

# **USA Track & Field Arizona, Inc By-Laws**

**September 15, 2017**

## **ARTICLE 1**

### **NAME**

The name of the non-profit organization shall be USA Track & Field Arizona, Inc. The acronym "USATF/AZ" shall be used for the purpose of brevity or for use in a logotype.

## **ARTICLE 2**

### **DEFINITIONS**

As used in these by-laws the term:

- a. "USATF" means USA TRACK & FIELD, INC.
- b. "Amateur athlete" means any athlete who meets the eligibility standards established by the USATF for the sport of Athletics;
- c. "Amateur athletic competition" means a contest, game, meet, match, tournament, or other event in which the amateur athletes compete;
- d. "Amateur sports organization" means a not-for-profit corporation, club, federation, union, association, or other group organized in the United States which sponsors or arranges any amateur athletic competition;
- e. "International amateur athletic competition" means any amateur athletic competition involving athletes from two or more countries;
- f. "Sanction" means a certificate of approval issued by authority of this Association;
- g. "Athletics" means inclusively, track and field, long distance running, cross country running, road running, and race walking and any other sport discipline recognized by the IAAF;
- h. "IAAF" means International Amateur Athletic Federation;
- i. "IOC" means International Olympic Committee;
- j. "USOC" means United States Olympic Committee;
- k. "Active athlete" means any individual who is actively engaged in amateur athletic competition in the sport of Athletics or who has represented the United States in international amateur athletic competition held under IAAF jurisdiction in the sport of Athletics within the preceding ten years;
- l. "NCAA" means National Collegiate Athletic Association;

- m. "Association" means the organization that administers a geographically defined area (i.e. the Arizona Association of USATF).
- n. "RRCA" means Road Runners Club of America;
- o. "NAIA" means National Association of Intercollegiate Athletics;
- p. "NJCAA" means National Junior Collegiate Athletic Association;
- q. "NFSHA" means National Federation of State High School Associations;
- r. "AIAW" means Association for Intercollegiate Athletics for Women;
- s. "Armed Forces" means the United States Army, United States Navy, United States Air Force, and the United States Marine Corps;
- t. "TFA/USA" means the Track & Field Association/United States of America;
- u. "Board" means the Executive Board of USATF/AZ.

### **ARTICLE 3**

#### **PURPOSE**

The purpose of USATF/AZ is to act as the governing body for the sport of Athletics in the State of Arizona. In connection with such purposes, USATF/AZ shall:

- a. Develop interest and participation throughout Arizona and be responsible to the persons and amateur sports organizations active in the sport of Athletics;
- b. Minimize, through coordination with other sports organizations; conflicts in the scheduling of all practices and competitions in the sport of Athletics;
- c. Keep amateur athletes active in the sport of Athletics informed of policy matters and reasonably reflect the views of such athletes in the policy decisions of the USATF/AZ;
- d. Sanction amateur athletic competition in Athletics in accordance with the provisions of these by-laws, and those of USATF;
- e. Provide for participation by amateur athletes in amateur athletic competition in the sport of Athletics, in accordance with the provisions of these by-laws and those of USATF;
- f. Provide equitable support and encouragement for participation by women in the sport of Athletics;
- g. Encourage and support amateur athletic sports programs in the sport of Athletics for handicapped individuals;
- h. Provide and coordinate technical information on physical training, equipment design, coaching, and performance analysis in the sport of Athletics;

- i. Encourage and support research, development, and dissemination of information in the areas of sports medicine and sports safety in the sport of Athletics; and
- j. Encourage open competition between amateur athletes with other athletes, to the extent permitted by the IAAF.

(k) Perform all other duties necessary for the administration of Athletics in the State of Arizona and to achieve this corporation's purpose.

#### **ARTICLE 4**

##### **AUTHORITY OF THIS ASSOCIATION**

This Association shall be the governing body for the sport of Athletics in Arizona and shall exercise the following powers:

- a. Establish State goals and encourage the attainment of those goals in the sport of Athletics;
- b. Serve as the coordinating body for amateur athletic activity in the sport of Athletics in Arizona;
- c. Conduct amateur athletic competition in the sport of Athletics, including Association championships, and establish procedures for the determination of eligibility standards for participation in such competitions, except for restricted competition.
- d. Represent the State of Arizona in USA Track and Field, Inc.
- e. Any sports organization which conducts Athletics competition, participation in which is restricted to a specific class of eligible athletes (such as high school students, college students, members of the Armed Forces, or similar groups or categories, shall have exclusive jurisdiction over such competition.)

USATF/AZ shall be autonomous in its governance of the sport of Athletics, in that it independently shall determine and control all matters central to such governance, shall not delegate such determination and control, and shall be free from outside restraint. This provision shall not be construed as preventing USATF/AZ from contracting with third parties for administrative assistance and support in connection with its stated purpose.

