

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

**ARTICLE I
PREAMBLE, PURPOSE, AND PRINCIPLES OF THE ASSOCIATION**

1.01 PREAMBLE. The coaches of NCAA Division II 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 coaches of the NCAA Division II Program Membership Divisions as defined under the Bylaws of the U.S. Track & Field and Cross Country Coaches Association.

“Chairman” means the Chairman of the Division II coaches of the USTFCCCA, as defined herein.

“Conference Representative(s)” means a Qualified Member, who is a Division II track and field or cross country coach, selected under their respective conference selection procedures from each of the current NCAA Division II conferences. The number of Conference Representatives shall reflect current NCAA Division II conference membership.

“Cross Country Executive Committee” means the governing body of the cross country coaches of the Association as defined herein.

“Cross Country Officers” means the duly elected or appointed Cross Country President, Cross Country Vice President, and Cross Country Secretary, as defined herein.

“Cross Country Past President” means the Past President of the cross country coaches of the Association as defined herein.

“Cross Country President” means the President of the cross country coaches of the Association as defined herein.

“Cross Country Secretary” means the Secretary of the cross country coaches of the Association as defined herein.

[“Cross Country Vice President”](#) means the Vice President of the cross country coaches of the Association as defined herein.

[“Division II”](#) means the Division II 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 Council”](#) means the governing body of the Association on matters that affect both track and field and cross country coaches with all the rights, powers, and duties conferred upon it as defined herein.

[“Membership Vote”](#) means a voting procedure in which each Qualified Member receives one (1) vote.

[“National Office”](#) means staff employed by 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.

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

[“Track and Field Executive Committee”](#) means the governing body of the track and field coaches of the Association as defined herein.

[“Track and Field Officers”](#) means the duly elected or appointed Track and Field President, Track and Field Vice President, and Track and Field Secretary, as defined herein.

[“Track and Field Past President”](#) means the Past President of the track and field coaches of the Association as defined herein.

[“Track and Field President”](#) means the President of the track and field coaches of the Association as defined herein.

[“Track and Field Secretary”](#) means the Secretary of the track and field coaches of the Association as defined herein.

[“Track and Field Vice President”](#) means the Vice President of the track and field coaches of the Association as defined herein.

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

ARTICLE II MEMBERSHIP, MANAGEMENT, AND OFFICERS

2.01 ELIGIBILITY. Membership in the Association shall be open to all coaches within the USTFCCCA who are also Qualified Members of any Division II 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 COUNCIL COMPOSITION. The Executive Council shall be comprised of nine (9) voting members, and the number thereafter may be modified from time to time by a two-thirds (2/3) vote of the Executive Council. The Executive Council shall be comprised of the following individuals:

- A. The Chairman of the Association;
- B. The Secretary of the Association;
- C. The Cross Country Officers;
- D. The Track and Field Officers; and
- E. The previous Past Chairman of the Association.

