

Operating Bylaws
NCAA Division III Program Membership Divisions (Track and Field)
of the
U.S. Track & Field and Cross Country Coaches Association

ARTICLE I
PREAMBLE, PURPOSE, AND PRINCIPLES OF THE ASSOCIATION

1.01 PREAMBLE. The track and field coaches of NCAA Division III Program Membership Divisions of the U.S. Track & Field and Cross Country Coaches Association (USTFCCCA) desire to establish an operating framework in which collective decision making and representation to the USTFCCCA will be established and enhanced. Everything in these Operating Bylaws shall be consistent with the Articles of Incorporation and Bylaws of the USTFCCCA.

1.02 CERTAIN DEFINED TERMS. Unless the context clearly requires otherwise, the capitalized terms defined below shall have the following meanings:

“Association” means the track and field coaches of the NCAA Division III Program Membership Divisions as defined under the Bylaws of the U.S. Track & Field and Cross Country Coaches Association.

“Division III” means the Division III classification of the National Collegiate Athletic Association.

“Electronic Voting” means voting conducted by any electronic means, including but not limited to voting via email, on-line voting, and in-person, electronic voting.

“Executive Committee” means the governing body of the Association with all the rights, powers, and duties conferred upon it as defined herein.

“National Office” means staff located at the USTFCCCA national headquarters.

“NCAA” means the National Collegiate Athletic Association.

“Qualified Members” means all eligible members of the Association as determined by these Bylaws and those of the USTFCCCA.

“Regional Representative(s)” means a Qualified Member elected from each of the eight (8) current NCAA Division III regions to represent track and field coaches from that region.

“Simple Majority” means a majority of votes cast, i.e. greater than 50% of the total votes cast.

“Unit Vote” means a voting procedure in which each Qualified Member program in good standing with the USTFCCCA receives one (1) vote per program. Individual men’s and women’s programs shall receive one (1) vote each. Combined programs shall receive two (2) votes each.

“USTFCCCA” means the U.S. Track & Field and Cross Country Coaches Association.

1.03 PURPOSE AND PRINCIPLES. The Association exists for and is dedicated to the following purposes:

- A. To provide an organization that represents the interests of coaches of Division III track and field;
- B. To promote and foster Division III track and field as an integral part of the educational and athletic environment;
- C. To develop increased student-athlete participation in the sport of track and field;
- D. To endeavor to achieve and maintain the highest possible standards in Division III track and field;
- E. To promote leadership and support to coaches and their programs in the attempt to enhance coaching as a profession and provide opportunity for professional growth;
- F. To recognize and award outstanding achievement of Division III track and field coaches, student-athletes, and support personnel;
- G. To endeavor good public relations and communications in order to publicize and promote the sport of track and field;
- H. To provide assistance to the body of people who make up the athletic community of Division III track and field;
- I. To disseminate information on matters of general concern to the Membership as they pertain to Division III track and field;
- J. To make recommendations to the USTFCCCA and its membership and the NCAA in matters pertaining to Division III track and field; and
- K. To preserve Division III track and field records and documents.

ARTICLE II MEMBERSHIP, MANAGEMENT, AND OFFICERS

2.01 ELIGIBILITY. Membership in the Association shall be open to all track and field coaches within the USTFCCCA who are also Qualified Members of any Division III Program Membership Division of the USTFCCCA. Qualified Members who are in good standing shall be entitled to all privileges including the right to vote and to hold office, unless a greater requirement shall be specified in these Operating Bylaws.

