ARTICLE 1
NAME

The name of this corporation shall be USATF-IOWA, INC; hereinafter referred to as "Association," "this corporation," or "USATF-Iowa."

ARTICLE 2
DEFINITIONS

As used in these Bylaws and the Operating Regulations:

A Athlete:

1. **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 or who has placed in the top half of specifically designated national open championship events within the preceding twenty-four (24) months. The Athletes Advisory Committee shall designate qualifying competitions; and
2. **Eligible athlete** means any athlete who is actively engaged in Athletics or who is an International Athlete.

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

C Athletics competition means a contest, game, meet, match, tournament, or other Athletics event in which Athletes compete.

D Board (when capitalized) means the Association's Board of Directors.

E Club means an organization of athletes and others who participate in USATF programs as a team. There shall be various types of USATF clubs, based on the types of programs and purposes they serve. Clubs may have more than one purpose.

F Coach means an individual who is currently a USATF-certified coach, or who was within the preceding ten (10) years actively engaged in training athletes, coaching school/college community Athletics, coaching club athletes, or coaching International Athletes.

G IAAF means the International Association of Athletics Federations.

H International Athletics Competition means any Athletics competition involving athletes representing two (2) or more countries.

I IOC means the International Olympic Committee.

J Past chair or past officer means the person (other than the current holder of the position) who served immediately prior to the present holder.

K Sanction means the document which evidences the authority granted by USATF and this Association to conduct a competition, and which also evidences that the recipient has complied with the requirements of Article 16 of these Bylaws and USATF Operating Regulation 23.

L Sports Act means the Olympic and Amateur Sports Act (see exhibits section of this handbook), as amended.

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

N USOC means the United States Olympic Committee.

O USATF means USA Track and Field

ARTICLE 3
PURPOSES AND DUTIES

This non-profit corporation shall act as the governing body for Athletics in this geographic area defined by USATF Bylaws.

A Purposes: This corporation shall have the following purposes:

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

B Duties: This corporation shall have the following duties:

1. **Responsibility to constituency:** Being responsible to persons and sports organizations active in Athletics;
2. **Coordination of scheduling:** Minimizing, by coordinating with other sports organizations, conflicts in schedules for Athletics practices and competitions;
3. **Communication with athletes:** Keeping Athletes informed of policy matters and reasonably reflecting the views of Athletes in policy decisions;
4. **Sanctioning of events:** Sanctioning Athletics competition under these Bylaws and the Operating Regulations;

5 **Participation in competition:** Providing for participation by Athletes, coaches, trainers, managers, administrators, and officials in Athletics competition, under the provisions of these Bylaws and the Operating Regulations, and provide for protections guaranteed by the Sports Act, and as described elsewhere in these Bylaws;

6 **Support of women in Athletics:** Providing equitable support and encouragement for participation by women in Athletics;

7 **Support of the disabled in Athletics:** Encouraging and supporting sports programs in Athletics for disabled individuals;

8 **Coordination of technical information:** Coordinating and providing technical information on physical training, equipment design, coaching, and performance analysis in Athletics;

9 **Research:** Encouraging and supporting research, development, and dissemination of information in the areas of sports medicine and sports safety in Athletics;

10 **Coordination of certification and education:** Providing the means to certify coaches and officials throughout this geographic area in all disciplines and at all levels of Athletics;

11 **Registration and certification of athletes:** Registering athletes as members and certifying athletes as eligible for competition; and

12 **Maintaining athlete eligibility requirements:** Establishing eligibility criteria for participating or competing in Association events in Athletics; and

13 **Administration of Athletics:** Performing all other duties necessary for administering Athletics in this geographic area and for achieving this corporation's purposes.

ARTICLE 4
AUTHORITY

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

A **Representation**: Representing this geographic area in USATF.

B **Establishment of Association goals:** Establishing Association goals and encouraging the attainment of those goals in Athletics.

C **Coordination of Athletics:** Serving as the coordinating body for activity in Athletics in this geographic area.

D **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.

E **Autonomy:** This Association shall be autonomous in governing Athletics in this geographic area. It shall independently determine and control all matters central to governing; shall not delegate its decisions or control; and shall be free from outside restraint. This provision shall not prevent this Association from contracting with third parties for administrative assistance and support in connection with its purposes and authority.

ARTICLE 5
CONSTITUENCY

A **Individuals:** Any person who meets the criteria for individual membership as determined by USATF shall be eligible for membership. This includes Athletes, Elite Athletes, disabled athletes, coaches, officials, trainers, managers, administrators, or any other individual.

B **Clubs/organizations:** Any club or organization that meets the criteria for group membership as determined by USATF shall be eligible for membership. This includes clubs, organizations administering 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 must make any changes to this in a timely manner before such individuals are recognized to vote.

C **Applications:** Application for membership shall be in accordance with the USATF and Association Bylaws and Operating Regulations.

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 Operating Regulations, 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 a two-thirds vote.