- 2.03 DUTIES OF THE EXECUTIVE COUNCIL. The Executive Council is authorized to transact any and all business that affects both track and field and cross country coaches of the Association between regular meetings, making decisions which cannot wait for regular meetings. This shall include but not be limited to responding to the needs of the membership on issues directly or indirectly affecting Division II coaches in both cross country and track and field. The Executive Council shall not transact cross country-specific or track and field-specific business.
- 2.04 CHAIRMAN. The Chairman 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 that affects both track and field and cross country coaches; (2) act as the representative of the Association before the USTFCCCA on matters that affect both track and field and cross country coaches; (3) in conjunction with the chief executive officer (CEO) of the USTFCCCA, act as the representative of the Association before the NCAA on matters that affect both track and field and cross country coaches; (4) establish all committees that serve both track and field and cross country coaches of the Association and appoint committee members; (5) serve as an ad hoc member on all committees; (6) be knowledgeable in matters of parliamentary procedure and advise members in such matters; 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.
- 2.05 SECRETARY. It shall be the duty of the Secretary: (1) to keep a true record of the proceedings of all meetings of the Association and of the Executive Council; (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 current all edits of these Operating Bylaws; (6) to keep resolutions; (7) to preserve appropriate records; (8) be knowledgeable in matters of parliamentary procedure and advise members in such matters; and (9) to 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. The Secretary shall serve as the chair of the Law and Legislation Committee.
- 2.06 PAST CHAIRMAN. The most recent Past Chairman shall serve the Chairman as an advisor and carry out any other duties the Chairman 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 II cross country or track and field coach; and (2) in good standing within the USTFCCCA and the NCAA Division II Program Membership Divisions.
- 3.02 **CHAIRMAN.** 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 Chairman 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 Council, the Cross Country Executive Committee, or the Track and Field Executive Committee.
- A. **Nominations.** The Nominations and Election Committee (Committee) shall develop, evaluate, and bring forth a qualified candidate 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 Chairman 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 Chairman proposed by the Nominations Committee. A candidate shall be elected by a Simple Majority of Qualified Members present.
- C. **Term.** The Chairman shall serve a three (3) year term. He or she may serve a subsequent term, however no Chairman shall serve more than two (2) consecutive terms. Terms of office shall begin at the conclusion of the USTFCCCA annual meeting.
- 3.03 **SECRETARY.** The Secretary shall be appointed by the Chairman to serve at the pleasure of the Executive Council.
- 3.04 **PAST CHAIRMAN.** The most recent Past Chairman shall serve a one (1) year term immediately following the conclusion of his/her term as Chairman of the Association.
- 3.05 **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 Council of any resignation.

- 3.06 **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 Council present, at any time in which a quorum is present. In all cases, ten (10) days advance notice of such removal must be given.
- 3.07 **VACANCY.** If a vacancy occurs for any reason (e.g., death, resignation, or removal) the vacant position shall be filled by the established procedures of the Division II cross country coaches of the Association or the Division II track and field coaches of the Association or by appointment of Chairman, as appropriate. 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. If a vacancy occurs in the office of the Chairman, the Cross Country President, the Track and Field President, and the Past Chairman of the Association shall confer and make an appointment to fill the position. The appointee shall serve as Chairman until the next regularly scheduled meeting, when an election shall be held.

ARTICLE IV ADMINISTRATION

- 4.01 **MEETINGS.** The Executive Council shall meet at the USTFCCCA annual convention and may meet by video or teleconference. The Executive Council 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 Council may be called by the Chairman or by the call of not less than fifty percent (50%) of the Executive Council.
- 4.03 **NOTICE OF MEETINGS.** Written or printed notice stating place, day, and hour of meeting 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 Chairman 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 voting members of the Executive Council must be present to constitute a quorum for the transaction of any business at any meeting of the Executive Council.
- 4.05 **VOTING.** Executive Council 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 Council participating in the vote, unless a greater requirement shall be specified in these Operating Bylaws.

- 4.06 **COMPENSATION.** No member of the Executive Council 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 Council proceedings in the form of a certified agenda. The Secretary at the direction of the Chairman or any Executive Council 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 Chairman, or the Executive Council 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 Chairman and/or Executive Council. 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 Chairman shall appoint the chair of the Nominations and Election Committee (Committee), and the Committee shall have a maximum of two (2) additional members appointed by the Chairman. 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 Chairman or the Committee chair to carry out its charge in the event of a vacancy.
 - B. **Hall of Fame Committee.** The Track and Field Vice President shall chair the Hall of Fame Committee (Committee), and the Committee shall have a minimum of three (3) additional members representing cross country and three (3) additional members representing track and field appointed by the Chairman. The Committee shall assume the responsibility for administering the Division II Athlete Cross Country Hall of Fame and Track and Field 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 Track and Field First Vice President shall provide to the National Office a list of each class of inductees. In coordination with the USTFCCCA National Office, the Track and Field First Vice President shall ensure that any existing lists of the Association's Hall of Fame inductees

are up-to-date. The Committee shall meet at the direction of the Chairman or the Committee chair.