#### **ARTICLE 5**

##### **CONSTITUENCY OF THIS ASSOCIATION**

- a. The basic constituency of USATF/AZ shall consist of the geographic area of Arizona, and membership is open (1) to any amateur athlete, coach, trainer, manager, administrator, official or other individual

residing with the geographic area of this Association and active or interested in the sport of Athletics, and (2) to any bona fide amateur sports organization organized within the geographic area of this Association which regularly sponsors or arranges programs or competitions in the sport of Athletics.

- b. The constituency of USATF/AZ shall also consist of those amateur sports organizations which conduct, in the sport of Athletics, on a level of proficiency appropriate for the selection of amateur athletes to represent the United States in international amateur athletic competition, a national program or regular national amateur athletic competition, and have the managerial and financial capability of holding a championship.

## **ARTICLE 6**

### **DELEGATES AND THEIR SELECTION TO MEETINGS OF USATF/AZ**

The following persons shall be entitled to participate, as voting delegates, at each annual or special meeting of USATF/AZ. provided however, that all delegates must be current USATF members.

- a. One delegate from each club duly registered within the stated geographic boundaries; the chairman from each of the standing sport committees active within the stated geographic boundaries; the elected officers of USATF/AZ; and at least two delegates whose vocation includes the administration or coaching of school/college community. Athletics Active athlete delegates shall be in accordance with the percentages set forth in Article 7, paragraph (b2) of the by-laws of USATF.
- b. At-large delegates to be named from each amateur sports organization referred to in Article 5(b) and recognized by USATF/AZ, to include but not be limited to NCAA, AIAW, NJCAA, NAIA, NFSHSA; and a representative from each of those organizations referred to in Article 6(c) of the by-laws of the USATF.

## **ARTICLE 7**

### **MEETINGS OF USATF/AZ**

- a. The annual meeting of USATF/AZ shall be held in the last quarter of each year, at such date, time and place as may be fixed by USATF/AZ, upon recommendation from its Executive Board, and announced by

requisite notice of such meeting Special meetings of USATF/AZ shall be held upon call by the Executive Board. The Executive Secretary shall give each certified delegate, and each of the organizations or individuals referred to in Articles 6(a) and (b), at least three weeks written notice of all meetings of USATF/AZ, such notice to specify the time and place of the meeting and (in the case of special meetings) the purpose of the meeting. (a) Order of Business At meetings of USATF/AZ the following is the order of business (1) roll call of delegates; (2) reading of minutes of preceding meeting; (3) Treasurer's report; (4) report of officers and committees; (5) unfinished business; (6) action on proposed amendments; (7) new business; (8) installation of officers (at annual meeting, even-numbered years); and (9) adjournment.

- b. Rules of Order: Questions of order shall be decided by the chair in accordance with ROBERT'S RULES OF ORDER (NEWLY REVISED), unless otherwise provided in these by-laws. Decisions by the chair may be appealed to USATF/AZ. The President may designate a qualified Parliamentarian for all meetings of USATF/AZ.

## **ARTICLE 8 VOTING IN USATF/AZ**

Each delegate shall have one vote. There shall be no voting by proxy. No delegate may act as a delegate in more than one capacity. Except as otherwise provided in these by-laws, all matters shall be decided by majority vote of those present and voting. There are 5 constituencies entitled to vote, and the percentages are Active Athletes 20%, Officials 10%, Elected Officers 10%, Coach's 10%, organizational members 50%. All voters must be a minimum Of 18 years old on the day of the election

Upon majority vote at a duly convened meeting, USATF/AZ may authorize the conduct of a vote through the distribution and/or collection of ballots using the mail facilities of the U.S. Postal Service or any other service that may be authorized; the full procedure and subject matter for vote to be set forth in the authorizing resolution.

No such mail vote shall be authorized to effect an amendment to these by-laws.

## **ARTICLE 9 OFFICERS**

- a. The officers of USATF/AZ shall be President, Executive Vice-President, two Vice-Presidents, Treasurer and Secretary. All to be elected in the

year following the Summer Olympic Games by and from delegates of USATF/AZ. Further, at the discretion of the Executive Board of this Association, the office of Treasurer and the position of Membership Chairman shall be served by the same individual. There shall be no order of succession to any office. Election of officers shall be by secret written ballot. In the event an officer resigns or is unable to serve; the Executive Board shall name a successor for the unexpired portion of his or her term.

- b. At least sixty (60) days prior to the annual meeting of USATF/AZ, in even-numbered years, the President shall appoint a Nominating Committee of five persons at least one of whom shall be an active athlete, to make nominations for the various officers of, USATF/AZ. No member of the Nominating Committee shall be eligible for election to office in USATF/AZ at the meeting for which he serves as a member of the committee. The report of such committee shall be distributed with the Secretary's notice of meeting of USATF/AZ. Nominations, in addition to those of the committee, may be made from the floor of the meeting.

