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

ARTICLE I
PREAMBLE, PURPOSE, AND PRINCIPLES OF THE ASSOCIATION

1.01 PREAMBLE. The cross country 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 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 cross country 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 elected from the entire membership of the Association. There shall be separate men's and women's program At- Large Representatives.

"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.

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

"NCAA" means the National Collegiate Athletic Association.

"Officers" means the duly elected or appointed President, First Vice President, Second 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.

"Regional Representative(s)" means a Qualified Member elected from each of the nine (9) current NCAA Division I regions to represent either men's or women's cross country from that region. There shall be separate men's and women's Regional Representatives for men's and women's cross country programs in each 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's program in good standing with the USTFCCCA receives one (1) vote per program. 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 cross country;
B. To promote and foster Division I cross country as an integral part of the educational and athletic environment;
C. To develop increased student-athlete participation in the sport of cross country;
D. To endeavor to achieve and maintain the highest possible standards in Division I cross country;
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 cross country coaches, student-athletes, and support personnel;
G. To endeavor good public relations and communications in order to publicize and promote the sport of cross country;
H. To provide assistance to the body of people who make up the athletic community of Division I cross country;
I. To disseminate information on matters of general concern to the Membership as they pertain to Division I cross country;
J. To make recommendations to the USTFCCCA and its membership and the NCAA in matters pertaining to Division I cross country; and
K. To preserve Division I cross country records and documents.

ARTICLE II
MEMBERSHIP, MANAGEMENT, AND OFFICERS

2.01 ELIGIBILITY. Membership in the Association shall be open to all cross country 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 twenty-five (25) voting members and two (2) non-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. The two (2) At-Large Representatives elected by Qualified Membership;
C. Regional Representatives (one (1) per Program gender from each of the nine (9) NCAA Division I cross country regions elected by Qualified Membership in their respective regions);
D. The previous Past President of the Association; and
E. The two (2) Poll Coordinators (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 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) 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 the Secretary and any vacancy on the Executive Committee; (7) vote on the national Coaches Poll; and (8) 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) chair the Poll Committee; (2) vote on the national Coaches Poll; and (3) 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 First Vice President or the President in their absence. The Second Vice President shall: (1) chair the Awards Committee; (2) vote on the national Coaches Poll; and (3) 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 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 Officers, At-Large Representatives, and Regional 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. The Men's and Women's Program At-Large Representatives shall serve on the Executive Committee and on the Law and Legislation Committee. At-Large Representatives shall: (1) vote on the National Coaches poll; (2) serve on the Nominations and Elections Committee; and (3) carry out any other duties the President may from time to time assign.

2.07 REGIONAL REPRESENTATIVES. Regional Representatives shall represent either men's or women's cross country in their region on the Executive Committee. Regional Representatives shall: (1) submit rankings during the cross country season for men's or women's cross country in their region, as per the schedule established by the Poll Committee; (2) vote on the men's or women's National Coaches poll; (3) prepare an agenda for regional coaches meetings; (4) ensure that the regional meeting agenda is distributed to the respective region's coaches prior to the meeting; (5) conduct regional coaches meetings as necessary; (6) keep a true record of the proceedings of respective regional meetings; (7) ensure that the minutes of these meetings are distributed to the coaches in the respective region; (8) forward agenda items and minutes of Regional meetings to the President, Secretary, and National Office; (9) send a "Call for Nominations" 30-45 days before the annual meeting when pending Regional Representative vacancies exist; (10) notify regional coaches of the Regional Representative nominees at least five (5) days before the annual meeting; (11) conduct an election to fill Regional Representative vacancies at the annual meeting; and (12) carry out any other duties the President may from time to time assign.

2.08 POLL COORDINATORS. The Men's and Women's Poll Coordinators shall serve on the Executive Committee and on the Poll Committee.

A. Men's Poll Coordinator. The Men's Poll Coordinator shall: (1) coordinate and conduct the weekly national coaches poll for Division I Men's Cross Country during the Division I Cross Country season, (2) provide the results of the poll to the President and to the National Office for release, and (3) carry out any other duties the President may from time to time assign.