- C. **Law and Legislation Committee.** The Secretary shall chair the Law and Legislation Committee (Committee), and the Cross Country Secretary and the Track and Field Secretary shall serve as 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 Council prepared materials regarding proposed amendments to the Operating Bylaws. The Committee shall meet at the direction of the Chairman or the Committee chair.
- D. **Meet Enhancement Committee.** The Chairman shall appoint the chair of the Meet Enhancement Committee (Committee), and the Committee shall include among its members a minimum of four (4) additional members to be appointed by the Chairman. The Committee shall oversee the distribution of the Division II Meet Enhancement Fund each calendar year. The Committee shall select track and field and cross country meets hosted by USTFCCCA Division II member institutions to receive meet enhancement funding, determine the amount of funding to be awarded to each meet, and send the necessary information to the USTFCCCA national office for each meet selected to receive meet enhancement funding. The Committee shall meet at the direction of the Chairman or the Committee chair.
- E. **Coaches Scholarship Committee.** The Division II Scholarship Committee (Committee) Chair shall be appointed by the Chairman, and the Committee shall include a minimum of three (3) additional members appointed by the Chairman. The Committee shall administer the procedures for selection of the Division II Coaches Scholarship winners and review the procedures for selecting the Division II Coaches Scholarship award winners as needed. The Committee shall meet at the direction of the Chairman or the Committee chair.

ARTICLE VI - CROSS COUNTRY MEMBERSHIP, MANAGEMENT, AND OFFICERS

- 6.01 **ELIGIBILITY.** Membership shall be open to all cross country coaches within the USTFCCCA who are also Qualified Members of any Division II 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.
- 6.02 **EXECUTIVE COMMITTEE COMPOSITION.** The Cross Country Executive Committee shall be comprised of twenty-nine (29) voting members, and the number thereafter may be modified from time to time by a two-thirds (2/3) vote of the Executive Council. The Cross Country Executive Committee shall be comprised of the following individuals:
 - A. The Cross Country Officers;

- B. Conference Representatives (one (1) per conference from each of the NCAA Division II conferences plus one (1) Independent Representative); and
 - C. The previous Cross Country Past President.
- 6.03 DUTIES OF THE EXECUTIVE COMMITTEE. The Cross Country Executive Committee is authorized to transact any and all business of the cross country coaches of the Association between regular meetings, making decisions which cannot wait for regular meetings.
- 6.04 DUTIES OF THE CROSS COUNTRY OFFICERS.
- A. **President.** The Cross Country President shall exercise general supervision and control over all activities of the cross country coaches 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 cross country coaches of the Association before the USTFCCCA; (3) in conjunction with the chief executive officer (CEO) of the USTFCCCA, act as the representative of the cross country coaches of the Association before the NCAA; (4) establish cross country committees of the Association and appoint committee members; (5) serve as an ad hoc member on all cross country committees; (6) appoint the Cross Country Secretary and any vacancy on the Cross Country 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 Cross Country Vice President shall perform all the duties of the Cross Country President in the absence of the President. The Vice President shall (1) chair the Rankings Committee and (2) carry out any other duties the Cross Country President may from time to time assign.
 - C. **Secretary.** It shall be the duty of the Cross Country Secretary: (1) to keep a true record of the proceedings of all meetings of the cross country coaches 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 a selection schedule approved by the Cross Country Executive Committee for the selection of Cross Country Conference Representatives; (6) to serve as a member of the Law and Legislation Committee of the Association; and (7) to carry out any other duties the Cross Country President may from time to time assign.
- 6.05 CONFERENCE/INDEPENDENT REPRESENTATIVES. The Cross Country Conference Representatives and the Cross Country Independent Representative shall represent their conference, or independent programs, as applicable on the Cross Country Executive Committee. All Representatives shall: (1) attend all official meetings of the cross country coaches of the Association and the Cross Country Executive Committee; (2) prepare an agenda for regional, conference, or independent meetings of the cross country coaches of the Association; (3) ensure that the regional, conference, or independent coaches meeting agenda is distributed to the respective coaches prior to the meeting; (4) conduct regional,