ARTICLE 6
VOTING MEMBERS

All members in good standing who are over the age of eighteen (18) are entitled to participate in voting at the Annual Meeting of the 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,

ARTICLE 7
MEETINGS

A **Annual meeting:** The annual meeting of this Association shall be held between October 1st and December 15th, at such date, time, and place as may be fixed by the USATF Iowa board, and announced by requisite notice of such meeting.

B **Regular meetings:** The Board and Chairs of this Association shall hold a minimum of semi annual meetings at such time and place as the Association president shall determine with input from the board.

C **Special meetings:** Special meetings of this Association shall be held upon call by the board of the Association.

D **Meeting procedures:** The following shall govern the conduct of all meetings of this Association;

1 **Notification of meetings:**

a **Distribution:** Notice of the meeting must be distributed by mail, newsletter, local Association web site, social media, 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 meeting, then members must be informed where to find information on the web site through a mailing (or emailing) 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 must be disseminated at least fourteen (14) days prior to the meeting; (NOTE: a change of location within the same community may be made at any time prior to the meeting. Notice must be posted at the original location regarding new location and time. Time shall be adjusted to allow for travel.)

2 **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

3 **Open conduct of business:** All meetings of this Association shall be open to all individual members of the Association except as otherwise provided. There shall be a specified time period in the meeting where any member may give input or make a brief statement;

4 **Closed or executive sessions:** No part of any meeting shall be closed unless seventy-five percent (75%) of the members of the group then present agree to close the session;

5 **Record of a meeting:** The Association and all of its committees shall have a recording secretary. Within thirty (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.

E **Quorum:** A minimum of 75% of the board and chairs of this Association;

F **Agenda:** Prior to each meeting of this Association, the Secretary shall consult with the President and any chairs on 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 may include, but not necessarily be limited to:

1 **Attendance:** Consideration of the eligibility of members through acceptance of the registrar's report or roll call;

2 **Credentials:** Consideration of credentials and challenges;

3 **Minutes:** Acceptance of the minutes of the previous meeting;

4 **Financial report:** Treasurer's report and approval of the budget;

5 **Reports:** Reports from the President and those officers and committee chairs which have business to come before the delegates;

6 **Introductions:** Group introduction of other officers and committee chairs (without reports);

7 **Amendments:** Action on proposed amendments;

8 **Elections:** Nominations (without speeches except for officer positions) and elections as scheduled, including special elections;

9 **Site selections:** Report on site selections by each sport committee;

10 **Awards:** Appropriate awards presentations; and

11 **Other business**: New or old business as scheduled.

G **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 meetings of this Association.

ARTICLE 8
VOTING

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

A **Association elections:** All Association elections for officers and Sport Committee and other chairs shall follow common guidelines and procedures to ensure fairness and openness. These provisions shall include:

1 **Election notice:**

a **Distribution:** Notice must be distributed by mail, newsletter, local Association web site, social media, and/or the USATF web site.

i **Notice must be sent by email** to the Association's current membership list provided by the National Office. The Association must also comply with state law requirements for not-for-profit corporations; and

ii **Notice must be sent by mail** to any member making awritten request for notice by mail within one year of an election.

b **Web site use:** If a web site is to be used to inform members of the elections, members must be informed where to find information on the web site through a mailing (or emailing) or newsletter;

c **Prior arrival:** The initial meeting notice must be distributed at least thirty (30) days prior to the beginning of the election or nominations.

d **Changes:** Any notice of a meeting change must be disseminated at least fourteen (14) days prior to the meeting; (NOTE: a change of location within the same community may be made at any time prior to the meeting. Notice must be posted at the original location regarding new location and time. Time shall be adjusted to allow for travel.).

B Nominating process:

1 **In-person meeting nominations:** Nominations must be allowed from the floor at an in-person election meeting;

2 **Mail ballot nomination opportunity:** If a mail ballot is used, an opportunity to nominate candidates must be given to all members prior to finalizing the ballot. The process must be clearly explained to the members. The nominating process must not be unduly rigorous;

3 **Membership and 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

4 **Nominations and seconds:** A candidate needs one (1) nominator and one (1) seconder who are both members of the Association.

C Voter criteria:

1 **One person-one ballot:** One (1) person shall cast only one (1) ballot worth a maximum of one vote, regardless of how many positions in the Association the person occupies;

2 **Proxies:** There shall be no proxy voting;

3 **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;

4 **Voting membership deadline:** Except for renewals from the previous year, individuals must be members for at least thirty (30) days prior to the date of the election;

5 **Appointees:** An appointed committee chair or Board member may not vote in elections in that capacity, but may otherwise qualify for a vote;

D Conduct of voting: This Association shall use an open meeting ballot where all members of the Association are eligible to attend and vote.

1 **Disputes:** Credential disputes must be resolved before the election process is started (i.e. before taking nominations and/or before the report of the nominating committee);

2 **Uncontested:** Uncontested elections may be voted by acclamation; and

3 **Ballot type:** A secret ballot must be used for contested elections; and

4 **Opened ballots:** Any ballot opened outside the presence of the entire voting panel shall not be counted.