## **ARTICLE 10**

### **DUTIES OF THE OFFICERS**

The officers shall perform the following duties and any other duties prescribed by these by-laws, USATF/AZ, or the Executive Boards

- a. PRESIDENT. The President shall preside at all meetings of USATF/AZ and shall be an ex officio member of all committees. Subject to the direction of the Executive Board of the USATF/AZ, the President shall manage and supervise the affairs of the USATF/AZ.
- b. VICE PRESIDENTS. The Vice Presidents shall perform such duties as shall be assigned to them.
- c. TREASURER. The Treasurer shall (1) keep or shall cause to be kept a correct and complete record of account, showing accurately at all times the financial condition of USATF/AZ. (2) have charge and custody of, and be responsible for, all funds, notes, securities, and other valuables which may from time to time come into the possession of USATF/AZ (3) deposit, or cause to be deposited, all funds of USATF/AZ with such depositories as the Executive Board shall designate.
- d. SECRETARY. The Secretary shall keep or shall cause to be kept all records of USATF/AZ, and all minutes of meetings of USATF/AZ and the Executive Board, and in general shall perform all duties pertaining to the office of Secretary.

- e. There shall be no order of succession to any office; Election of officers shall be by secret written ballot. In the event an officer resigns or is unable to serve; the Executive Board shall name a successor for the unexpired portion of his or her term.
- f. Any officer of USATF/AZ may be removed for good cause by a two-thirds vote of those delegates of USATF/AZ present and voting at an annual meeting or special meeting called for this purpose, and provided the requisite notice for such meeting (see Article 9) shall properly set forth the removal vote on its agenda.

## **ARTICLE 11**

### **BOARD OF DIRECTORS**

- a. The Board of Directors (the "Board") shall be composed as follows: The officers of USATF/AZ; the chairman of any Standing Sport Committee engaged in a duly active program; the chairmen of any Standing Administrative and Standing Operations Committee of USATF/AZ; one representative each from the amateur sports organizations referred to in Article 5(b) above; five at-large members to be elected from and by USATF/AZ membership; and that number of active athletes, to be elected from and by the active athletes' delegates to USATF/AZ, which shall be at least 20% of the total authorized number of members of the Executive Board. The President of USATF/AZ shall serve as chairman of the Board. The Executive Secretary shall serve as secretary of the Board.
- b. No person shall be entitled to sit on the Board for more than eight consecutive years, provided that this provision shall be waived to the extent necessary to permit an individual to serve on the Board during the period that he or she is an elected officer of USATF/AZ.
- c. The Board shall manage and supervise the affairs of USATF/AZ. It shall hold its annual organization meeting immediately following the close of the annual meeting of USATF/AZ, and shall hold at least one special meeting during each year on call by the President. Additional special meetings may be called by the President or upon the written request of any five (5) members of USATF/AZ. Written notice of any meeting of the Board shall be given by the Executive Secretary at least three weeks in advance, and shall specify the date, time and place of the meeting, mailed to the last known address of each Board member.
- d. A quorum for meetings of the Board shall consist of forty percent of the members of the Board. 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. Upon majority vote at a duly convened meeting, the Board may authorize the conduct of a vote through the distribution and/or collection of ballots using the mail facilities of the U.S. Postal Service or any other service that may be authorized; the full procedure and subject matter for vote to be set forth in the authorizing resolution.

- e. Unless otherwise directed by the Board, the President or another officer designated by him or her and attested by the Executive Secretary shall execute all written contracts on behalf of USATF/AZ.
- f. The Board will appoint the voting delegates to the USATF National meeting in accordance with Article 7 of the USA Track and Field bylaws.

## **ARTICLE 12**

### **EXECUTIVE DIRECTOR**

The chief paid executive of USATF/AZ shall be the Executive Director, who shall be selected by and shall serve at the direction of the Board, and who shall carry out the policies of USATF/AZ in accordance with these by-laws. The Executive Director shall:

- a. Supervise the paid staff of USATF/AZ, including the appointment of such personnel and assistants as may be approved by the Board.
  - b. Supervise the proper handling of correspondence and communications with individuals and athletic organizations.
  - c. Ensure that the authorized officers of this Association sign all contracts and other legal commitments of the Association.
  - d. Serve as a member of the Board and all committees.
  - e. Ensure that all commitments of this Association made by him or her are submitted to the appropriate officers of this Association for review and final approval or rejection prior to execution.
  - f. Operate within yearly budget previously approved by the Executive Board. In addition, all major funding matters and expenditures shall be approved by the Treasurer; and
  - g. Carry out other responsibilities assigned by the Board from time to time.
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- e. A complaint against the CEO shall be delivered to the Secretary of USATF/AZ. The secretary shall cause copies to be delivered within ten (10) days to the President and Counsel to the Board. All decisions with respect to the resolution of a complaint against the CEO are within the sole discretion of the Board. All complaints against the CEO shall be

acknowledged promptly. A written response shall be made within thirty (30) days of the resolution of the complaint. Interim reports shall be made every one-hundred twenty (120) days, pending resolution.