conference, or independent meetings of the cross country coaches of the Association as necessary; (5) keep a true record of the proceedings of respective regional, conference, or independent meetings of the cross country coaches 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, conference, or independent meetings to the Cross Country President and National Office; (8) assist in the process of filling Cross Country Conference Representative or Cross Country Independent Representative vacancies according to the procedure adopted by Qualified Members of Division II Program Membership Divisions in their respective conferences, or in the case of the Independent Representative, by Qualified Members of Division II 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 Cross Country President may from time to time assign.

- 6.06 **PAST PRESIDENT.** The most recent Cross Country Past President shall (1) serve the Cross Country President as an advisor; and (2) carry out any other duties the Cross Country President may from time to time assign.

ARTICLE VII - CROSS COUNTRY NOMINATIONS, ELECTIONS, AND TERMS

- 7.01 **GENERAL.** All prospective candidates and appointees must meet the following qualifications to be placed on any ballot or slate: (1) current Division II cross country coach; and (2) in good standing within the USTFCCCA and the NCAA Division II Program Membership Divisions.
- 7.02 **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 Cross Country President, and Cross Country 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 7.01 for placement on a ballot or slate; and (2) shall have previously served on the Cross Country Executive Committee, the Track and Field Executive Committee, the Executive Council, or the USTFCCCA Board of Directors.
- A. **Nominations.** The Nominations and Election Committee (Committee) shall develop, evaluate, and bring forth qualified candidates to present for a vote to the Qualified Members 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 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 and Election 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. The President and 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.
- 7.03 **SECRETARY.** The Cross Country Secretary shall be appointed by the Cross Country President to serve at the pleasure of the Cross Country Executive Committee.
- 7.04 **CONFERENCE/INDEPENDENT REPRESENTATIVES.** Shall be elected in accordance with the restrictions set forth in this section by cross country coaches who are Qualified Members of Division II Program Membership Divisions in their respective conferences, or in the case of the Cross Country Independent Representative, by Qualified Members of Division II 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 Cross Country Executive Committee until the USTFCCCA has and maintains Qualified Members from at least eleven (11) NCAA Division II institutions that sponsor cross country who do not have a conference affiliation.
- A. **Nominations.** Any Qualified Member of a Division II Program Membership Division within a respective conference may nominate a candidate for the position of Cross Country Conference Representative. Any Qualified Member of a Division II 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 Cross Country Conference Representatives and Independent Representatives shall be established by Qualified Members of Division II Program Membership Divisions in their respective conferences, or in the case of the Independent Representative, by Qualified Members of Division II Program Membership Divisions who do not have a conference affiliation.
 - C. **Election Schedule.** The Cross Country Secretary shall maintain an election schedule approved by the Cross Country Executive Committee ensuring that no more than eight (8) Cross Country Conference Representatives are replaced in any given year.
 - D. **Term.** Cross Country Conference 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.

- 7.05 [PAST PRESIDENT](#). The most recent Cross Country Past President shall serve a one (1) year term immediately following the conclusion of his/her term as Cross Country President.
- 7.06 [RESIGNATION](#). Resignation from an appointed or elected position shall be submitted in writing to the Cross Country Secretary and be deemed effective ten (10) days after receipt. The Cross Country Secretary shall notify the members of the Cross Country Executive Committee of any resignation.
- 7.07 [REMOVAL](#). Any member elected or appointed to a position of the cross country coaches 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 Cross Country 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.
- 7.08 [VACANCY](#). If a vacancy occurs for any reason (e.g., death, resignation, or removal) the vacant position shall be filled by appointment of the Cross Country 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 VIII - CROSS COUNTRY ADMINISTRATION- EXECUTIVE COMMITTEE

- 8.01 [MEETINGS](#). The Cross Country 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.
- 8.02 [SPECIAL MEETINGS](#). Special meetings of the Cross Country 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.
- 8.03 [NOTICE OF MEETINGS](#). Written or printed notice stating place, day, and hour of meeting 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 Cross Country 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.