E Counting of ballots:

1. **Voting Panel:** A panel of at least three (3) individuals shall count the ballots and sign the vote tally. All panel members shall be at least 18 years old. The panel shall not include any individual who is a candidate for that specific position.

2. **Consultation:** The panel may consult with the Association's president, secretary, or parliamentarian – so long as they are not candidates for that specific position – on procedural matters.

3. **Mail ballots:** If mail ballots are allowed, they shall only be opened in the presence of the entire panel. If circumstances prevent the appointed panel from convening in a timely manner, a new panel meeting the criteria in (a) above may be convened to count the ballots. Any ballots opened outside the entire voting panel's presence shall not be counted.

F Committee and council chairs:

1. **Age and terms:** All committee and council chairs, whether elected or appointed, must be at least 18 years old and a current member of the Association. Chairs shall be elected or appointed for specific terms that are determined prior to the appointment or voting for the position.

2. **Election:** When requested by two (2) or more member organizations of the Association, Sport Committee or council chairs shall be elected. When a sport chair is elected, the election shall take place at a meeting held separately from the general elections, either by time or location. The election shall, at a minimum, be advertised to all member organizations in the Association active in the discipline. The election may also be conducted by mail or electronic ballot using the procedures stated above.

G National delegates:

1. **Local option:** Delegates to the USATF Annual Meeting will be appointed, according to the Association Bylaws.

H Majority requirement:

1. **Officers:** Regardless of whether a mail ballot is used, the president and secretary of the Association must be elected by a majority of the ballots cast. If a run-off election is necessary, it will be conducted at the current meeting.

2. **Plurality:** In other mail ballot elections, a plurality (individual receiving the most votes) may be accepted.

3. **In-person majority:** In elections conducted at meetings, a plurality vote (the individual receiving the most votes) may be accepted.

4. **Run-off candidates:** In run-off elections, the number of candidates shall be equal to twice the remaining positions on the ballot.

I Election protests:

1. **USATF Regulation 21:** Except as indicated below, USATF Regulation 21 shall apply to election disputes. Protests may only be made after the election process is concluded;

2 **Panel composition:** An NABR panel from a different USATF Association whose election is disputed shall be appointed to conduct the hearing. All hearings shall be by conference call. The procedures in USATF Regulation 21 shall apply.

3 **Invalidation:** The NABR panel shall invalidate an election if it is found that one or more infractions occurred that were likely to have changed the outcome of an election.

4 **Further action:** The NABR panel may recommend changes for future elections in the Association;

ARTICLE 9
OFFICERS AND THEIR DUTIES

A **Positions:** The officers of this Association shall be: a President, a Vice President, a Secretary, a Treasurer, and a Membership Chair.

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

1 **President:** The President shall:

a Preside at all meetings of this Association and its Board;

b Be an ex officio non-voting member of all committees;

c Manage and supervise the affairs of the Association, subject to the direction of the Board of this Association.

d Select committee chairs and name other such members to fill positions that he or she is entitled to appoint pursuant to these Bylaws, after consultation with the other officers. The President may likewise terminate such appointments for good cause upon written notice to such appointees and the other officers;

2 **Vice President:** The Vice President shall perform duties assigned by the President and Board. In the temporary absence of the President from a meeting, the Vice President shall serve as acting chair;

3 **Secretary:** The Secretary shall keep or cause to be kept all records of 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;

4 **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

5 **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.

C **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 be named in other dual capacities to fill a vacancy.

D **Limitation on terms:** There will not be a limit on number of terms.

E **Succession and vacancies:** There shall be no order of succession to any office, aside from the above mentioned absence from meetings of the President. 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, at which time a special election shall be held for the unexpired portion of the term.

F **Removal from office:** Any officer of this Association may be removed for good cause by a two-thirds 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.

G **Dispute resolution:**

1 **Arbitrators:** Selecting an impartial three-person arbitration panel, to hear and decide grievance and disciplinary matters. The arbitrators shall not be members of the Association Board or Executive Committee;

2 **Challenge:** The opportunity for a party to a grievance or disciplinary proceeding to object to an arbitrator due to an established or apparent conflict of interest;

3 **Filing:** Special procedures for filing and handling grievances against an officer of the Association, which exclude the officer from the grievance administration process;

4 **Dates:** Grievance or disciplinary hearing to be held within ninety five (95) days of filing the proceeding;

5 **Delay:** The opportunity for the arbitrators to dismiss or rule against any party who delays the proceedings, (as) is uncooperative, or (as) is unprepared to present evidence or a defense at the grievance or disciplinary hearing, provided that proper advance notice of the hearing has been given to the party; and

6 **Appeals:** The decision of the arbitrators is to be appealed under USATF Regulation 21-R.