2.02 EXECUTIVE COMMITTEE COMPOSITION. The Executive Committee shall be comprised of thirteen (13) voting members and two (2) non-voting members, and the number thereafter may be modified from time to time by a vote of the majority of the Qualified Members. The Executive Committee shall be comprised of the following individuals:

- A. The Officers of the Association;

- B. Regional Representatives (one (1) per region from each of the eight (8) NCAA Division III cross country regions elected by Qualified Membership in their respective regions);
 - C. The previous Past President of the Association;
 - D. The Historian (non-voting); and
 - E. The Parliamentarian (non-voting).
- 2.03 [DUTIES OF THE EXECUTIVE COMMITTEE.](#) The Executive Committee is authorized to transact any and all business of the Association between regular meetings, making decisions which cannot wait for regular meetings.
- 2.04 [OFFICERS.](#) The Officers of the Association shall be the President, First Vice President, Second Vice President, and Secretary.
- 2.05 [DUTIES OF THE OFFICERS.](#)
- A. [President.](#) The President shall exercise general supervision and control over all activities of the Association including but not limited to (1) preside over all general, special, or annual meetings and ensure they are called in a timely manner to conduct the business of the Association; (2) act as the representative of the Association before the USTFCCCA; (3) in conjunction with the chief executive officer (CEO) of the USTFCCCA, act as the representative of the Association before the NCAA; (4) establish committees of the Association and appoint committee members; (5) serve as an ad hoc member on all committees; (6) appoint the Secretary, the Historian, the Parliamentarian, the Hall of Fame Chair, and any vacancy on the Executive Committee; and (7) perform any other duty as may be necessary to carry out the directives of these Operating Bylaws and the Articles of Incorporation and Bylaws of the USTFCCCA.
 - B. [First Vice President.](#) The First Vice President shall perform all the duties of the President in the absence of the President. The First Vice President shall (1) act as a resource to all committees ensuring each committee achieves its stated purpose, and (2) carry out any other duties the President may from time to time assign.
 - C. [Second Vice President.](#) The Second Vice President shall perform all the duties of the President or First Vice President in their absence. The Second Vice President shall (1) chair the Awards Committee and (2) carry out any other duties the President may from time to time assign.
 - D. [Secretary.](#) It shall be the duty of the Secretary: (1) to keep a true record of the proceedings of all meetings of the Association; (2) to verify Qualified Members with the USTFCCCA; (3) to ensure that proper notice of all meetings is sent to all members; (4) to ensure notification of all members of any committee appointments or duties assigned to them; (5) to keep an election schedule approved by the Executive Committee for the selection of Regional Representatives; (6) chair the Law and Legislation Committee; (7) maintain a list of members who have served as an Executive Officer, Regional Representative, or Committee Member; and (8) to carry out any other duties the President may from time to time assign.

- 2.06 **REGIONAL REPRESENTATIVES.** The Regional Representatives shall represent their region on the Executive Committee. All Representatives shall: (1) attend all official meetings of the Association and the Executive Committee; (2) prepare an agenda for regional coaches meetings of the Association; (3) ensure that the regional meeting agenda is distributed to the region’s coaches prior to the meeting; (4) conduct regional coaches meetings of the Association as necessary; (5) keep a true record of the proceedings of regional meetings of the Association; (6) ensure that the minutes of these meetings are distributed to the respective coaches; (7) forward agenda items and minutes of regional meetings to the President and National Office; (8) send a “Call for Nominations” 20-45 days before the annual meeting when pending Regional Representative vacancies exist; (9) notify regional coaches of the Regional Representative nominees at least five (5) days before the annual meeting; (10) communicate information from the Association and/or the USTFCCCA to members of the region; and (11) carry out any other duties the President may from time to time assign.
- 2.07 **PAST PRESIDENT.** The most recent Past President shall serve the President as an advisor and carry out any other duties the President may from time to time assign. The Past President shall serve as the chair of the Nominations and Election Committee.
- 2.08 **HISTORIAN.** The Historian (1) shall preserve records, including, but not limited to, NCAA Division III Regional and National results, academic awards, and athletic awards; (2) administer any historical duties as directed by the Association; and (3) carry out any other duties the President may from time to time assign.
- 2.09 **PARLIAMENTARIAN.** The Parliamentarian shall be knowledgeable in matters of parliamentary procedure and advise members in such matters and carry out any other duties the President may from time to time assign.