B. Women's Poll Coordinator. The Women's Poll Coordinators shall: (1) coordinate and conduct the weekly national coaches poll for Division I Women's Cross Country during

the Division I Cross Country season, (2) provide the results of the poll to the President and to the National Office for release, and (3) carry out any other duties the President may from time to time assign.

2.09 PAST PRESIDENT. The 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.

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 cross country coach; and (2) in good standing within the USTFCCCA and the NCAA Division I 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.

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 slate of Officer(s) proposed by the Nominations and Election Committee. The slate shall be voted up or down as determined by a Simple Majority of those voting. If the slate is voted down, any individual member may move on the floor to nominate a replacement slate. Candidates shall be elected by a Simple Majority of Qualified Members present.

C. Term. The President, First Vice President, and Second Vice President shall serve a three (3) year term. 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 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 REPRESENTATIVES. Shall be elected in accordance with the restrictions set forth in this section at the national convention of the USTFCCCA by Qualified Members. All Qualified Members shall elect the men's and women's At-Large Representatives.

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 At-Large Representative 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 At-Large Representative(s) proposed by the Nominations and Election Committee. Candidates shall be elected by a plurality of Qualified Members present.

C. Election Schedule. The Secretary shall maintain an election schedule approved by the Executive Committee ensuring that both At-Large Representatives are not replaced in the same year.

D. Term. At-Large Representatives shall serve three (3) 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 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 I Program Membership Divisions in their respective NCAA regions and program genders.

A. Nominations. Any Qualified Member of a Division I Program Membership Division may nominate a candidate for the position of Regional Representative for their respective region and program gender. Nominations must be submitted to the current Regional Representative within the respective region.

B. Election. Qualified Members of a Division I 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 and program gender. Candidates shall be elected by a plurality of Qualified Members in the respective region and program gender present.

C. Election Schedule. The Secretary shall maintain an election schedule approved by the Executive Committee ensuring that no more than four (4) men's and four (4) women's Regional Representatives are replaced in any given year and that the men's and women's representatives in each region are not replaced in the same year.

D. Term. Men's and women's Regional Representatives shall serve three (3) year terms and may not serve more than two (2) consecutive terms. Terms of office shall begin at the conclusion of the annual meeting.

3.06 POLL COORDINATORS. The Men's and Women's Poll Coordinators shall be appointed by the President to serve at the pleasure of the Executive Committee.

3.07 PAST PRESIDENT. The Past President shall serve a three (3) year term immediately following the conclusion of his/her term as President of the Association.

3.08 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.

3.09 REMOVAL. Any member elected or appointed to a position of the Association may be removed by a majority 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 and ten (10) days advance notice of such removal has been given.

3.10 VACANCY. If a vacancy occurs for any reason (e.g., 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, unless a greater requirement shall be specified in these Operating Bylaws. 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 except the Poll Coordinators 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 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 men's and women's At- Large Representatives shall serve as committee members. 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. Poll Committee. The First Vice President shall chair the Poll Committee (Committee), and the Poll Coordinators and Regional Representatives shall serve as members. The Committee shall determine regional and national poll release dates for each Division I Cross Country season. The Committee also shall analyze previous years' poll methodology, make improvements as necessary, and determine the poll methodology for each Division I Cross Country season. The Committee shall meet at the direction of the President or the Committee Chair.

C. Awards Committee. The Second Vice President shall chair the Awards Committee (Committee), and the Committee shall include a minimum of four (4) additional members appointed by the President. 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. The Chair 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 Chair 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 Chair shall ensure that any existing lists of the Association's awards are up-to-date. The Committee shall meet at the direction of the President or the Committee Chair.

D. Law and Legislation Committee. The Secretary shall chair the Law and Legislation Committee (Committee), and the men's and women's At-Large Representatives shall serve as Committee members. 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 three (3) 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 Simple Majority of the Executive Committee of the Association calls for a Unit Vote.

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 ensures the right of all to vote and 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.