ARTICLE 10
BOARD OF DIRECTORS

A **Composition:** The Board of Directors shall be composed as follows:

1 **Voting members:** The voting membership of the Board shall be as follows:

The **officers** of this Association (5 positions);
The immediate past president (if available);
The chairs of the following sport committees: (7 positions)
Youth
Open (Men and Women) Track and Field
Masters Track and Field

Cross Country
MUT and Trail
Coaches
Web/Social Media
Marketing

The chair of the Officials Committee (1 person);

2 **Chair and Secretary:** The President of the Association shall serve as chair and the Secretary as secretary; and

B General provisions:

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

2 **Meetings of the Board:** The Board may conduct its affairs either at in-person meetings or by a conference call. It shall hold monthly in-person meetings during each year as called by the President. By written request, the President or any members of the Board may call additional meetings. Board members intending to call a meeting must give at least five (5) days' notice to the President of their intent by electronic mail. After the members of the Board have called for a meeting, the President shall have twenty-four (24) hours to determine the venue and give appropriate notice to the Board. All board members shall receive at least fourteen (14) days notice of any in-person meeting and at least forty-eight (48) hours notice of any conference call. Written notice shall include the minutes of the previous meeting. Notice for any meeting may be waived by unanimous consent. Individuals who cannot attend in-person meetings may participate fully by conference call.

C Election or selection of members: All members of the Board are elected by their constituencies and shall serve at the discretion of those constituencies, unless otherwise stated in these Bylaws.

D Terms: The term for Board members shall be four (4) years.

E Quorum: A quorum for meetings of the Board shall consist of a majority of the members of the Board.

F Voting: Except as otherwise provided herein, all matters shall be decided by majority vote of those present and voting. There shall be no voting by proxy.

G Board committees: The Board may have committees including, but not limited to, budget, audit, 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.

I Expulsion: Failure to participate in two (2) consecutive meetings MAY, by a 2/3 vote of the Board members attending, cause expulsion of the member or representative

ARTICLE 11
ASSOCIATION OFFICE

This Association does not have an office or staff. The Office address shall be that of the current president.

ARTICLE 12
COMMITTEE MEMBERSHIP

A Committees: The following committees of this Association are established with such duties, responsibilities, and make-up as outlined here and in Articles reserved for each type of committee:

1 Sports Committees:
- **a.** Open
- **b.** Masters
- **c.** Youth
- **d.** Long Distance Running

2 Administrative and Operational Committees:
- **a.** Coaching
- **b.** Officials

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

1 Term of members: Unless otherwise provided for, the term for members of all committees shall be four (4) years and shall commence at the conclusion of the annual meeting in each year of the Summer Olympic Games;

2 Non-Sport Committee makeup: The makeup of each non-sport committee shall be stated in the description for the committee.

3 Sport Committee makeup: Sport committees shall be constituted as follows:

a Association group members: One (1) member to be named by each Association member club or organization active in the discipline of the committee;

b 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 conduct substantial programs or competitions in the sports discipline of the particular committee;

c Athletics for the Disabled members: One (1) member to represent the collective disabled athletes in the area;

d Officials Committee member: One (1) member to be named by and from the Association Officials Committee;

e At-large members: Three (3) at-large members to be selected by the members of the committee;

f **Elected officers and other positions:** Any person elected by the committee to serve in an officer position, such number not to exceed four (4) additional members; and

4 **Committee membership and notification:**

a **Notification & vacancies:** 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;

b **Elections:** The provisions of Article 8-F shall apply to the elections process of committees. The committees shall be free to adopt other portions of Article 8, or other rules not in conflict with those in Article 8-F;

c **Alternates:** The individual or group electing or selecting members of any committee or subcommittee (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;

d **Membership:** All elected and appointed members of all committees shall be members of this Association;

e **Termination:** Organizations or groups which appoint committee members per this section may terminate such appointments for good cause upon written notice to such appointees;

f **Same organization:** No more than two (2) at-large members of administrative or developmental committees appointed by the President (other than the chair) may come from the same organization; and

g **Listings:** Under every committee member's name in the USATF Directory shall be listed (a) their Association or (b) the governing organization they represent;

5 **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 such 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 in writing, setting forth the date, time, place, and purpose of the meeting, and shall be mailed to the last known address of each committee member;

6 **Quorum:** A quorum for any committee meeting shall consist of twenty-five percent (25%) of its members;

7 **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.

C 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, as shall be determined by the committee prior to voting. Unless otherwise specified, the chairs of all other committees shall be appointed by the Association President. Non-sport committees which elect their chairs may also elect an executive committee to act on its behalf between committee meetings.

1 **Duties of chair:** All committee chairs shall:

a Preside at all meetings of the committee;

b Ensure that all duties and responsibilities of the committee are properly and promptly carried out;

c Appoint subcommittees, with the committee's authorization, to fulfill the committee's duties and responsibilities. Subcommittees of administrative and developmental committees shall be appointed only from those committees' membership, except that non-members (not exceeding 50% of the subcommittee) may be appointed with the committee's authorization;

d Communicate with the committee members to keep them fully informed of events concerning the committee to carry out the committee's responsibilities;

e Keep the President and Executive Director informed on all committee actions and recommendations; and

f Cause to be kept and promptly forwarded to all committee members and the Executive Director copies of the minutes of all committee meetings.