- 8.04 **QUORUM.** A majority of voting members of the Cross Country Executive Committee must be present to constitute a quorum for the transaction of any business at any meeting of the Cross Country Executive Committee.
- 8.05 **VOTING.** Cross Country 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 Cross Country Executive Committee participating in the vote, unless a greater requirement shall be specified in these Operating Bylaws.
- 8.06 **COMPENSATION.** No member of the Cross Country Executive Committee shall receive compensation from the Association or USTFCCCA for serving as a member.
- 8.07 **MINUTES.** The Cross Country Secretary shall keep accurate minutes of all Cross Country Executive Committee proceedings in the form of a certified agenda. The Cross Country Secretary at the direction of the Cross Country President or any Cross Country Executive Committee member shall produce a certified agenda of any meeting within ten (10) business days of such request.

ARTICLE IX - CROSS COUNTRY ADMINISTRATION-COMMITTEES

- 9.01 **COMMITTEES.** The Cross Country President, or the Cross Country 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 Cross Country President and/or Cross Country Executive Committee. Unless modified by subsequent amendment to the Operating Bylaws the standing committees of the cross country coaches of the Association shall be as follows:
- A. **Nominations and Election Committee.** The Cross Country 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 cross country coaches 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 Cross Country President or the Committee chair to carry out its charge in the event of a vacancy.
- B. **Rankings Committee.** The Cross Country Vice President shall chair the Rankings Committee (Committee), and the Committee shall include one (1) member per region per gender to represent each of the eight (8) NCAA Division II regions. The Committee shall

determine regional and national Ranking release dates for each Division II Cross Country season. The Committee shall compile the regional and national rankings throughout the Division II Cross Country season. The Committee also shall analyze previous years' Ranking methodology, make improvements as necessary, and determine the methodology for each Division II Cross Country season. The Committee shall meet by teleconference during the months of August and September, and at the direction of the Cross Country President or the Committee chair.

ARTICLE X – CROSS COUNTRY MISCELLANEOUS

- 10.01 [SPECIAL MEETINGS](#). Special meetings of the cross country coaches of the Association may be called by the Cross Country President and a total of not less than three-fourths of the members of the Cross Country Executive Committee. Special meetings must conform to the notice requirements of these bylaws.
- 10.02 [VOTING](#). Voting of the cross country coaches of the Association shall be conducted as a Membership Vote, unless the Cross Country President and/or a plurality of the Cross Country Executive Committee calls for a Unit Vote. All votes of Qualified Members shall be conducted in person.

ARTICLE XI - TRACK AND FIELD MEMBERSHIP, MANAGEMENT, AND OFFICERS

- 11.01 [ELIGIBILITY](#). Membership shall be open to all track and field coaches within the USTFCCCA who are also Qualified Members of any Division II 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.
- 11.02 [EXECUTIVE COMMITTEE COMPOSITION](#). The Track and Field Executive Committee shall be comprised of twenty-eight (28) voting members, and the number thereafter may be modified from time to time by a two-thirds (2/3) vote of the Executive Council. The Track and Field Executive Committee shall be comprised of the following individuals:
- A. The Track and Field Officers;
 - B. Conference Representatives (one (1) per conference from each of the NCAA Division II conferences plus one (1) Independent Representative); and
 - C. The previous Track and Field Past President.
- 11.03 [DUTIES OF THE EXECUTIVE COMMITTEE](#). The Track and Field Executive Committee is authorized to transact any and all business of the Association between regular meetings, making decisions which cannot wait for regular meetings.
- 11.04 [DUTIES OF THE TRACK AND FIELD OFFICERS](#).

