

Operating Bylaws
NCAA Division I 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 I 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 I Program Membership Divisions as defined under the Bylaws of the U.S. Track & Field and Cross Country Coaches Association.

“At-Large Representative(s)” means a Qualified Member appointed by the President to serve on the Executive Committee.

“Conference Representative(s)” means a Qualified Member, who is a Division I head track and field coach, elected under their respective conference voting procedures from each of the thirty-one (31) current NCAA Division I conferences that sponsor men’s and/or women’s indoor and/or outdoor track and field.

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

“Electronic Voting” means voting conducted by any electronic means, including but not limited to voting via e-mail, 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.

“Independent Representative” means a Qualified Member who is a Division I head track and field coach, elected from institutions that do not hold or maintain any conference affiliation.

“National Office” means support staff employed by the USTFCCCA national headquarters.

“NCAA” means the National Collegiate Athletic Association.

“Officers” means the duly elected or appointed President, Vice President, and Secretary of the Association.

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

“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’s 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 I track and field;
- B. To promote and foster Division I 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 I 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 I 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 and meet the needs of the body of people who make up the athletic community of Division I track and field;
- I. To disseminate information on matters of general concern to the Membership as they pertain to Division I track and field;
- J. To make recommendations to the USTFCCCA and its membership and the NCAA in matters pertaining to Division I track and field; and
- K. To preserve Division I 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 I 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 thirty-six (36) to thirty-eight (38) voting members, and the number thereafter may be modified from time to time by a two-thirds (2/3) vote of the Executive Committee. The Executive Committee shall be comprised of the following individuals:
- A. The Officers of the Association;
 - B. Up to two (2) At-Large Representatives appointed by the President;
 - C. Conference Representatives (one (1) per conference from each of the thirty-one (31) NCAA Division I conferences that sponsor men's and/or women's indoor and/or outdoor track and field plus one (1) Independent Representative); and
 - D. The previous Past President of the Association.
- 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, 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 Association's business; (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 all committees of the Association and appoint committee members; (5) serve as an ad hoc member on all committees; (6) appoint 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. **Vice President**. The Vice President shall (1) perform all the duties of the President in the absence of the President and (2) carry out any other duties the President may from time to time assign.
 - C. **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 be knowledgeable in matters of parliamentary procedure and advise the other Officers or members in such matters; (6) to keep an election schedule approved by the Executive Committee for the election of Conference Representatives;

and (7) to carry out any other duties the President may from time to time assign. The Secretary shall serve as the chair of the Law and Legislation Committee.

- 2.06 AT-LARGE REPRESENTATIVES. At-Large Representatives shall (1) serve on the Executive Committee; (2) serve as advisors to the President; and (3) carry out any other duties the President may from time to time assign.
- 2.07 CONFERENCE/INDEPENDENT REPRESENTATIVES. The Conference Representatives and the Independent Representative shall represent: their conference, or independent programs as applicable on the Executive Committee. All Representatives shall: (1) attend all official meetings of the Association and the Executive Committee; (2) prepare an agenda for conference coaches or independent meetings of the Association; (3) ensure that the conference or independent meeting agenda is distributed to the respective conference's or independent coaches prior to the meeting; (4) conduct conference coaches or independent meetings of the Association as necessary; (5) keep a true record of the proceedings of respective conference or independent 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 conference or independent meetings to the President and National Office; (8) assist in the process of filling Conference Representative or Independent Representative vacancies according to the procedure adopted by Qualified Members of Division I Program Membership Divisions in their respective conferences, or in the case of the Independent Representative, by Qualified Members of Division I Program Membership Divisions who do not have a conference affiliation; (9) communicate information from the Association and/or the USTFCCCA to members of the respective conference or to independent institutions; and (10) carry out any other duties the President may from time to time assign.
- 2.08 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.