2 **Vacancies:** When an elected committee chair is vacant, the position shall be filled by a vote of the committee as a whole by mail ballot unless the committee has previously adopted a different procedure. A panel named by the Association President shall supervise the elections in a manner approved by the Board; and

3 **Removal of elected chairs:** Chairs may be removed for good cause by a two-thirds vote of the committee at an annual meeting or at a special meeting called for that purpose. Notice of the proposed action must be given to the committee members at least thirty (30) days prior to the meeting.

D Sport committees general provisions: Each sport committee shall:

1 **Executive committee:** Have the right to establish an executive committee to perform its duties between annual meetings. The executive committee's membership shall be at the discretion of the committee of the whole.

2 **Open meeting:** Except upon majority vote of those present, allow the attendance at its meetings of Athletics coaches, officials, or representatives of any group engaged in the sport, allowing those individuals voice but no vote;

3 **Additional organization members:** Upon Board approval, authorize additional committee members to ensure proper representation of national sports organizations involved in the committee's activities or sport. Organizations shall petition the committee in order to determine the number of additional members. Any organization that considers its representation inadequate may appeal to the Board;

4 **Miscellaneous:** Promote and develop activities related to its sport; and

5 **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 committee's operating procedures shall be promptly reported to the Secretary. These operating procedures shall be included in the Governance Handbook and be made available at annual meetings. Members of the Association may request a copy from the Secretary.

ARTICLE 13
COMMITTEES

A Sport:

1 **Duties and responsibilities:** In addition to the provisions of Article 12, each committee shall:

- **a Championships**: Have jurisdiction over the Association championships in its discipline, and institute, conduct, and manage these championships under USATF Regulation 18;
- **b Calendar:** Coordinate the local and domestic competition calendar in its discipline; and
- **c Records:** Approve records for the events within its discipline;

B Athletics for the Disabled:

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

- **a Liaison**: 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 that conduct regular programs;
- **b Competitions:** Coordinate, through the appropriate sport committee, the competition of disabled athletes in events under this Association's jurisdiction, and promote participation by athletes with disabilities in Association-sanctioned events;
- **c Development:** Develop programs to improve athletic performance among athletes with disabilities; and
- **d Education:** Facilitate educating and training of coaches and officials, and educating the Athletics community in general in working with athletes with disabilities; and

2 **Makeup:** The committee shall consist of a chair and two (2) members selected by each sports organization for the disabled. One (1) of the two (2) members from each such organization shall

be disabled and have competed in Athletics within ten (10) years. At least twenty percent (20%) of the committee shall be disabled.

ARTICLE 14
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, this Association, 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 15
REDRESS OF GRIEVANCES

A **Redress of grievances:** A grievance may be any matter within the cognizance of this Association other than doping offenses described in USATF Operating Regulation 20. A Grievance Complaint shall state that a party (i) has violated the Association's Bylaws, USATF's Bylaws or Operating Regulations, USATF policies, or the Sports Act, or (ii) has violated the IAAF eligibility rules, or (iii) has engaged in conduct detrimental to the best interests of Athletics, the Association or USATF. Grievance Complaints may be filed only by and against individuals or entities that were, at the time that the conduct complained of occurred, and at the time the Complaint is filed, members, directors, or officers of USATF and this Association or otherwise subject to the Association's jurisdiction. A non-member, former director, or former officer of the Association shall be subject to the Association's jurisdiction to defend against a Grievance Complaint for an incident that occurred while he or she was a member, a director, or officer of the Association or otherwise subject to the Association's jurisdiction. A Grievance Complaint may only be filed by a person or entity affected by the issues raised in the complaint. Grievance Complaints must be filed within one (1) year from the time the complaining party knew or should have known of the act giving rise to the Complaint.

B **Grievance Complaints:** Grievance Complaints shall (i) be filed with the Association office and the Secretary, (ii) be signed, sworn to, and notarized, and (iii) clearly allege the nature of the dispute and, where appropriate, the USATF Rule, IAAF Rule, Sports Act provision, or USATF policy allegedly violated. The complaint shall separately state factual allegations in concise, numbered paragraphs. An improperly filed complaint shall be returned to the sender with instructions explaining the deficiency. A party may file an amended complaint within thirty (30) days after the original complaint is returned. The amended complaint shall be deemed filed on the filing date of the original complaint. If a party does not timely file an amended complaint, the complaint shall be deemed abandoned. The Association Office shall forward a copy of each Grievance Complaint to the President.

C **Informal resolution of grievances:** 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.

D **Formal resolution of grievances:** If the informal resolution of the Grievance Complaint is unsatisfactory to any party, such party may file a formal grievance proceeding within the Association in accordance with the Association Bylaws.

ARTICLE 16
SANCTIONS

The general sanction provisions of USATF which affect local Associations appear in this Article. Additional regulations appear in USATF Operating Regulation 23.

