

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

ARTICLE I
PREAMBLE, PURPOSE, AND PRINCIPLES OF THE ASSOCIATION

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

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

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

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

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

[“Division I”](#) means the Division I classification of the National Collegiate Athletic Association.

[“Electronic Voting”](#) means voting conducted by any electronic means, including but not limited to voting via e-mail, on-line voting, and in-person, electronic voting.

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

[“Independent Representative”](#) means a Qualified Member who is a Division I head or associate head track and field coach, or a head cross country coach, elected from institutions that do not hold or maintain any conference affiliation.

[“National Office”](#) means support staff employed by the USTFCCCA national headquarters.

“NCAA” means the National Collegiate Athletic Association.

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

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

“Plurality” means that the number of votes cast for a candidate was more than any other, but does not necessarily have to be an absolute majority.

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

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

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

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

ARTICLE II MEMBERSHIP, MANAGEMENT, AND OFFICERS

- 2.01 [ELIGIBILITY](#). Membership in the Association shall be open to all track and field coaches within the USTFCCCA who are also Qualified Members of any Division I Program Membership Division of the USTFCCCA. Qualified Members who are in good standing shall be entitled to all privileges including the right to vote and to hold office, unless a greater requirement shall be specified in these Operating Bylaws.
- 2.02 [EXECUTIVE COMMITTEE COMPOSITION](#). The Executive Committee shall be comprised of thirty-six (36) to thirty-eight (38) voting members, and the number thereafter may be modified from time to time by a two-thirds (2/3) vote of the Executive Committee. The Executive Committee shall be comprised of the following individuals:
- A. The Officers of the Association;
 - B. Up to two (2) At-Large Representatives appointed by the President;
 - C. Conference Representatives (one (1) per conference from each of the thirty-one (31) NCAA Division I conferences that sponsor men's and/or women's indoor and/or outdoor track and field plus one (1) Independent Representative [if conditions outlined in Bylaw 3.06 are met]); and
 - D. The previous Past President of the Association.
- 2.03 [DUTIES OF THE EXECUTIVE COMMITTEE](#). The Executive Committee is authorized to transact any and all business of the Association between regular meetings, making decisions which cannot wait for regular meetings.
- 2.04 [OFFICERS](#). The Officers of the Association shall be the President, Vice President, and Secretary.
- 2.05 [DUTIES OF THE OFFICERS](#).
- A. [President](#). The President shall exercise general supervision and control over all activities of the Association including but not limited to (1) preside over all general, special, or annual meetings and ensure they are called in a timely manner to conduct the Association's business; (2) act as the representative of the Association before the USTFCCCA; (3) in conjunction with the chief executive officer (CEO) of the USTFCCCA, act as the representative of the Association before the NCAA; (4) establish all committees of the Association and appoint committee members; (5) serve as an ad hoc member on all committees; (6) appoint any vacancy on the Executive Committee; and (7) perform any other duty as may be necessary to carry out the directives of these Operating Bylaws, the Division I Track and Field Handbook, and the Articles of Incorporation and Bylaws of the USTFCCCA.
 - B. [Vice President](#). The Vice President shall (1) perform all the duties of the President in the absence of the President and (2) carry out any other duties the President may from time to time assign.
 - C. [Secretary](#). It shall be the duty of the Secretary: (1) to keep a true record of the proceedings of all meetings of the Association; (2) to verify Qualified Members with

the USTFCCCA; (3) to ensure that proper notice of all meetings is sent to all members; (4) to ensure notification of all members of any committee appointments or duties assigned to them; (5) to be knowledgeable in matters of parliamentary procedure and advise the other Officers or members in such matters; (6) to keep an election schedule approved by the Executive Committee for the election of Conference Representatives; and (7) to carry out any other duties the President may from time to time assign. The Secretary shall serve as the chair of the Law and Legislation Committee.

