

**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.

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

“Cross Country Executive Committee” means the governing body of the cross country coaches of the Association as defined within the Operating Bylaws of the NCAA Division II Program Membership Divisions (Cross Country).

“Cross Country First Vice President” means the First Vice President of the cross country coaches of the Association as defined within the Operating Bylaws of the NCAA Division II Program Membership Divisions (Cross Country).

“Cross Country Officers” means the Officers of the cross country coaches of the Association as defined within the Operating Bylaws of the NCAA Division II Program Membership Divisions (Cross Country).

“Cross Country Past President” means the Past President of the cross country coaches of the Association as defined within the Operating Bylaws of the NCAA Division II Program Membership Divisions (Cross Country).

“Cross Country President” means the President of the cross country coaches of the Association as defined within the Operating Bylaws of the NCAA Division II Program Membership Divisions (Cross Country).

[“Cross Country Secretary”](#) means the Secretary of the cross country coaches of the Association as defined within the Operating Bylaws of the NCAA Division II Program Membership Divisions (Cross Country).

[“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.

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

[“National Office”](#) means staff located at the USTFCCCA national headquarters.

[“NCAA”](#) means the National Collegiate Athletic Association.

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

[“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 within the Operating Bylaws of the NCAA Division II Program Membership Divisions (Track and Field).

[“Track and Field First Vice President”](#) means the First Vice President of the track and field coaches of the Association as defined within the Operating Bylaws of the NCAA Division II Program Membership Divisions (Track and Field).

[“Track and Field Officers”](#) means the Officers of the track and field coaches of the Association as defined within the Operating Bylaws of the NCAA Division II Program Membership Divisions (Track and Field).

[“Track and Field Past President”](#) means the Past President of the track and field coaches of the Association as defined within the Operating Bylaws of the NCAA Division II Program Membership Divisions (Track and Field).

[“Track and Field President”](#) means the President of the track and field coaches of the Association as defined within the Operating Bylaws of the NCAA Division II Program Membership Divisions (Track and Field).

[“Track and Field Second Vice President”](#) means the Second Vice President of the track and field coaches of the Association as defined within the Operating Bylaws of the NCAA Division II Program Membership Divisions (Track and Field).

“Track and Field Secretary” means the Secretary of the track and field coaches of the Association as defined within the Operating Bylaws of the NCAA Division II Program Membership Divisions (Track and Field).

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

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

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

- A. To provide an organization that represents the interests of coaches of Division II cross country and track and field;
- B. To promote and foster Division II cross country and track and field as an integral part of the educational and athletic environment;
- C. To develop increased student-athlete participation in the sports of cross country and track and field;
- D. To endeavor to achieve and maintain the highest possible standards in Division II cross country and 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 II cross country and track and field coaches, student-athletes, and support personnel;
- G. To endeavor good public relations and communications in order to publicize and promote the sports of cross country and track and field;
- H. To provide assistance to the body of people who make up the athletic community of Division II cross country and track and field;
- I. To disseminate information on matters of general concern to the Membership as they pertain to Division II cross country and track and field;
- J. To make recommendations to the USTFCCCA and its membership and the NCAA in matters pertaining to Division II cross country and track and field; and
- K. To preserve Division II cross country and track and field 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 eleven (11) voting members **and one (1) non-voting member**, and the number thereafter may be modified from time to time by a vote of the majority of the Qualified Members. The Executive Council shall be comprised of the following individuals:
- A. The Chairman of the Association;
  - B. The Secretary of the Association;
  - C. The four (4) Cross Country Officers;
  - D. The four (4) Track and Field Officers;
  - E. The previous Past Chairman of the Association; **and**
  - F. **The Parliamentairn (non-voting).**
- 2.03 DUTIES OF THE EXECUTIVE COUNCIL. The Executive Council is authorized to transact any and all business that affects both cross country and track and field coaches of the Association between regular meetings, making decisions which cannot wait for regular meetings. This shall include but not be limited to response to the needs of the membership on issues directly or indirectly affecting all Division II coaches. 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 cross country and track and field coaches; (2) act as the representative of the Association before the USTFCCCA on matters that affect both cross country and track and field 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 cross country and track and field coaches; (4) establish all committees that serve both cross country and track and field coaches of the Association and appoint committee members; (5) serve as an ad hoc member on all committees; and (6) 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) keep current all edits of these operating bylaws; (6) keep resolutions; (7) preserve appropriate records; (8) be knowledgeable in matters of parliamentary procedure and advise members in such matters; and (9) 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. The Past Chairman shall serve as the chair of the Nominations and Election Committee.
- 2.07 PARLIAMENTARIAN. The Parliamentarian shall (1) be knowledgeable in matters of parliamentary procedure; and (2) advise members in such matters; and (3) 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 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 or either of the Executive Committees.
- 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 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 Officers proposed by the Nominations Committee. Candidates shall be elected by a Simple Majority of Qualified Members present.
- C. Term. The Chairman shall serve a two (2) 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 subsequent summer meeting of the USTFCCCA Executive Council.
- 3.03 SECRETARY. The Secretary shall be appointed by the Chairman to serve at the pleasure of the Chairman.