ARTICLE III NOMINATIONS, ELECTIONS, AND TERMS

- 3.01 **GENERAL.** All prospective candidates and appointees must meet the following qualifications to be placed on any ballot or slate: (1) current Division III track and field coach; and (2) in good standing within the USTFCCCA and the NCAA Division III Program Membership Divisions.
- 3.02 **PRESIDENT, FIRST VICE PRESIDENT, SECOND VICE PRESIDENT.** Shall be elected in accordance with the restrictions set forth in this section at the national convention of the USTFCCCA by a vote of all Qualified Members. The election of the President, First Vice President, and Second Vice President shall be held as required to fill a vacancy at the USTFCCCA annual convention. Prospective candidates and appointees shall meet all the general qualifications in 3.01 for placement on a ballot or slate.
- A. **Nominations.** The Nominations and Election Committee (Committee) shall develop, evaluate, and bring forth a slate of qualified candidate(s) to present for a vote to the Qualified Membership of the Association at the annual convention. The Committee shall

solicit individual members who possess exceptional skills and attributes that would enable them to carry out the goals and mission of the Association and the USTFCCCA. Any Qualified Member of the Association may propose a prospective Officer candidate to the Committee. To be eligible for consideration by the Qualified Membership the candidate must submit any information reasonably requested by the Committee in a form acceptable to the Committee.

- B. **Election.** Qualified Members eligible to vote at the annual convention shall be entitled to one (1) vote per Qualified member on the Officers proposed by the Nominations Committee. The candidate shall be voted up or down as determined by a majority of those voting. If the candidate is voted down any individual member may move on the floor to nominate a replacement candidate. Candidates nominated from the floor shall be elected by a simple majority of votes cast by the Qualified Members present. If more than two candidates are nominated from the floor and no candidate receives a simple majority of votes cast by Qualified Members present, the candidate receiving the least number of votes shall be eliminated from consideration, and a new vote shall be taken with the remaining candidates. This procedure may be repeated as necessary until one candidate receives a simple majority of votes cast by Qualified Members present.
- C. **Term.** The President, First Vice President, and Second Vice President shall serve a two (2) year term. Each may serve a subsequent term, however no Officer shall serve more than two (2) consecutive terms. The President, First Vice President, and Second Vice President shall serve in a rotating system as the office of the President is vacated. Terms of office shall begin at the conclusion of the subsequent summer meeting of the USTFCCCA Board of Directors.

3.03 **SECRETARY.** The Secretary shall be appointed by the President to serve at the pleasure of the President.

3.04 **REGIONAL REPRESENTATIVES.** Shall be elected in accordance with the restrictions set forth in this section annually at the national convention of the USTFCCCA by Qualified Members of Division III Program Membership Divisions in their respective NCAA regions.

- A. **Nominations.** Any Qualified Member of a Division III Program Membership Division may nominate a candidate for the position of Regional Representative for their respective region. Nominations must be submitted to the current Regional Representative within the respective region.
- B. **Election.** Qualified Members of a Division III Program Membership Division eligible to vote at the annual convention shall be entitled to one (1) vote per Qualified Member on the Regional Representative candidate(s) from their respective region. Candidates shall be elected by a simple majority of votes cast by the Qualified Members in the respective region present. If more than two candidates are on the ballot for any office and no candidate receives a simple majority of votes cast by Qualified Members in the respective region present, the candidate receiving the least number of votes shall be eliminated from

consideration, and a new vote shall be taken with the remaining candidates. This procedure may be repeated as necessary until one candidate receives a simple majority of votes cast by Qualified Members in the respective region present.