- 2.06 [AT-LARGE REPRESENTATIVES](#). At-Large Representatives shall (1) serve on the Executive Committee; (2) serve as advisors to the President; and (3) carry out any other duties the President may from time to time assign.
- 2.07 [CONFERENCE/INDEPENDENT REPRESENTATIVES](#). The Conference Representatives and the Independent Representative shall represent: their conference, or independent programs as applicable on the Executive Committee. All Representatives shall: (1) attend all official meetings of the Association and the Executive Committee; (2) prepare an agenda for conference coaches or independent meetings of the Association; (3) ensure that the conference or independent meeting agenda is distributed to the respective conference's or independent coaches prior to the meeting; (4) conduct conference coaches or independent meetings of the Association as necessary; (5) keep a true record of the proceedings of respective conference or independent meetings of the Association; (6) ensure that the minutes of these meetings are distributed to the respective coaches; (7) forward agenda items and minutes of conference or independent meetings to the President and National Office; (8) assist in the process of filling Conference Representative or Independent Representative vacancies according to the procedure adopted by Qualified Members of Division I Program Membership Divisions in their respective conferences, or in the case of the Independent Representative, by Qualified Members of Division I Program Membership Divisions who do not have a conference affiliation; (9) communicate information from the Association and/or the USTFCCCA to members of the respective conference or to independent institutions; and (10) carry out any other duties the President may from time to time assign.
- 2.08 [PAST PRESIDENT](#). The most recent Past President shall serve the President as an advisor and carry out any other duties the President may from time to time assign.

ARTICLE III NOMINATIONS, ELECTIONS, AND TERMS

- 3.01 [GENERAL](#). All prospective candidates and appointees must meet the following qualifications to be placed on any ballot or slate: (1) current Division I head or associate head track and field coach, or a current Division I head cross country coach meeting all standards required to be a Qualified Staff member under USTFCCCA Bylaws; and (2) in good standing within the USTFCCCA and the NCAA Division I Program Membership Divisions.

- 3.02 PRESIDENT. The 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. At the conclusion of the President's three year term, they shall become the Past President, and the incumbent Vice President shall be elevated to the presidency. Presidents must, at all points in their term, meet the qualifications outlined in Bylaw 3.03, barring an employment change, in which case, the procedure outlined in Bylaw 3.12 must be followed.
- 3.03 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 Vice President shall be held as required to fill a vacancy at the USTFCCCA annual convention. Prospective candidates and appointees: 1) shall meet all the general qualifications in 3.01 for placement on a ballot or slate; and 2) shall have previously served on the Executive Committee, the Board of Directors of the USTFCCCA, or the executive committee of the Division I cross country coaches.
- A. Ballot. 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 ballot presented by the Committee must include at least one (1) and no more than three (3) candidates. 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 also accept nominations and self-nominations submitted to them by any Qualified Member of the Association. 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. All ballots presented by the Committee to the Qualified Membership of the Association shall include the option "None of the Names Above."
- B. Election. Qualified Members eligible to vote at the annual convention shall be entitled to one (1) vote per Qualified Member on the ballot proposed by the Nominations Committee. Candidates presented on the ballot put forward by the Committee shall be elected by a plurality of votes cast by the Qualified Members voting. A Quorum, as defined in the Bylaw 6.02, must be present for the election to proceed.

Should the option "None of the Names Above" achieve a plurality, any Qualified Member may move on the floor to nominate a replacement candidate. All nominations from the floor must be moved and seconded by a Qualified Member, and accepted by the nominee. A maximum of three (3) candidates may be nominated from the floor. The President shall close the floor for further nominations once three candidates have been reached, or if it is clear the floor has exhausted further nominations. After the floor is closed, a 10 minute period of debate shall be conducted, moderated by the President, where each speaker shall receive 60 seconds of speaking time. The ballot of candidates from the floor shall include the option "None of the Names Above." Candidates presented on this ballot shall be elected by a plurality of votes cast by the Qualified

Members voting. Should the option “None of the Names Above” again achieve a plurality, this process will repeat itself until a candidate achieves a plurality.

Should a tie occur between multiple candidates or options in any round of balloting, all other candidates or options shall be dropped, and the election shall be re-run immediately with only those candidates that tied. Should the election remain deadlocked with only the tied candidates on the ballot, a 10 minute period of debate shall be conducted, moderated by the President, where each speaker shall receive 60 seconds of speaking time. This process shall repeat itself until the tie has been broken and a candidate elected.