## **ARTICLE 13 COMMITTEES**

- a. **COMMITTEES** of USATF/AZ shall be of four types. High Performance Division, Long Distance Running Division, General Competition Division, Administrative Division: **HIGH PERFORMANCE DIVISION:**

Type:

Men's Track & Field Sport

Women's Track & Field Sport

Race Walking Sport

Joint Development Group (see below)

**LONG DISTANCE RUNNING DIVISION:**

Type:

Men's Long Distance Running Sport

Women's Long Distance Running Sport

Masters Long Distance Running Sport

Joint Development Group (see below)

**JOINT DEVELOPMENTAL GROUP:**

Type:

Coaching Education Development

Men's Developmental Development

Sports Medicine & Sciences Development

Women's Development Development

**GENERAL COMPETITION DIVISION**

Type:

Associations Operating

Masters Track & Field Sport

Youth Athletics Sport

**ADMINISTRATIVE DIVISION:**

Type:

Athlete Advisory Operating

Athletics for the Disabled Operating

Coaching Advisory Operating

Law & Legislation Operating  
Member Services Operating  
Officials Operating  
Records Operating  
Rules Operating

b. **GENERAL PROVISIONS:**

- c. Unless provided for otherwise, the term for members of all committees shall be four (4) years.
- d. No election, selection, or appointment to a Committee shall be effective until the Secretary of this Association is formally notified of same by the organization or other party entitled to make same. Vacancies in a Committee shall be filled by the organization or group entitled to appoint the committee membership position that is vacant, as prescribed in Articles 14 through 17.
- e. Each Sport Committee shall hold its annual organizational meeting in conjunction with the annual meeting of this Association and each Sport Committee shall elect its chairman at such meeting. Committees shall hold such special meetings as may be called by the chairman, at his own initiative or that of 20% of the membership of the committee, upon 30 days advance written notice. The notice of a special meeting shall be in writing; shall set forth the date, time place and purpose of the meeting; and shall be mailed, by US Mail, to the last known address of each committee member. A quorum for any Committee meeting shall consist of those present.
- f. The duties of all chairmen of Committees shall be as follows: Preside at all meetings of the committee; ensure that all duties and responsibilities of the committee are properly and promptly carried out; appoint subcommittees, with the approval of the committee, as may be necessary to fulfill the duties and responsibilities of the committee; communicate with the committee members and the Executive Board to keep them fully informed of happenings and needed decisions to carry out the committee's responsibilities; keep the President and the Executive Board offices informed on all committee actions and recommendations; and cause to be kept and promptly forward to all committee members and the Executive Board a copy of the meeting notices and minutes of all meetings of the committee.

**ARTICLE 14**  
**SPORT COMMITTEES**

- a. DUTIES: Each Sport Committee shall:
- b. Jurisdiction over the competitions and championships in the particular sport it controls, and shall institute, locate, conduct, and manage all such championships.
- c. Award competitive and championship events for its discipline.
- d. Have the right to reject any entries for competitions (if deemed objectionable) at any competition or championship, or may delegate this right to its subcommittee.
- e. Have the right to appoint subcommittees, whose members need not be members of the Sport Committee, to manage but not conduct the various competitions or championships.
- f. Approve officials for championships involving its sport.
- g. Upon majority vote of those present, allow the attendance at its meetings of athletic coaches, officials, or representatives of any group engaged in the sport, allowing such invitees voice but no vote.
- h. Upon approval of the Board, authorize additional members on the committee to ensure proper representation of Sports Organizations involved in the committee's sport. Any organization that considers its representation inadequate may appeal to the Board.
- i. Promote and develop activities related to its sport.
- j. Have the right to establish an Executive Committee to perform its duties between annual meetings. The constituency of such Executive Committee shall be within the discretion of that Sport Committee except that, if such committee is established by either the Men's or Women's Track & Field Committees, at least one-third of that membership therein shall consist of individuals whose vocation is the administration or coaching of school/college community track and/or field.
- k. MAKE-UP: Each Sport Committee shall be constituted as follows: One member from each amateur sports organization referred to in Article 6; one member to be named by any amateur sports organization referred to in Article 6, the program and competitions of which are devoted primarily to the sport discipline of the particular committee; and that number of active athlete members (active in the particular discipline of the committee) as called for by the by-laws of USATF, to be named by that Sport Committee. Each Sports Committee shall, at its annual organizational meeting (see Article 13(c) (3) elect its chairman.