- A. **President.** The Track and Field 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 track and field coaches of the Association; (2) act as the representative of the track and field coaches of the Association before the USTFCCCA; (3) in conjunction with the chief executive officer (CEO) of the USTFCCCA, act as the representative of the track and field coaches of the Association before the NCAA; (4) establish committees of the track and field coaches of the Association and appoint committee members; (5) serve as an ad hoc member on all track and field committees; (6) appoint the Track and Field Secretary and any vacancy on the Track and Field 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 Track and Field Vice President shall perform all the duties of the Track and Field President in the absence of the President. The Track and Field Vice President shall (1) chair the Hall of Fame Committee of the Association and (2) carry out any other duties the Track and Field 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 track and field coaches 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 a selection schedule approved by the Track and Field Executive Committee for the selection of Track and Field Conference Representatives; (6) serve as a member of the Law and Legislation Committee of the Association; and (7) to carry out any other duties the Track and Field President may from time to time assign.
- 11.05 **CONFERENCE/INDEPENDENT REPRESENTATIVES.** The Track and Field 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 track and field coaches of the Association and the Track and Field Executive Committee; (2) prepare an agenda for conference or independent meetings of the track and field coaches of the Association; (3) ensure that the conference or independent coaches meeting agenda is distributed to the respective coaches prior to the meeting; (4) conduct conference or independent meetings of the track and field coaches of the Association as necessary; (5) keep a true record of the proceedings of respective conference or independent meetings of the track and field coaches 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 Track and Field President and National Office; (8) assist in the process of filling Track and Field Conference Representative or Independent Representative vacancies according to the procedure adopted by Qualified Members of Division II Program Membership Divisions in their respective conferences, or in the case of the Track and Field Independent Representative, by Qualified Members of Division II

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 Track and Field President may from time to time assign.

- 11.06 PAST PRESIDENT. The most recent Track and Field Past President shall (1) serve the Track and Field President as an advisor; and (2) carry out any other duties the Track and Field President may from time to time assign.

ARTICLE XII - TRACK AND FIELD NOMINATIONS, ELECTIONS, AND TERMS

- 12.01 GENERAL. All prospective candidates and appointees must meet the following qualifications to be placed on any ballot or slate: (1) current Division II track and field coach; and (2) in good standing within the USTFCCCA and the NCAA Division II Program Membership Divisions.

- 12.02 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 Track and Field President and Track and Field 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 12.01 for placement on a ballot or slate; and (2) shall have previously served on the Track and Field Executive Committee, the Cross Country Executive Committee of the Cross Country coaches of the Association, the Executive Council, or the USTFCCCA Board of Directors.

- A. Nominations. The Nominations and Election Committee (Committee) shall develop, evaluate, and bring forth qualified candidates to present for a vote to the Qualified Members 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 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 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 Track and Field President and Track and Field Vice President shall serve a three (3) year term. The President and 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.

- 12.03 [SECRETARY](#). The Track and Field Secretary shall be appointed by the President to serve at the pleasure of the Track and Field Executive Committee.
- 12.04 [CONFERENCE/INDEPENDENT REPRESENTATIVES](#). Shall be elected in accordance with the restrictions set forth in this section by Qualified Members of Division II Program Membership Divisions in their respective conferences, or in the case of the Independent Representative, by Qualified Members of Division II Program Membership Divisions who do not have a conference affiliation. The Track and Field 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 eleven (11) NCAA Division II 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 II Program Membership Division within a respective conference may nominate a candidate for the position of Track and Field Conference Representative. Any Qualified Member of a Division II Program Membership Division whose program does not have a conference affiliation may nominate a candidate for the position of Track and Field Independent Representative. Nominations must be submitted to the current Track and Field Conference Representative or Track and Field Independent Representative for the respective conference or Independents.
- B. [Election](#). The election procedures for Track and Field Conference Representatives and Track and Field Independent Representatives shall be established by Qualified Members of Division II Program Membership Divisions in their respective conferences, or in the case of the Independent Representative, by Qualified Members of Division II Program Membership Divisions who do not have a conference affiliation.
- C. [Election Schedule](#). The Track and Field Secretary shall maintain an election schedule approved by the Track and Field Executive Committee ensuring that no more than eleven (11) Track and Field Conference Representatives are replaced in any given year.
- D. [Term](#). Track and Field Conference Representatives shall serve three (3) year terms and may not serve more than two (2) consecutive terms. Terms of office shall begin on June 1.
- 12.05 [PAST PRESIDENT](#). The most recent Track and Field Past President shall serve a one (1) year term immediately following the conclusion of his/her term as Track and Field President.
- 12.06 [RESIGNATION](#). Resignation from an appointed or elected position shall be submitted in writing to the Track and Field Secretary and be deemed effective ten (10) days after