- C. **Term.** The 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 following the procedure outlined in Bylaw 3.02. No votes shall be conducted to advance the Vice President to the Presidency at the conclusion of the previous President’s term. Terms of office shall begin at the conclusion of the USTFCCCA annual meeting.
- 3.04 **SECRETARY.** The Secretary shall be appointed by the President. Once a Secretary has been appointed, they shall only be removed in one of two manners: (1) The Secretary submits a letter of resignation from their role to the President and National Office as outlined in 3.08, (2) The Secretary is removed following the procedures outlined in 3.09. The President may not appoint another Secretary, unless the position is vacant.
- 3.05 **AT-LARGE REPRESENTATIVE(S).** The At-Large Representative(s) shall be appointed by the President. The term(s) of office of the At-Large Representative(s) shall expire as the office of the President is vacated. The At-Large Representative(s) may be reappointed by a subsequent President(s) for additional terms with no limitations.
- 3.06 **CONFERENCE/INDEPENDENT REPRESENTATIVES.**
 - A. **Conference Representatives.** Shall be elected in accordance with the restrictions set forth in this section by Qualified Staff members of Division I Program Membership Divisions in their respective conferences. A Conference is eligible to have representation on the Executive Committee only if the Conference (1) sponsors *either or both of* indoor and outdoor track and field; and (2) is an NCAA-recognized Conference with at least eight (8) members.
 - B. **Independent Representative.** An elected Independent Representative shall be eligible to sit if at least eight (8) NCAA Division I institutions meet the below standards. They may be seated if at least eight (8) NCAA Division I institutions have *all sponsored* indoor and outdoor track and field teams competing either (1) independent of any Conference affiliation; or (2) in a Conference that does not meet the requirements outlined in 3.06A. They may be seated regardless of if the independent institutions are USTFCCCA members, so long as at least one (1) of those institutions is a USTFCCCA member and has a Qualified Staff member otherwise eligible to serve in the position.

- C. **Nominations.** Any Qualified Member of a Division I Program Membership Division within a respective conference may nominate a candidate for the position of Conference Representative. Any Qualified Member of a Division I Program Membership Division whose program does not have a conference affiliation may nominate a candidate for the position of Independent Representative. Nominations must be submitted to the current Conference Representative or Independent Representative for the respective conference or Independents by a deadline set annually by the National Office.
 - D. **Election.** The election procedures for Conference Representatives and Independent Representatives shall be established by Qualified Members of Division I Program Membership Divisions in their respective conferences, or in the case of the Independent Representative, by Qualified Members of Division I Program Membership Divisions who do not have a conference affiliation.
 - E. **Election Schedule.** The Secretary shall maintain an election schedule approved by the Executive Committee ensuring that no more than eleven (11) Conference Representatives are replaced in any given year.
 - F. **Term.** 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.
- 3.07 **PAST PRESIDENT.** The most recent Past President shall serve a one (1) year term immediately following the conclusion of his/her term as President of the Association.
- 3.08 **RESIGNATION.** Resignation from an appointed or elected position shall be submitted in writing to the President, Secretary, and National Office, and be deemed effective ten (10) days after receipt. The Secretary shall notify the members of the Executive Committee of any resignation.
- 3.09 **REMOVAL.** Any member elected or appointed to a position of the Association may be removed by a two-thirds (2/3) vote of the Qualified Membership at any general or special meeting; or removal may be accomplished with or without cause by a vote of not less than three-fourths (3/4) of the members of the Executive Committee present, at any time in which a quorum is present. In all cases, ten (10) days advance notice of such removal must be given.
- 3.010 **VACANCY.**
- A. **President.** Should the President position be vacated, the Vice President shall immediately be elevated to Interim President to serve the remainder of the term, and the Vice Presidential vacancy shall be filled in accordance with Bylaw 3.10B. Should an Interim Vice President need to be elevated to the position of Interim Presidency, the Interim President shall be voted upon to affirm that they will fill the remainder of the term following the election procedure outlined in Bylaw 3.03B. When affirming an Interim President using the method prescribed in Bylaw 3.03B, no nominations shall be

solicited besides the incumbent for the first ballot, which will include only the name of the incumbent and the option “None of the Names Above.”