- C. **Election Schedule.** The Secretary shall maintain an election schedule approved by the Executive Committee ensuring that no more than four (4) Regional Representatives are elected in any given year with the exception of a mid-term replacement due to resignation.
 - D. **Term.** Regional Representatives shall serve two (2) year terms and may not serve more than two (2) consecutive terms. Terms of office shall begin at the conclusion of the annual meeting.
- 3.05 **PAST PRESIDENT.** The most recent Past President shall serve a two-year term, ending as the office of the President is vacated.
 - 3.06 **HISTORIAN.** The Historian shall be appointed by the President to serve at the pleasure of the Executive Committee.
 - 3.07 **PARLIAMENTARIAN.** The Parliamentarian shall be appointed by the President to serve at the pleasure of the Executive Committee.
 - 3.08 **RESIGNATION.** Resignation from an appointed or elected position shall be submitted in writing to the President and Secretary and be deemed effective ten (10) days after receipt. The Secretary shall notify the members of the Executive Committee of any resignation.
 - 3.09 **REMOVAL.** Any member elected or appointed to a position of the Association may be removed by a two-thirds (2/3) vote of the Qualified Membership at any general or special meeting; or removal may be accomplished with or without cause by a vote of not less than three-fourths (3/4) of the members of the Executive Committee present, at any time in which a quorum is present. In all cases, ten (10) days advance notice of such removal must be given.
 - 3.10 **VACANCY.** If a vacancy occurs for any reason (death, resignation, or removal) the vacant position shall be filled by appointment of the President. If a vacancy occurs in an elected position, the appointee shall serve the remainder of the original term, and this service shall not count toward any term limitations specified in these Bylaws.

ARTICLE IV ADMINISTRATION-EXECUTIVE COMMITTEE

- 4.01 **MEETINGS.** The Executive Committee shall meet at the USTFCCCA annual convention and may meet by video or teleconference. The Executive Committee shall meet: (1) monthly by teleconference during the months of January through June, inclusive; and (2) monthly by teleconference during the months of September through November, inclusive.

Video or teleconference meetings must conform to the notice requirements of these Bylaws.

- 4.02 [SPECIAL MEETINGS](#). Special meetings of the Executive Committee may be called by the President or any two (2) Officers, or by the call of not less than fifty percent (50%) of the Executive Committee.
- 4.03 [NOTICE OF MEETINGS](#). Written or printed notice stating place, day, and hour of meeting of the Executive Committee shall be delivered either personally, or by mail or email to each active Qualified Member entitled to vote at such meeting. Notice shall be delivered not less than ten (10) days for a physical meeting, and not less than two (2) days for a video or telephonic meeting, prior to the date of such meeting, by or at the direction of the President or as required by these Operating Bylaws. In case of special meetings, the purpose or purposes for which the meeting is called shall be stated in the notice. If sent by mail, a notice of meeting shall be deemed delivered when deposited in the United States Mail, postage prepaid, addressed to the member at his or her address as it appears on the records of the USTFCCCA at the time of mailing.
- 4.04 [QUORUM](#). At least seven (7) voting members of the Executive Committee must be present to constitute a quorum for the transaction of any business at any meeting of the Executive Committee.
- 4.05 [VOTING](#). Executive Committee members shall be entitled to one (1) vote on each matter submitted. Each matter shall be decided by a Simple Majority of votes cast by members of the Executive Committee participating in the vote, unless a greater requirement shall be specified in these Operating Bylaws.
- 4.06 [COMPENSATION](#). No member of the Executive Committee shall receive compensation from the Association or USTFCCCA for serving as a member.
- 4.07 [MINUTES](#). The Secretary shall keep accurate minutes of all Executive Committee proceedings in the form of a certified agenda, which shall be made from the taped proceedings of any meeting. The Secretary at the direction of the President or any Executive Committee member shall produce a certified transcript of any meeting within ten (10) business days of such request.

ARTICLE V ADMINISTRATION-COMMITTEES

- 5.01 [COMMITTEES](#). The President, or the Executive Committee by a majority vote at any time in which a quorum is present and notification requirements in these Bylaws have been met, may establish committees to study topics or perform specific duties. These committees may be established at any time throughout the year and may remain intact until their charge has been accomplished. Such committees shall have the authority to make recommendations and carry out any directives issued by the President and/or

Executive Committee. Unless modified by subsequent amendment to the Operating Bylaws the standing committees of the Association shall be as follows:

- A. **Nominations and Election Committee.** The Past President shall chair the Nominations and Election Committee (Committee), and the Committee shall include a minimum of two (2) additional members appointed by the President. The Committee shall develop, evaluate, and bring forth qualified candidates to present for a vote to the Qualified Membership of the Association at the annual convention. The Committee shall solicit individual members who possess exceptional skills and attributes that would enable them to carry out the goals and mission of the Association and the USTFCCCA. The Committee shall determine procedure for voting and eligibility of candidates for election. The Committee shall meet as necessary and at the direction of the President or the Committee Chair to carry out its charge in the event of a vacancy.
- B. **Awards Committee.** The Second Vice President shall chair the Awards Committee (Committee), and the Committee shall include a minimum of three (3) additional members appointed by the President. Awards Committee members, other than the 2nd Vice Presidents, will serve three (3) year terms and rotate off the committee one member each year. The Committee shall assume the responsibility for awards and recognition of the Association's members and their student-athletes. All awards shall be coordinated with the USTFCCCA Awards Committee. The USTFCCCA shall provide the funding for such awards. As Chair of the Committee, the Second Vice President shall provide to the Secretary a current list of all awards currently awarded by the Association, the criteria to qualify for the award, and a description of the award. The Second Vice President shall also provide to the National Office a list of all recipients of any award given by the Association. In coordination with the USTFCCCA Awards Committee, the Second Vice President shall ensure that any existing lists of the Association's awards are up-to-date. The Committee shall meet at the USTFCCCA annual meeting. The Committee also shall meet a minimum of twice per year by teleconference: (1) during the month of September; and (2) after the Division III Cross Country Championships but prior to the USTFCCCA annual meeting, and at the direction of the President or the Committee Chair.
- C. **Law and Legislation Committee.** The Secretary shall chair the Law and Legislation Committee (Committee), and the Committee shall include a minimum of two (2) additional members appointed by the President. The Committee shall assume the responsibility to review, interpret, and maintain the Operating Bylaws of the Association. The Committee shall meet at the USTFCCCA annual meeting. At the annual meeting, the Committee shall present to the Executive Committee any prepared materials regarding proposed amendments to the Operating Bylaws. The Committee also shall meet by teleconference a minimum of two times per year with at least one of those calls held in conjunction with the Division III Cross Country Law and Legislation Committee.
- D. **Hall of Fame Committee.** The President shall appoint the Chair of the Hall of Fame Committee, and the Committee shall include a minimum of two (2) additional members appointed by the President. The Hall of Fame Committee shall also include two (2) appointees from the USTFCCCA NCAA Division III Cross Country President.

Committee members, other than the Chair, shall serve four (4) year terms and rotate off of the committee alternating between track and field and cross country, one member each year. The Committee shall assume the responsibility for administering the Division III Athlete Hall of Fame programs, including but not limited to the determination of minimum qualifications for selection, the determination of procedures for nominations and selection, the selection of an annual class of Hall of Fame inductees, and the notification of each new class of inductees. The chair shall provide to the National Office a list of each class of inductees. In coordination with the USTFCCCA National Office, the chair shall ensure that any existing lists of the Association's Hall of Fame inductees are up-to-date. The Committee shall meet at the USTFCCCA annual meeting and at the direction of the President or the Committee chair.

ARTICLE VI MISCELLANEOUS

- 6.01 **AMENDMENTS**. Any amendments to these Operating Bylaws must be proposed in writing by the Law and Legislation Committee or proposed and signed by at least six (6) voting members of the Executive Committee to be considered for approval. Such approval must be made by two-thirds (2/3) of Executive Committee members present under a quorum of the Executive Committee who has received proper notice as provided for under these Bylaws.
- 6.02 **VOTING**. Voting shall be conducted on a membership basis, with each Qualified Member receiving one (1) vote, unless the President and/or a plurality of the Executive Committee of the Association calls for a Unit Vote. All votes of Qualified Members shall be conducted in person.
- 6.03 **ELECTRONIC VOTING**. Anywhere in these Operating Bylaws where notices are required or voting is conducted, it may be done by electronic means, in whole or in part, under terms approved by the President so long as the procedure (1) ensures the right of all to vote; (2) reasonably protects the confidentiality of each member's vote; and (3) is not inconsistent with these Operating Bylaws.
- 6.04 **PARLIAMENTARY AUTHORITY**. *Robert's Rules of Order, Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Operating Bylaws or any special rules of order the President or the Executive Committee may adopt, and are not in conflict with the Articles of Incorporation or Bylaws of the USTFCCCA.