A **International Competition Definition:** If applicable, in this article and the corresponding USATF Operating Regulation 23, International Competition means an Athletics competition between one or more athletes representing the United States, individually or as a team, and one or more athletes representing a foreign country (i.e., competitions between national teams).

B **Domestic Sanctions:** USATF or its Associations shall have authority to grant sanctions to sports organizations or persons otherwise wishing to host Athletic competitions that are not international in nature within the United States.

C **Sanctioning policy:** Unless USATF or an Association determines by clear and convincing evidence that holding or sponsoring an Athletics competition (international or domestic) would be detrimental to the best interests of the sport, USATF or the appropriate Association shall promptly grant a sanction requested by a sports organization or person, provided all the requirements of USATF Operating Regulation 23 have been satisfied. The decision whether a proposed competition would be detrimental to the best interests of the sport shall be made in the first instance by either USATF or an Association, as appropriate, taking into consideration the requirements of USATF Operating Regulation 23. Approval of sanctions shall not be unreasonably denied or delayed. The decision to deny a sanction may be appealed:

1. In the case of an Association's denial, to USATF, or
2. In the case of USATF's denial, to the NABR.

D **Sanction requirements:** Sanctions are issued, withheld, or withdrawn under the authority granted to USATF by, and subject to the requirements of, the Sports Act.

ARTICLE 17
FISCAL AND LEGAL MATTERS

A **Fiscal year:** The fiscal year of this Association is January 1 through December 31

B **Depositories:** The Association shall, from time to time as necessary, designate depositories for funds, property, and assets belonging to or under the control of the Association

1 **Signatories:** Funds on deposit in banks may be withdrawn only by voucher check upon the signatures of the president or treasurer. Other assets or property of this Association may be transferred from one depository to another by action of the Board; and

2 **Imprest accounts:** The Association may establish separate accounts employing the imprest system for the liquidation of obligations requiring prompt payment and for payroll obligations

requiring prompt payment, and it may authorize checks to be drawn thereon upon the facsimile of any one (1) officer or employee.

C **Bonding:** The Association may obtain corporate fidelity bonds in a form and amount approved by the Board, indemnifying USATF and this Association against losses resulting from infidelity, defalcation, or misappropriation by officers, employees, or agents of funds, property, or assets owned or controlled by this Association.

D **Audit schedule**: The Board, effective at the beginning of each fiscal year, shall select a Certified Public Accountant to audit the books and financial records of this Association for the ensuing year. After completing the audit, the auditor shall submit his or her report to the Board, and as soon after as reasonably possible, copies of the audit report shall be available for Association members and sent to the USATF National Office before the next annual meeting.

E **Arbitration:** This Association agrees to submit to binding arbitration conducted under the commercial rules of the American Arbitration Association, in any controversy involving its recognition as a national governing body, as provided in the Sports Act, or in any controversy involving the opportunity of any athlete, coach, trainer, manager, administrator, or official to participate in Athletics competition, as provided for in the constitution and bylaws of the USOC.

F **Conflict of interest:** Any individual representing this Association, or who has a financial arrangement with USATF or this Association, or who is an employee of this Association, or who is a member of any of its committees, shall not participate in evaluating or approving any contract with a supplier to furnish goods or provide services to USATF or this Association, if that individual directly or indirectly benefits financially, or otherwise receives any form of compensation from, or has any interest in, any supplier under consideration. The Board may require that individuals disclose all financial interests that may influence the performance of their duties for USATF or this Association. Each individual referred to in the first sentence of this paragraph shall, upon learning that this Association is proposing to enter into an arrangement in which he or she has financial interest, promptly notify the Executive Director in writing of the existence of the interest, and the Executive Director shall, in turn, promptly disclose the interest to those bodies of USATF or this Association involved in considering entry into the arrangement. If this provision is violated, the Association shall have the right to recover the benefit or payment and to void the contract or transaction. The Board may authorize the Association to enter into a contract with a person described in the first sentence of this paragraph if the Board finds that special circumstances exist under which USATF's and this Association's interests would best be served by entering into the contract, and the Board adopts a resolution by an affirmative vote by at least 60% of its members identifying those special circumstances. All persons directly or indirectly interested in the proposed contract shall recuse themselves from deliberations related to the contract.

ARTICLE 18
DISSOLUTION

Upon the dissolution of the corporation, the Board shall, after paying or making provisions for paying all of the corporation's liabilities, dispose of all the corporation's assets exclusively in a manner to carry out the corporation's purposes, or transfer the assets to an organization(s), organized and operated

exclusively for charitable, educational, religious, or scientific purposes, which at the time qualify as exempt organization(s) 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 determines.

ARTICLE 19
SAVING CLAUSE

At any meeting, any failure to literally or completely comply with Bylaw provisions regarding dates, times, sending or receipt of notice, or errors in phraseology of notice of proposals shall not invalidate the proceedings, if the failure or error, in the judgment of the members present, has not substantially prejudiced members' rights.