- 3.04 PAST CHAIRMAN. The term of the most recent Past Chairman shall end as the office of the Chairman is vacated, or after a period of two years, whichever is greater.
- 3.05 PARLIAMENTARIAN. The Parliamentarian shall be appointed by the Chairman to serve at the pleasure of the Executive Council.
- 3.06 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.
- 3.07 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 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.
- 3.08 VACANCY. If a vacancy occurs for any reason (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-EXECUTIVE COUNCIL**

- 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: (1) monthly by teleconference during the months of September through November, inclusive; and (2) bimonthly by teleconference during the months of January through July, 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.** At least six (6) 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, which shall be made from the taped proceedings of any meeting. The Secretary at the direction of the Chairman or any Executive Council member shall produce a certified transcript of any meeting within ten (10) business days of such request.

## **ARTICLE V ADMINISTRATION-COMMITTEES**

- 5.01 **COMMITTEES.** The 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 Past Chairman shall chair the Nominations and Election Committee (Committee), and the Cross Country Past President and Track and Field Past President shall serve on the Committee. 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. **Awards Committee.** The Cross Country First Vice President shall chair the Awards Committee (Committee), and the Committee shall include a minimum of two (2) additional members representing cross country and two (2) additional members representing track and field appointed by the Chairman. The Committee shall assume the responsibility for awards and recognition of the Association's members and their student-athletes. All awards shall be coordinated with the USTFCCCA Awards Committee. The USTFCCCA shall provide the funding for such awards. As Chair of the Committee, the Cross Country First Vice President shall provide to the Chairman a current list of all awards awarded by the Association, the criteria to qualify for the award, and a description of the award. The Cross Country First Vice President shall also provide to the National Office a list of all recipients of any award given by the Association. In coordination with the USTFCCCA Awards Committee, the Cross Country First Vice President shall ensure that any existing lists of the Association's awards are up-to-date. The Committee shall meet at the USTFCCCA annual meeting. The Committee also shall meet a minimum of twice per year by teleconference, and at the direction of the Chairman or the Committee chair.
- C. **Hall of Fame Committee.** The Track and Field First 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 USTFCCCA annual meeting. The Committee also shall meet by teleconference prior to the USTFCCCA annual meeting, and at the direction of the Chairman or the Committee chair.
- D. **Law and Legislation Committee.** The Secretary shall chair the Law and Legislation Committee (Committee), and the Committee shall include as its members the Cross Country Secretary and the Track and Field Secretary. The Committee shall assume the responsibility to review, interpret, and maintain the Operating Bylaws of the Association. The Committee shall meet at the USTFCCCA annual meeting. At the annual meeting, the Committee shall present to the Executive Council prepared materials regarding proposed amendments to the Operating Bylaws. The Committee shall meet at the USTFCCCA annual meeting. The Committee also shall meet by teleconference prior to the USTFCCCA annual meeting, and at the direction of the Chairman or the Committee chair.

- E. **Meet Enhancement Committee.** The Track and Field Second Vice President shall chair 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 cross country and track and field 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 USTFCCCA annual meeting. The Committee also shall meet by teleconference prior to the USTFCCCA annual meeting, and at the direction of the Chairman or the Committee chair.
  
- F. **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 USTFCCCA annual meeting. The Committee also shall meet by teleconference prior to the USTFCCCA annual meeting, and at the direction of the Chairman or the Committee chair.
  
- G. **Site Selection Committee.** The Site Selection Committee (Committee) Chair shall be appointed by the Chairman, and the Committee shall include a minimum of four (4) additional members appointed by the Chairman. The Committee shall seek out and recruit potential host institutions for Division II championships in Cross Country, Indoor Track and Field, and Outdoor Track and Field and coordinate with the National Office regarding site selection for national and regional meets. The Committee shall meet at the USTFCCCA annual meeting. The Committee also shall meet by teleconference prior to the USTFCCCA annual meeting, and at the direction of the Chairman 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 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.
  
- 6.02 **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.
  
- 6.03 **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.

- 6.04 [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 Chairman 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.
- 6.05 [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 Chairman or the Executive Council may adopt, and are not in conflict with the Articles of Incorporation or Bylaws of the USTFCCCA.