- B. Vice President. Should the Vice President position be vacated, the Executive Committee will elect an Interim Vice President who will serve through the conclusion of the current year’s Convention. At that point, the election procedures outlined in Bylaws 3.03A and 3.03B, will be followed to elect a Vice President for the remainder of the term.
 - C. Conference/Independent Representative. Should a Conference or Independent Representative position be vacated, the vacant position shall be filled by appointment of the President of an eligible coach, meeting all guidelines in Bylaw 3.01 and in the Conference which has a vacant position. The appointment shall run through the end of the vacated term, and shall not count against the appointee for term limit purposes.
 - D. At-Large Representative. Should an At-Large Representative position be vacated, the vacant position shall be filled by appointment of the President of an eligible coach, meeting all guidelines in Bylaw 3.01. The appointment shall run through the end of the vacated term, and shall not count against the appointee for term limit purposes.
- 3.11 [RE-ALIGNMENT](#). Should a Conference Representative be employed at a school that leaves the conference they represent (or should an Independent Representative be employed at a school that joins a conference), the incumbent’s position shall be declared vacant on the date that the realignment occurs, and vacancy procedures outlined in 3.10C shall be followed.
- 3.12 [EMPLOYMENT STATUS](#).
- A. [OFFICERS AND AT-LARGE REPRESENTATIVES](#). Should an officer or At-Large Representative leave their position at a Division I Program Membership Division institution, they shall notify the officers and National Office within seven (7) days. Should this occur outside of the track and field season, the officer or Representative will have 90 days from notification, or until December 1st ahead of the upcoming track and field season, to accept a position meeting all requirements outlined in Bylaw 3.03 in the Division I Program Membership Division. Should this occur during the track and field season, the officer or Representative will have 30 days from notification to accept a position meeting all requirements outlined in Bylaw 3.03 in the Division I Program Membership Division. Should an officer or Representative fail to accept a new position meeting the requirements outlined here and in Bylaw 3.03 within the designated time frame, the position will be declared vacant on the first business day following the end of the permitted period and filled pursuant to Bylaw 3.10. Should an officer or Representative accept a position that makes them a Qualified Member at an institution that is not in the Division I Program Membership Divisions, their position shall be declared vacant effective on their last day of employment at their previous institution, and filled pursuant to Bylaw 3.10.
 - B. [CONFERENCE OR INDEPENDENT REPRESENTATIVE](#). Should a Conference or Independent Representative leave their position at a Division I Program Membership Division, they

shall notify the officers and National Office within seven (7) days. Should a Conference Representative no longer be employed at an institution that is in the Division I Program Membership Division and their Conference, they shall have thirty (30) days to obtain a job within the Program Membership Division and their Conference. Should they fail to secure a position within the Division I Program Membership Division and their Conference, the position shall be declared vacant effective the 31st day, and filled pursuant to Bylaw 3.10C. Should a Conference Representative accept a position that makes them a Qualified Member at an institution that is in a Program Membership Division other than Division I, their position shall be declared vacant effective on their last day of employment at their previous institution, and filled pursuant to Bylaw 3.10C.

ARTICLE IV ADMINISTRATION-EXECUTIVE COMMITTEE

- 4.01 MEETINGS. The Executive Committee shall meet at the USTFCCCA annual convention and shall meet monthly by teleconference during the months of January through November, inclusive. Video or teleconference meetings must conform to the notice requirements of these Bylaws.
- 4.02 SPECIAL MEETINGS. Special meetings of the Executive Committee may be called by the President or any two (2) Officers, or by the call of not less than fifty percent (50%) of the Executive Committee.
- 4.03 NOTICE OF MEETINGS. Written or printed notice stating place, day, and hour of meeting of the Executive Committee shall be delivered either personally, or by mail or email to each active Qualified Member entitled to vote at such meeting. Notice shall be delivered not less than ten (10) days for a physical meeting, and not less than two (2) days for a video or telephonic meeting, prior to the date of such meeting, by or at the direction of the President or as required by these Operating Bylaws. In case of special meetings, the purpose or purposes for which the meeting is called shall be stated in the notice. If sent by mail, a notice of meeting shall be deemed delivered when deposited in the United States Mail, postage prepaid, addressed to the member at his or her address as it appears on the records of the USTFCCCA at the time of mailing.
- 4.04 QUORUM. A majority of members of the Executive Committee must be present to constitute a quorum for the transaction of any business at any meeting of the Executive Committee.
- 4.05 VOTING. Executive Committee members shall be entitled to one (1) vote on each matter submitted. Each matter shall be decided by a majority of votes cast by members of the Executive Committee participating in the vote, unless a greater requirement shall be specified in these Operating Bylaws.