ARTICLE 20
AMENDMENTS

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

1 Bylaws: Amendments to the Bylaws shall require for passage of two-thirds vote of those members present and voting at the annual 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 or any meeting called for the purpose of amending the bylaws; and

2 **Other Regulations:** 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.

B **Exceptions:** Notwithstanding paragraph A above, amendments may be considered at any Association meeting in any of the following circumstances:

1 **Tabled amendments:** To act on a tabled amendment proposal;

2 **Conformity with the law:** To make the Bylaws or other regulations conform with federal or local law or regulation;

3 **Conformity with USATF:** To make the Bylaws or other regulations conform with USATF requirements; and

4 **Uniformity:** To make the Bylaws and other regulations conform with each other;

Such items need not meet the time requirement of subparagraphs A-3 above and D-1 below.

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

1 **Vote of the membership:** Upon a ninety percent (90%) vote at any meeting of this Association; and

2 **Vote of the Board:** Where immediate relief is deemed necessary, the Bylaws and other regulations may be 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.

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

1 **Deadline to submit:** Amendments shall be submitted at least ninety (90) days prior to the meeting at which they are to be considered, to allow proper review and submission to Association members. This ninety (90) day requirement may be waived, in emergency circumstances, upon a ninety percent (90%) vote at any meeting of this Association;

2 **Submitters:** Amendments may be submitted only by Association members;

3 **Persons receiving submissions:** Amendments to the Bylaws and other regulations shall be submitted to the president and secretary;

4 **Form of submission:** The proposed amendments shall be in a form that shows the entire section, subsection, or paragraph, as the case may be, as it will read if adopted, with all proposed additional language underlined or shaded, and all proposed deleted language containing a line striking through the deleted language. 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. If an estimation is lacking it shall be provided by the Treasurer and/or the chair of the Budget Subcommittee of the Board; and

5 **Approval of submissions:** All proposed amendments must first be recommended for approval at the time of submission by someone other than the submitter who shall be another member of the Association.

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

REGULATION 1
PURPOSE OF REGULATIONS

These Operating Regulations supplement USATF's Bylaws. If a regulation conflicts with a bylaw, the bylaw shall control.

REGULATION 2
ATHLETE ELIGIBILITY

Athlete eligibility shall be governed by IAAF and IOC rules, except when those rules conflict with United States Law.

A. General:

1. **Domestic championships:** Athletes who compete in a national, regional or Association Championships must be a USATF members and eligible to compete. Associations may require USATF membership to participate in other events they conduct.

2. **International eligibility:** Athletes representing the United States in international events must be USATF members and eligible to compete.

B. Membership: All athletes competing in events conducted by USATF must be USATF members.

C. Collegiate and Armed Forces eligibility: At open Association Championships, Associations may accept, in lieu of individual member entries, rosters of athletes signed by coaches or designated officials of recognized educational institutions or branches of the armed forces certifying that the athletes are eligible to compete for the institution or branch under USATF and IAAF rules. The rosters shall only be in effect for the date(s) of the championship, although the Association may at its discretion accept the same certified rosters in other championships. The certified rosters shall subject any certified collegiate or armed forces athlete to all of the anti-doping rules, regulations, and protocols of USATF, the IAAF, the USOC, USADA, and/or the IOC.

REGULATION 3
REPRESENTATION

A. General: An athlete shall be considered a member of the Association in which the athlete is a bona fide resident except as otherwise provided in Regulation 4-B:

1. **Athlete Affiliation: An** athlete may compete as a representative of a local club, educational institution, or other organization, and additionally may be listed as competing for the club and/or a sponsor, subject to USOC regulations. The club and athlete must be USATF members in good standing.

2. **Unattached athletes:** An unattached competitor is an athlete member who represents no club, educational institution, or other organization. An unattached athlete may compete in the Association in which the athlete is a member.

3. **Notification of changes:** Only an athlete, or his/her legal guardian, may give notice of a change of representation. An athlete member who wishes to change representation shall notify the Association, in writing or online, prior to the effective date of the change.

4. **Fees for changes:** All applications for changes of representation must be accompanied by a fee, if any, to be determined by the local membership committee and/or local Sport Committee.

B. Residency exceptions:

1. **Residency exceptions:** Except as provided in the USATF Competition Rules governing Youth Athletics, USATF shall permit an athlete to transfer membership to an Association other than the one in which the athlete resides.
2. **Team scoring:** Sport Committees and Councils may establish athlete eligibility and residency requirements for team scoring at their respective championships. These requirements shall be reflected in the competition rules.

C. Transfers:

1. **Between Associations:** In order to transfer membership from one Association to another, an adult athlete age 19 years and older shall send a request in writing or by email to membership@usatf.org. USATF shall notify the affected associations and the athlete.

2. **Between clubs/organizations:** To transfer representation from one club /organization to another, an athlete must not have competed for the first club in sanctioned competition for the

previous ninety (90) days regardless of residency, unless the athlete falls within one of the exceptions below.