## **ARTICLE 15**

### **COMPOSITION OF ADMINISTRATIVE AND OPERATIONS COMMITTEES**

Unless otherwise provided, each Administrative and Operations Committee shall consist of maximum of sixteen members, one to be named from each

duly active Sport Committee and an equal number, including the chairman, to be named by the President of USATF/AZ.

## **ARTICLE 16**

### **ADMINISTRATIVE COMMITTEES**

- a. BUDGET AND AUDIT: duties and responsibilities shall be:
- b. At the designated time each year, audit and examine the accounts of the Treasurer for the preceding fiscal year and report to this Association;
- c. Examine the accounts of the Treasurer at any other time as requested by this Association and report to the Association thereon, and may require the Treasurer to turn over to it all moneys, accounts, books, papers, vouchers, and records appertaining to his office,
- d. Recommend to USATF/AZ penalties to be charged to any organization, club, or individual not meeting its, his or her financial obligations;
- e. Cooperate with the various committees on matters pertaining to the financial well-being of USATF/AZ;
- f. In consultation with the appropriate Sport Committee, recommend to the Association all dues and fees to be paid to USATF/AZ;
- g. Audit, with professional assistance if requested the accounts of USATF/AZ and make annual reports thereon to the Board.
- h. Make-up: The committee shall consist of one representative from each duly active Sport Committee, three at large members selected by the President, and the Treasurer. The chairman shall be elected at the annual organizational meeting, each year, by and from the committee.
- i. MEMBERSHIP: duties and responsibilities shall be:
- j. Sanction events approved by the appropriate Sport Committee;
- k. Register and certify athletes for competition in events sanctioned by USATF/AZ.
- l. Take action on all cases involving interpretation or enforcement of any Article of these by-laws concerning sanctioning or registration matters, including any such matters relating to two or more members of this Association.
- m. LAW AND LEGISLATION: duties and responsibilities shall be:
- n. Consider and present in proper form for action all proposed amendments to the by-laws of USATF/AZ and may make recommendations thereon;
- o. Have the authority to propose amendments to the by-laws of USATF/AZ;
- p. Make-up: the committee shall have the composition recited in Article 15.

- q. SPORTS MEDICINE AND SPORTS SCIENCE: duties and responsibilities shall be:
- r. Study the correlation between health and sports and make such recommendations as deemed advisable for the conduct of the sport of Athletics; shall conduct Sports Medicine and Sports Science seminars, and shall determine the Medical Advisory Committee to USATF/AZ;
- s. Collect and make arrangements for storing reports from contributing medical personnel regarding the health care and solutions to health care problems related to the sport of Athletics;
- t. Encourage sports medicine and sports science seminars to be held throughout the State, for time to time, and act as an advisory body to those interested in conducting sports medicine and sports science seminars;
- u. Prepare a list of medical personnel who are willing to assist the program in any way;
- v. Assist and advise Standing Sport Committees in areas of physiology testing, biomechanical analysis, psychological preparation for competitors, and nutrition;
- w. Inventory and evaluate sports medical facilities throughout the State;
- x. Provide references for the technical knowledge, understandings, and applications of sport-related sciences toward improved development in Athletics;
- y. Make-up: the committee shall consist of a chairman and two at-large delegates appointed by the President, and one delegate from each duly active Standing Sport Committee.
- z. OFFICIALS: duties and responsibilities shall be:
  - aa. The certifying, training, and general supervision of officials;
  - bb. The monitoring of the overall requirements for the training and certification of officials;
  - cc. The encouragement and development of standard uniform attire to be worn when officiating.

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

It shall further be the duty of the Committee to:

- a. Designate pre-certified officials;
- b. Certify Association Officials;
- c. Recommend to the National Committee candidates for National and Master Official certification.
- d. Make-up: The committee shall have the composition as recited in Article 15.
- e. RECORDS: duties and responsibilities shall be:
- f. Investigate every performance submitted for record approval, with its recommendations for approval or rejection;
- g. Ensure that all requirements for record approval conform to the requirements of the IAAF with respect to application for and approval of World Records in such sport;
- h. Ensure all applications for records are submitted on the official Record Application form and contain all pertinent information called for on the form.
- i. Make sure that any organization hosting a competition has the proper forms, that the forms are properly completed and forwarded to the National Records Chairman without delay.
- j. Ensure that all meetings in sports in which records of time, distance, or height are maintained, that there is an official called a Records Clerk present, whose responsibilities shall be to (a) ensure that insofar as can be controlled, record conditions are met and (b) that record applications are promptly prepared and submitted.
- k. Make-up; shall be as recited in Article 15.
- l. ATHLETES ADVISORY: duties and responsibilities shall be:
- m. Serve as a source of reference, opinion, and advice to the President, Secretary and Executive Board with regard to current or contemplated policies of this Association and in all matters relating to athletes and athletes rights;
- n. Make-up: this committee shall be elected at the annual meeting on even- numbered years by the Athlete Representatives of this Association who have competed in competition under IAAF jurisdiction during the last 10 years as a representative of the United State and shall vote for the following persons: Two (2) - active athletes (male and female) and three additional at-large athletes, active or inactive;
- o. This committee shall elect its chairman, secretary, and other officers it may desire.

