and Operating Regulations of USATF. Any conflict between the Association Committee Operating procedures and USATF Bylaws will be resolved in favor of the latter.

#### **A. COMMITTEE DUTIES**

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

- 1. Communication:** Provide a forum for communication among the Associations of USATF;
- 2. Program Development:** Improve and develop the organization and administration of programs and activities of the Associations of USATF;
- 3. Promotion:** Publicize and promote the programs, activities and operation of USATF at the Association level;
- 4. Association operations:** Collect and provide samples of model Association Bylaws, policies, and operations manuals.
- 5. Regional Championships:** Have jurisdiction over regional championships in those disciplines in which the applicable sport committees do not appoint regional championships.
- 6. Clearinghouse:** Assemble and disseminate information to Associations on registration and membership, events, schedules, services to athletes, and Association statistics;
- 7. Elections:** Stage voter information debates, candidate forums, and candidate question and answer sessions prior to contested elections for all USATF-wide elections;
- 8. Association standards:** Assist Associations found to be deficient in requirements for accreditation in implementing approved plans for improvement;
- 9. Championships:** Have a championships subcommittee to coordinate regional and Association championships; and,
- 10. 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 and media practices and policies which might be applicable to their particular needs and situations.
- 11. Dispute Resolution:** Association Committee Chair shall appoint a Dispute Coordinator to work with VC of Regional Reps and Regional Reps in general to aid in dispute resolution within any association. Mindful of timelines outlined in USATF Regulation 21.
- 12. Board of Directors Member Selection:** In conjunction with the Master's T & F Committee, the General Competition Division will select names for submission to the Nominating and Governance Panel for their representative to the USATF Board of

Directors.

- 13. Nominating and Governance Panel Member:** In accordance with Article 11Ed of the USATF Operating Procedures, the General Competition Division (Associations and Masters) and the Officials Committee will submit names to serve on the Nominating and Governance Panel at the time indicated in Article 11.

## **B. COMMITTEE MAKEUP**

The makeup of the Committee shall be as set forth in the USATF Bylaws. The Committee shall be constituted as follows:

- 1. Association members:** One (1) member to be named by each accredited Association;
- 2. Sport committees:** One (1) member named by each sport committee;
- 3. At-Large members:** Four (4) at-large members appointed by the President;
- 4. 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
- 5. 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 registered Active Athlete attendees at the meetings of USATF. The committee shall elect its chair at the annual meeting in even-numbered years; and

- C. 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.

## **II. VOTING**

- A.** All Associations must comply with USATF Bylaws in order to be eligible to vote at any meeting of the Associations Committee.
- B.** Each Association is entitled to select a voting delegate to Associations Committee meetings who must also meet all eligibility rules for voting as established by the Associations Committee and by USATF Bylaws. Alternates selected for representation of their Associations shall also follow Association Committee and USATF requirements.

## **III. MEETINGS**

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

## **IV. OFFICERS**

- A.** The elected officers of the Committee shall be: Chair, two Vice-Chairs, Secretary, and Treasurer. The Vice-Chairs shall be elected without regard to specific duties and the President shall assign the elected Vice-Chairs to particular duties.
- B.** The term of office for each elected officer shall be four years and shall commence at the

conclusion of the annual meeting in each year of the Summer Olympic Games.

- C.** Any elected officer of the Committee may be removed as provided in Regulation 11 B 3 of the Bylaws of USATF.

## **V. ELECTIONS**

The officers of the Committee shall be elected in conformity with Regulation 9 of the USATF Bylaws.

## **VI. SUBCOMMITTEES**

The subcommittees of the Associations Committee shall include:

- A.** Association Championship Events (consists of current region reps)
- B.** Awards
- C.** Communications
- D.** Education of Youth Coaches
- E.** Law and Legislation
- F.** Membership
- G.** Workshops
- H.** Dispute Resolution
- I.** Accreditation, and  
Any other subcommittees that the Executive Committee deems necessary to fulfill the duties and responsibilities of the Committee.