- 4.06 [COMPENSATION](#). No member of the Executive Committee shall receive compensation from the Association or USTFCCCA for serving as a member.
- 4.07 [MINUTES](#). The Secretary shall keep accurate minutes of all Executive Committee proceedings in the form of a certified agenda. The Secretary at the direction of the President or any Executive Committee member shall produce a certified agenda of any meeting within ten (10) business days of such request.

ARTICLE V ADMINISTRATION- STANDING AND AD HOC COMMITTEES

- 5.01 [COMMITTEES](#). The President, or the Executive Committee by a majority vote at any time in which a quorum is present and notification requirements in these Bylaws have been met, may establish ad hoc committees to study topics or perform specific duties. These ad hoc committees may be established at any time throughout the year and may remain intact until their charge has been accomplished. Such ad hoc 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 permanent standing committees of the Association shall be as follows:

- A. [Nominations and Election Committee](#). The President shall appoint the chair of the Nominations and Election Committee (Committee), and the Committee shall have a minimum of two (2) and a maximum of (4) additional members appointed by the President. The Chair must be either a former officer or a current Conference or Independent Representative for the Executive Committee. The Chair and members of the Committee must not include the Executive Committee Vice President or any individual who intends to be nominated by the Committee.

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 also accept nominations and self-nominations submitted to them by any Qualified Member of the Association. The Committee, in coordination with the National Office, shall set a deadline for nominations. This deadline may be no earlier than the earliest Division I Cross Country Conference Championships, and no later than the NCAA Division I National Championships. The Committee shall determine procedure for voting and eligibility of candidates for election, in coordination with National Office staff. The Committee shall nominate at least one (1) candidate for ballot, but no more than three candidates (3). The decisions of the Committee with respect to both procedures and candidates are not subject to the approval of the Executive Committee. The Committee shall meet as necessary and at the direction of the President or the Committee Chair to carry out its charge in the event of a vacancy.

- B. Law and Legislation Committee. The Secretary shall chair the Law and Legislation Committee (Committee), and the Committee shall have a minimum of two (2) additional members appointed by the President. The Committee shall assume the responsibility to review, interpret, and maintain the Operating Bylaws of the Association. At the annual meeting, the Committee shall present to the Executive Committee prepared materials regarding proposed amendments to the Operating Bylaws. The Committee shall meet by teleconference prior to the USTFCCCA annual meeting and at the direction of the President or the Committee chair.

ARTICLE VI MISCELLANEOUS

- 6.01 AMENDMENTS. Any amendments to these Operating Bylaws must be proposed in writing by the Law and Legislation Committee or proposed and signed by at least six (6) voting members of the Executive Committee to be considered for approval. Such approval must be made by two-thirds (2/3) of Executive Committee members present under a quorum of the Executive Committee who has received proper notice as provided for under these Bylaws and passed by a majority vote of Qualified Members at the annual convention.
- 6.02 VOTING. A minimum of seventy-five (75) Qualified Members shall constitute a quorum for the purposes of voting at the annual meeting. Voting shall be conducted on a membership basis, with each Qualified Member receiving one (1) vote, unless the President and/or a plurality of the Executive Committee of the Association calls for a Unit Vote. A Unit Vote shall be required for recommendations regarding NCAA legislation and for issues related to NCAA championships format. All votes of Qualified Members shall be conducted in person.
- 6.03 ELECTRONIC VOTING. Anywhere in these Operating Bylaws where notices are required or voting is conducted, it may be done by electronic means, in whole or in part, under terms approved by the President so long as the procedure (1) ensures the right of all to vote; (2) reasonably protects the confidentiality of each member's vote; and (3) is not inconsistent with these Operating Bylaws.
- 6.04 PARLIAMENTARY AUTHORITY. *Robert's Rules of Order, Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Operating Bylaws or any special rules of order the President or the Executive Committee may adopt, and are not in conflict with the Articles of Incorporation or Bylaws of the USTFCCCA.