## **ARTICLE 17**

### **OPERATIONS COMMITTEES**

Shall include but shall not be limited to the following stated committees. Any committee not specifically named herein shall be known to be named if required as per Article 17 of the by-laws of USATF.

- a. Development Committee: duties and responsibilities shall be:
- b. Investigate, stimulate, plan, and promulgate programs on a broad basis to provide overall development (a) training and competitive facilities, (b) equipment and supplies, (c) coaching methods, (d) athletic skills;
- c. Perform the above activities within the parameters necessary to develop the maximum number of involved athletes from the base level of novice to the highest proficiency of world-class performers.
- d. Make-up: shall be as follows: one male and one female representative from each duly active sports committee; at large members who shall be the past chairman of this committee; one representative from Sports Medicine and Sports Science; four active athletes elected by the athlete representatives of this Association, at least one of which shall represent Men's Track & Field, Women's Track & Field, Race Walking and Long Distance Running.

The Chairman of this Committee, with the approval of the President, shall have the authority to appoint additional members necessary to carry out the responsibilities of this committee.

- a. Rules Committee: duties and responsibilities shall be:
- b. Ensure that adequate technical rules and standards of procedure of competition are developed and that the requirements of the appropriate rules are complied with during competition-
- c. To accomplish the above, initiate proposed amendments to the rules of competition and present them along with the committee's recommendations to the Association at its annual meeting for its approval;
- d. Interpret the rules of competition;
- e. Make-up: this committee shall consist of a chairman selected by the President and one representative from each of the duly active Sports Committees; one representative each selected from the Officials and Records Committees, three athletes representatives elected by and from the athletes representatives of this Association.

## **ARTICLE 18**

### **INTERNAL GRIEVANCE PROCEDURE**

- a. Any member of this Association, parent or guardian of a member may file a written grievance with the Secretary pertaining to any matter within the cognizance of this Association and/or alleging a violation of any provision of these by-laws.
- b. Any grievance or complaint shall be signed under oath and shall allege with particularity the nature of the grievance and/or each claimed violation of the aforementioned documents by reference to specific sections thereof, stating in concise language how, when and where the alleged violation occurred. The factual allegations shall be set forth in numbered paragraphs, each paragraph containing a single factual allegation.
- c. Upon receipt of a grievance or complaint, the Secretary shall refer it to the Committee for the sport involved or, in the case of more generalized grievances or complaints, to the Executive Board. Every effort will be made to resolve the grievance or complaint at the committee level through informal means.
- d. In the event that the member filing a grievance or complaint is not satisfied with the resolution of the matter by informal methods, he may request a hearing, whereupon the President shall promptly appoint a panel of at least three (3) members in good standing, of which one must be an athlete over 18, none of whom shall have an interest in the subject matter of the grievance or complaint, to hear evidence, making findings of fact, and adjudicate the issues raised. In the event that a grievance is filed against the executive board the Associations Committee of USA Track and Field will appoint the panel. The determination of the panel shall be final.
- e. Fair notice and an opportunity for a hearing shall be accorded to any amateur athlete, coach, trainer, manager, administrator, or official before this Association declares such individual ineligible to participate in any amateur athletic competition.
- f. At any hearing conducted pursuant to paragraph (d) of this Article, all interested parties shall have the right to counsel, to present evidence in support or in opposition to the grievance or complaint, to cross-examine witnesses, and to present such factual or legal claims as will support their positions. The hearing panel shall make a summarized record of the proceedings. The rules of evidence shall not be strictly enforced;

instead, rules of evidence that are generally accepted in administrative proceedings shall be applicable.

The hearing panel shall expeditiously conduct the hearing and report its findings of fact and conclusions in writing to the Board and all interested parties.

## **ARTICLE 19**

### **SUSPENSION AND EXPULSION**

- a. This Association, or its Board as its representative, shall have the power
- b. To suspend for a definite or indefinite period, or
- c. To expel a member, delegate, athlete, coach, manager; official or member of any committee who by neglect or by conduct
  - a. Acts in a manner detrimental to the purposes or reputation of this Association, USATF and amateur sports, or
  - b. Has violated any of the By-Laws or rules of this Association, USATF, or (3) has violated the rules of amateurism as defined-by the IAAF.
- d. In between meetings of USATF/AZ, the Board shall have the authority to exercise the powers recognized in paragraph (a) of this Article.
- e. For the same reasons stated in paragraph (a) of this Article, this Association shall have the power to recommend to USATF that a member, delegate, athlete, coach, manager, official, or member of any committee be suspended or expelled provided that all the provisions of due process as stated in these By-Laws have been met.
- f. Before exercising its authority under this Article, this Association or the Board must notify, in writing, the person or organization involved of any alleged infringement of rules or good conduct, and in order to afford an opportunity to be heard in a swift and equitable manner.
- g. On application for reinstatement to the Association by any person or organization suspended or expelled, said application shall give in detail the reasons advanced for reinstatement, at which time this Association may reinstate said person or organization.