## **VII. EXECUTIVE COMMITTEE**

- A.** The Executive Committee of the Associations Committee shall consist of the current officers, one member from each geographic region described in Exhibit B-1 of the USATF Bylaws, the immediate past chair, the subcommittee chairs, and the requisite number of active athletes, to be chosen by the Athlete's Advisory Committee. All Executive Committee members shall have a right to vote in all Association Committee sessions whether or not they are the direct representative from their Association.
- B.** Between meetings of the Committee the duties of the Committee shall be discharged by the Executive Committee.
- C.** The Executive Committee shall:
  - 1.** Discharge the duties of the Committee between the annual meetings.
  - 2.** Be responsible for developing the Strategic Plan for the Associations and reporting the plan to the Committee on an annual basis.
  - 3.** Be responsible for developing and submitting an annual budget for the Committee.
  - 4.** Perform such other functions as may be authorized by the Committee.
- D.** Regional representatives and athlete members of the Executive Committee may designate substitutes to attend and vote at meetings of the Executive Committee if the regional representatives and athlete members are unable to attend Executive Committee meetings.
- E.** The Chair shall appoint the regional representatives for 4 year terms, consistent with

the election of the Chair at the regularly scheduled election pursuant to Article 7 of these Operating Regulations. The Chair shall review the performance of the regional representatives, annually, and will solicit input from the Associations within the regions as part of the review process. The regional representatives may be removed for cause and new appointees will serve the remainder of the 4 year term. Regional representatives may be reappointed without limitation. Regional representatives will not automatically be replaced in the event of a change in the Chair at a time other than at the election of the chair scheduled in conformance with these Operating Procedures.

## **VIII. OFFICER'S DUTIES**

**A.** The duties of the Chair of the Committee shall be as follows:

1. Preside at all meetings of the Committee;
2. Ensure that all duties and responsibilities of the Committee are properly and promptly carried out;
3. Appoint subcommittees, with the approval of the members of Committee, as may be necessary to fulfill the duties and responsibilities of the Committee. Subcommittees shall be appointed only from the membership of the Committee;
4. Communicate with Committee members to keep them fully informed of events concerning the Committee and decisions made to carry out the Committee's responsibilities;
5. Inform the President and Chief Executive Officer of USATF of all Committee actions and recommendations;
6. Cause minutes of all meetings of the Committee to be kept and copies promptly forwarded to all Committee members and the national office.
7. Prepare and deliver a report to the Committee on the State of the Associations at the annual meeting.

**B.** The Duties of the Vice-Chairs shall be as follows:

1. Oversee the activity of the various subcommittees as assigned by the Chair.
2. Perform other such duties as are assigned to them by the chair.
3. Perform the duties of the Chair in the absence of the Chair or at the direction of the Chair.

**C.** The Secretary shall keep records of the Committee and all minutes of meetings of the Committee and Executive Committee, and the Treasurer shall keep a record of account showing the financial condition of the Committee.

**D.** In the event of the resignation or other disability of the chair, one of the Vice Chairs shall be elected by the Executive Committee to perform the duties of the chair. In the event that the Executive Committee elects a chair pursuant to this procedure, the Executive Committee's

elected chair shall serve as the chair until the next annual meeting, at which time the full committee shall elect a chair to serve until the next regularly scheduled election for the chair.

## **IX. AMENDMENTS TO OPERATING PROCEDURES**

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

- Revised, December 2002
  1. Committee Duties changed from 2A – F to 1A1 – 10
  2. Committee Makeup changed from a single paragraph 3 to 1Ba – e
  3. Added Club Council 1C
  4. Renumber of Voting from 4A & B to 2A & B
  5. Renumber of Meetings from 5 to 3
  6. Renumber of Officers from 6A – C to 4A – C
  7. Renumber of Elections from 7 to 5
  8. Renumber and Change of Subcommittees from 8 1 – 13 to 6 a – k by removing Sanctions/Memberships, Association Programs, Association Services and adding Education of Youth Coaches.
  9. Renumber of Executive Committee from 9A – D to 7A – D
  10. Renumber Officers Duties from 10A – D to 8A – D
  11. Renumber of amendments to Operating Procedures from 11 to 9
- Revised, December 2003 (removal of term limitations for officers of the committee – Removed from #4)
- Revised, December 2008 (changed term of officers from 2 years to 4 years – #4B)
- Revised, December 2009
- Revised December 2010 (selection of Regional Representatives)
- Revised December 2013
  - Added Dispute Resolution subcommittee
  - V – Elections: Change Article 9 to Reg 9
  - IV - Officers, change Article 13C3 to Reg 11B3
- Revised December 2016
  - Added Grievance Subcommittee