receipt. The Track and Field Secretary shall notify the members of the Track and Field Executive Committee of any resignation.

- 12.07 **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 Track and Field 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.
- 12.08 **VACANCY**. If a vacancy occurs for any reason (e.g., death, resignation, or removal) the vacant position shall be filled by appointment of the Track and Field 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 XIII - TRACK AND FIELD ADMINISTRATION-EXECUTIVE COMMITTEE

- 13.01 **MEETINGS**. The Track and Field 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.
- 13.02 **SPECIAL MEETINGS**. Special meetings of the Track and Field Executive Committee may be called by the President or any two (2) Track and Field Officers, or by the call of not less than fifty percent (50%) of the Executive Committee.
- 13.03 **NOTICE OF MEETINGS**. Written or printed notice stating place, day, and hour of meeting 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 Track and Field 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.
- 13.04 **QUORUM**. A majority of voting members of the Track and Field Executive Committee must be present to constitute a quorum for the transaction of any business at any meeting of the Track and Field Executive Committee.
- 13.05 **VOTING**. Track and Field 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 Track and Field Executive Committee participating in the vote, unless a greater requirement shall be specified in these Operating Bylaws.

- 13.06 COMPENSATION. No member of the Track and Field Executive Committee shall receive compensation from the Association or USTFCCCA for serving as a member.
- 13.07 MINUTES. The Secretary shall keep accurate minutes of all Track and Field Executive Committee proceedings in the form of a certified agenda. The Track and Field 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 XIV - TRACK AND FIELD ADMINISTRATION-COMMITTEES

- 14.01 COMMITTEES. The Track and Field President, or the Track and Field 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 Track and Field President and/or Track and Field 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 Track and Field 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 track and field coaches 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.

ARTICLE XV – TRACK AND FIELD MISCELLANEOUS

- 15.01 SPECIAL MEETINGS. Special meetings of the track and field coaches of the Association may be called by the Track and Field President and a total of not less than three-fourths of the members of the Track and Field Executive Committee. Special meetings must conform to the notice requirements of these bylaws.
- 15.02 VOTING. Voting of the track and field coaches of the Association shall be conducted as a Membership Vote, unless the Track and Field President and/or a plurality of the Track

and Field Executive Committee calls for a Unit Vote. All votes of Qualified Members shall be conducted in person.

ARTICLE XVI MISCELLANEOUS

- 16.01 **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 Council to be considered for approval. Such approval must be made by two-thirds (2/3) of Executive Council members present under a quorum of the Executive Council who has received proper notice as provided for under these Bylaws.
- 16.02 **SPECIAL MEETINGS.** Special meetings of the Association may be called by the Chairman and a total of not less than three-fourths of the members of the Executive Council. Special meetings must conform to the notice requirements of these bylaws.
- 16.03 **VOTING.** Voting shall be conducted as a Membership Vote, unless the Chairman and/or a plurality of the Executive Council of the Association calls for a Unit Vote. All votes of Qualified Members shall be conducted in person.
- 16.04 **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.
- 16.05 **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.