3. **Exceptions:**
   a. **Student:** An athlete who is a member of a club or organization who wishes to compete as an undergraduate student for a college or university (two- or four-year institution) shall be automatically released without notice by the club or organization when the college season begins, to compete for that college or university in open competition, if the collegiate team is a member of USATF. The athlete shall similarly be automatically released without notice to the school immediately after the academic eligibility period ends, to represent the club or organization of the athlete's choice. The athlete must verify the college's academic eligibility period start and end dates if requested by either the local committee or Association membership committee involved.

   b. **Armed forces:** An athlete member on active duty in the United States Armed Forces may, upon receiving permission from the local membership committee, represent in open competition the military organization or the Athletics club to which the athlete belongs, or both. Any points scored by that athlete shall count for the Athletics club, except where a point trophy is advertised to be contested by a military organization.

   c. **Race walker:** An athlete may compete as a member of a club or organization in race walking and for another club or organization in another Athletics discipline, provided the two clubs or organizations involved do not both participate in race walking. For example, an athlete may race walk for one club which may or may not have a running program, and run for another club that has no race walking program.

   d. **Waiver:** The local or national membership committee may waive the ninety (90) day unattached period required by paragraph C-2 if it determines that the change in organization was caused by events outside the athlete's control and is in the best interests of Athletics or the athlete.

D. **Resolution of disputes:** The athlete shall have responsibility for giving proper notice of a change of representation. In the event of a dispute among clubs, educational institutions, organizations, and an athlete regarding a transfer of representation, the athlete's written designation of representation shall be determinative.

REGULATION 4
CONSTITUENT MEMBERSHIP

Qualifications, application procedures, and fees for membership shall be as follows:

A. **Individual membership:** Individuals may apply for membership in USATF through an Association or the USATF website – www.usatf.org. Unless otherwise provided, a member may only belong to a single Association as an athlete at any one time. Otherwise, a member may belong to more than one Association, provided the member is registered as an athlete in no more than one of the Associations. A member belonging to multiple Associations must pay a full membership fee to each

of the Associations. Coaches and others who work with youth athletes may be subject to a compulsory disclosure program approved by the Board.

B. Club/organization membership: Clubs or organizations may apply for membership by submitting the appropriate application to the Association in their geographic area.

C. Association membership: Associations defined by Article 6 shall have no dues or fixed membership term.

E. Dues and fees: The Board shall set dues and fees for all membership categories. National Office Management shall propose dues and fees after soliciting input from USATF's committees and Associations regarding individual members and club organizations, and from the Organizational Services Committee regarding national sports organizations.

F. Suspension and expulsion: USATF may suspend or expel any Association or member sports organization that violates any Bylaw or Operating Regulation, or any Board-approved USATF operating policy, or whose officers are not current members, in good standing, of USATF, or which by definition or practice no longer fulfills the criteria of its membership category, after notice and an opportunity to be heard by a three (3) person panel of the Board, appointed by the Board Chair, including a least one (1) Active Athlete. The Board shall vote on the panel's recommendation at its next meeting. An Association or sports organization may be expelled only upon a two-thirds vote of the Board. If an Association is expelled, its geographic area shall be reorganized or assigned to one or more USATF Associations, consistent with the Bylaws and Operating Regulations.

G. Delinquency: Any USATF member listed in Article 5 failing to pay its fees or dues on time shall forfeit the right to representation and to vote, upon thirty (30) days' written notice. The member must successfully reapply for membership to regain its voice or vote in USATF's affairs.

REGULATION 5
CLUBS

A. Definition: Clubs are organizations of athletes and others who participate in USATF programs as teams or individuals representing clubs. There shall be various types of USATF clubs, based on the types of programs and purposes they serve. Clubs may have more than one purpose. All clubs shall be considered Association clubs and shall become members by joining the Association in which they are located.

B. Club classifications: Clubs are classified as follows:

1. **Competitive:** Clubs that primarily prepare athletes for competitive opportunities shall be referred to as competitive clubs.
2. **Affiliated:** Clubs that primarily stage events or provide competitive opportunities to the public shall be referred to as affiliated clubs.
3. **Training:** Clubs that exist to provide non-collegiate athletes insurance coverage when training at an educational institution's facilities shall be referred to as training clubs.
4. **Elite development clubs:** USATF may designate member clubs as Elite Development Clubs. These clubs may provide coaching, training groups, facilities, travel to events, financial assistance,

stipends, or other forms of assistance. Elite development clubs shall receive additional benefits and information from USATF to assist them with elite development and may be charged additional dues and fees for the additional benefits.

C. Club names: Disputes over club names shall be resolved through USATF's grievance process. USATF or involved parties may institute these proceedings when:

1. **Duplication:** Two (2) clubs choose the same or confusingly similar names (except if both clubs concur);
2. **National team:** A club uses a name that could reasonably be interpreted to refer to a national team;
3. **Sponsorship:** A club uses a name that causes public confusion with USATF-related sponsorship or advertising; or
4. **Trademark:** A club uses a trademark or service mark of USATF or the USOC.

D. Conflicts of interest: No club shall represent a member athlete in any transaction if it is a conflict of interest.