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 I head track and field coach; and (2) in good standing within the USTFCCCA and the NCAA Division I Program Membership Divisions.
- 3.02 PRESIDENT, 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 and Vice President shall be held as required to fill a vacancy at the USTFCCCA annual convention. Prospective candidates and appointees: 1) shall meet all the general qualifications in 3.01 for placement on a ballot or slate; and 2) shall have previously served on the Executive Committee, the Board of Directors of the USTFCCCA, or the executive committee of the Division I cross country coaches.

- A. **Nominations.** The Nominations and Election Committee (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. 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. Candidates shall be elected by a Simple Majority of Qualified Members present.
 - C. **Term.** The President and Vice President shall serve a three (3) year term. Terms of office shall begin at the conclusion of the USTFCCCA annual meeting.
- 3.03 **SECRETARY.** The Secretary shall be appointed by the President to serve at the pleasure of the Executive Committee.
- 3.04 **AT-LARGE REPRESENTATIVE(S).** The At-Large Representative(s) shall be appointed by the President. The term(s) of office of the At-Large Representative(s) shall expire as the office of the President is vacated. The At-Large Representative(s) may be reappointed by a subsequent President(s) for an additional term(s).
- 3.05 **CONFERENCE/INDEPENDENT REPRESENTATIVES.** Shall be elected in accordance with the restrictions set forth in this section by Qualified Members of Division I Program Membership Divisions in their respective conferences, or in the case of the Independent Representative, by Qualified Members of Division I Program Membership Divisions who do not have a conference affiliation. The Independent Representative shall not be eligible for election, or sit as a member of the Executive Committee until the USTFCCCA has and maintains Qualified Members from at least ten (10) NCAA Division I institutions that sponsor indoor track and field and/or outdoor track and field who do not have a conference affiliation.
- A. **Nominations.** Any Qualified Member of a Division I Program Membership Division within a respective conference may nominate a candidate for the position of Conference Representative. Any Qualified Member of a Division I Program Membership Division whose program does not have a conference affiliation may nominate a candidate for the position of Independent Representative. Nominations must be submitted to the current Conference Representative or Independent Representative for the respective conference or Independents.
 - B. **Election.** The election procedures for Conference Representatives and Independent Representatives shall be established by Qualified Members of Division I Program Membership Divisions in their respective conferences, or in the case of the Independent

Representative, by Qualified Members of Division I Program Membership Divisions who do not have a conference affiliation.

- C. **Election Schedule.** The Secretary shall maintain an election schedule approved by the Executive Committee ensuring that no more than eleven (11) Conference Representatives are replaced in any given year.
 - D. **Term.** Conference Representatives shall serve three (3) year terms and may not serve more than two (2) consecutive terms. Terms of office shall begin on September 1.
- 3.06 **PAST PRESIDENT.** The most recent Past President shall serve a one (1) year term immediately following the conclusion of his/her term as President of the Association.
- 3.07 **RESIGNATION.** Resignation from an appointed or elected position shall be submitted in writing to the Secretary and be deemed effective ten (10) days after receipt. The Secretary shall notify the members of the Executive Committee of any resignation.
- 3.08 **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.
- 3.09 **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 shall meet monthly by teleconference during the months of January 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.** A majority of 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. The Secretary at the direction of the President or any Executive Committee member shall produce a certified agenda 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 President shall appoint the chair of the Nominations and Election Committee (Committee), and the Committee shall have a minimum of two (2) and a maximum of (4) 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. **Law and Legislation Committee.** The Secretary shall chair the Law and Legislation Committee (Committee), and the Committee shall have 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. At the annual meeting, the Committee shall present to the Executive Committee prepared materials regarding proposed amendments to the Operating Bylaws. The Committee shall meet by teleconference prior to 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.** A minimum of seventy-five (75) Qualified Members shall constitute a quorum for the purposes of voting at the annual meeting. 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. A Unit Vote shall be required for recommendations regarding NCAA legislation and for issues related to NCAA championships format. 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.