## **ARTICLE 20**

### **SANCTIONS FOR AMATEUR ATHLETIC COMPETITIONS**

- a. The sanctioning policy of this Association for amateur athletic competition in Athletics shall be in accordance with Article 20 of the by-laws of USATF and as follows: If this Association does not determine by

clear and convincing evidence that holding or sponsoring an amateur athletic competition would be detrimental to the best interest of the sport, this Association shall promptly grant a sanction requested by an amateur sports organization or person:

- b. To hold an amateur athletic competition, if such amateur sports organization or person
  - a. Pays to this Association any required sanctioning fee if such fee is reasonable and nondiscriminatory;
  - b. Demonstrates that:
    - 1. Appropriate measures have been taken to protect the amateur status of athletes who will take part in the competition and to protect their eligibility to compete in amateur athletic competition,
    - 2. Appropriate provision has been made for the validation of records which may be established during the competition,
    - 3. Due regard has been given to amateur athletic requirements specifically applicable to the competition,
    - 4. The competition will be conducted by qualified officials,
    - 5. Proper medical supervision will be provided for athletes who will participate in the competition, and
    - 6. Proper safety precautions have been taken to protect the personal welfare of the athletes and spectators at the competition, and
  - c. Submits to this Association an audited or notarized financial report of similar events, if any, conducted by the amateur sports organization, or person.
- c. If a member of this Association proposes to sponsor an amateur athletic competition to be held in the Association, and has certified in writing and demonstrated to this Association that it has and will conform to the standards set forth in subsection (a), it shall, upon notifying this Association or its designee in writing about such proposed competition, be entitled to a sanction by this Association for such competition without further submission, subject to coordination of scheduling of competitions through the appropriate Standing Sport Committee, unless this Association determines, by clear and convincing evidence, that the competitions would be detrimental to the best interests of the sport.

## **ARTICLE 21**

### **FISCAL AND LEGAL MATTERS**

- a. The fiscal year of this Association shall be September 1 through August 31.
- b. If requested, corporate fidelity bonds shall be obtained at the expense of this Association in a form and amount approved by the Board, indemnifying this Association against losses resulting from infidelity, defalcation or misappropriation by officers, employees, or agents of funds, property or assets owned by or under the control of this Association.
- c. The Board shall, from time to time as necessary, designate depositories for the funds, property, and assets belonging to or under the control of this Association.
- d. Funds on deposit in banks can be withdrawn only by voucher check upon the signature of the Treasurer if that officer is bonded; if not bonded, upon signature of the Treasurer and any one of the following officers: President or Secretary. Other assets or property of this Association may be transferred from one depository to another by action of the Board.
- e. The Board, effective at the beginning of each fiscal year, shall have the books and financial records of this Association audited by the Budget and Audit Committee. This Committee may employ the services of a Certified Public Accountant to audit said books and financial records as directed by the Board. After completing the audit, a report shall be submitted to the Board, and as soon thereafter as reasonably possible, a copy of such audit report shall be available for each member of this Association before the next annual meeting.
- f. All contracts, not in the ordinary course of affairs of this Association shall be examined and approved for form by the Board of this Association prior to execution.
- g. The contents of all contracts affecting Sport Committees shall, during their negotiation phase be communicated to the appropriate committee.
- h. Any indebtedness or liability must be authorized by a majority vote of the Board at a duly convened meeting.
- i. This Association shall not incur any indebtedness in excess of \$5000.00 without affirmative vote of a majority of the Board.

## **ARTICLE 22**

### **EXEMPTION**

The members, directors, officers and/or employees of this Association shall not be personally liable for any debt of this Association, and the private property of the members, directors, officers, and/or employees of this Association shall be forever exempt from its Association debts.

## **ARTICLE 23 INDEMNIFICATION**

This Association shall indemnify any and all of its directors and officers, or former directors and officers, against expenses incurred by them, including legal fees, or judgments of penalties rendered or levied against any such person while acting within the scope of his authority as a director or officer of this Association, provided that the Executive Board shall determine in good faith that such person did not act, fail to act, or refuse to act willfully or with gross negligence or with fraudulent or criminal intent in regard to the matter involved in the action, and provided further that the Board shall have the right to refuse indemnification as to expenses in any instance in which the person to whom indemnification would otherwise have been applicable shall have incurred expenses without approval by the Board which are excessive and unreasonable in the circumstances and are so determined by the Board, and as to expenses, judgments or penalties in any instance in which such person shall have refused unreasonably to permit this Association, at its own expense and through counsel of its own choosing, to defend him or her in the action or to compromise and settle it.

## **ARTICLE 24 CONFLICT OF INTEREST**

Any individual representing this Association, or who has a financial arrangement with this Association, or is a member of any of its committees, shall not participate in the evaluation or approval of a contract with a supplier to furnish goods or any party to provide services to this Association or any of its committees, if that individual directly or indirectly benefits, financially or otherwise, receives any form of compensation from, or has any interest in any supplier or party under consideration. Each individual referred to in the first sentence of this Article shall, upon learning that this Association or any of its member committees is proposing to enter into an arrangement in which he or she has a financial interest as aforesaid, promptly notify the President or Secretary in writing of the existence of such interest, and the President or Secretary, in turn, shall disclose such interest to those Association bodies involved in considering entry into the arrangement. In the event of a violation of this provision, this Association shall have the right to recover such benefit or payment and to void the contract or transaction.

## **ARTICLE 25 AMENDMENTS**

- a. These by-laws may be amended at any meeting of this Association by a two-thirds vote of those delegates present and voting, provided notice of

the proposed amendment has been submitted in writing to the members of this Association at least thirty (30) days prior to the meeting.

- b. Amendments to these by-laws must be submitted to the Chairman of the Law & Legislation Committee at least ninety (90) days prior to the meeting for proper review and submittal to the members of this Association.

## **ARTICLE 26**

### **SAVING CLAUSE**

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

## **ARTICLE 27**

### **DISSOLUTION**

In the event of dissolution of this Association, whether voluntary or involuntary, when and as authorized by the affirmative vote of the active members given at such a meeting called for that purpose, the Executive Board or such other person or persons so charged with the dissolution of this Association, shall have the power to dispose of all assets of the Association in such a manner as to benefit the sport of Athletics.

Appendix "A"

## **GUIDELINES FOR HEARING PANELISTS**

After the Panel chair has consulted the parties to the dispute, the hearing panel members and any witnesses, a date that is convenient to all parties should be set for the hearing. If documents will be presented at the hearing by either party, a copy must be made for each panel member and for all other parties to the hearing excluding witnesses.

### **Claimant's/Petitioner's Case**

1. Petitioner has 5 minutes for opening statement.
2. Respondent has 5 minutes for opening statement.
3. Petitioner presents witnesses
  - o Petitioner asks questions of witness, witness answers
  - o Questions should be such that tells the story to Panel about the facts in dispute, for the witnesses own knowledge

4. Respondent cross-examines the petitioner's witness.
5. Panel members ask questions, if something is unclear to them.
6. Petitioner introduces any other documentary evidence provided to Panel. Panel Chair will label documents for easy reference in Decision

### **Defendant's/Respondent's Case**

1. Defendant has 5 minutes for opening statement.
2. Defendant has 5 minutes for opening statement.
3. Defendant presents witnesses
  - a. Defendant asks questions of witness, witness answers
  - b. Questions should be such that tells the story to Panel about the facts in dispute, for the witnesses own knowledge
4. Petitioner cross-examines the defendant's witness.
5. Panel members ask questions, if something is unclear to them.
6. Petitioner introduces any other documentary evidence provided to Panel. Panel Chair will label documents for easy reference in Decision

### **Closing Statements**

1. Defendant has 5 minutes for closing statement.
2. Petitioner has 5 minutes for closing statement.

### **Decision**

The decision of the Panel must be rendered within fourteen (14) and prepared in writing to all interested parties except witnesses.

Appendix "B"

Due Process Afforded an Athlete, Coach or Administrator  
Before Declaring Ineligible

"No amateur sports organization is eligible to be recognized nor is it eligible to continue to be recognized as a National Governing Body unless it – provides...fair notice and opportunity for a hearing to any amateur athlete, coach, Trainer, manager, administrator, or official before declaring such individual ineligible to participate;"

USOC Constitution, Article IV, Section 4 ( C ) ( 8 )

- Notice of the specific charges or alleged violations in writing, and possible consequences if the charges are to be found true.
- Reasonable time between receipt of the notice of charges and the hearing within which to prepare a defense;
- The right to have the hearing conducted at such a time and place so as to make it practicable for the person charged to attend;
- A hearing before a disinterested and impartial body of fact finders;
- The right to be assisted in the presentation of one's case at the hearing, including the assistance of legal counsel, if desired
- The right to call witnesses and present oral and written evidence and argument;
- The right to confront and cross-examine adverse witnesses;
- The right to have a record made of the hearing if desired;
- A written decision, with reasons therefore, based solely on the evidence of record, handed down in a timely fashion;
- Written notice of appeal procedures, if the decision is adverse to the person charged, and prompt and fair adjudication of the appeal.