

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

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

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

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

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

[“At-Large Representative\(s\)”](#) means a Qualified Member elected from the entire membership of the Association. There shall be separate men’s and women’s program At-Large Representatives.

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

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

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

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

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

[“Officers”](#) means the duly elected or appointed President, Vice President, and Secretary of the Association.

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

“Regional Representative(s)” means a Qualified Member elected from each of the nine (9) current NCAA Division I regions to represent either men’s or women’s cross country from that region. There shall be separate men’s and women’s Regional Representatives for men’s and women’s cross country programs in each region.

“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. Men’s and women’s programs shall receive one (1) vote each. Combined programs shall receive two (2) votes each.

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

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

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

ARTICLE II

MEMBERSHIP, MANAGEMENT, AND OFFICERS

2.01 ELIGIBILITY. Membership in the Association shall be open to all cross country coaches within the USTFCCCA who are also Qualified Members of any Division I Program Membership Division of the USTFCCCA. Qualified Members who are in good standing

shall be entitled to all privileges including the right to vote and to hold office, unless a greater requirement shall be specified in these Operating Bylaws.

- 2.02 [EXECUTIVE COMMITTEE COMPOSITION](#). The Executive Committee shall be comprised of twenty-four (24) voting members and one (1) non-voting member, and the number thereafter may be modified from time to time by a two-thirds (2/3) vote of the Executive Committee. The Executive Committee shall be comprised of the following individuals:
- A. The Officers of the Association;
 - B. The two (2) At-Large Representatives elected by Qualified Membership;
 - C. Regional Representatives (one (1) per Program gender from each of the nine (9) NCAA Division I cross country regions elected by Qualified Membership in their respective regions);
 - D. The previous Past President of the Association; and
 - E. The Men's Poll Coordinator (non-voting).
- 2.03 [DUTIES OF THE EXECUTIVE COMMITTEE](#). The Executive Committee is authorized to transact any and all business of the Association between regular meetings, making decisions which cannot wait for regular meetings.
- 2.04 [OFFICERS](#). The Officers of the Association shall be the President, Vice President, and Secretary.
- 2.05 [DUTIES OF THE OFFICERS](#).
- A. [President](#). The President shall exercise general supervision and control over all activities of Association including but not limited to (1) preside over all general, special, or annual meetings and ensure they are called in a timely manner to conduct the Association's business; (2) act as the representative of the Association before the USTFCCCA; (3) act as the representative of the Association before the NCAA; (4) establish all committees of the Association and appoint committee members; (5) serve as an ad hoc member on all committees; (6) appoint the Secretary and any vacancy on the Executive Committee; (7) vote on the national Coaches Poll; and (8) perform any other duty as may be necessary to carry out the directives of these Operating Bylaws, the Division I Cross Country Handbook, and the Articles of Incorporation and Bylaws of the USTFCCCA.
 - B. [Vice President](#). The Vice President shall perform all the duties of the President in the absence of the President. The Vice President shall: (1) vote on the national Coaches Poll; (2) Coordinate the national Coaches Poll and regional Ranking; (3) review with the Executive Committee the rules and methodology for the national Coaches Poll and regional Rankings; and (4) 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 Officers, At-Large Representatives, and Regional Representatives; and (7) to carry out any other duties the President may from time to time assign. The Secretary shall serve as the chair of the Law and Legislation Committee.

- 2.06 AT-LARGE REPRESENTATIVES. The Men's and Women's Program At-Large Representatives shall serve on the Executive Committee and on the Law and Legislation Committee. At-Large Representatives shall: (1) vote on the National Coaches poll; (2) serve on the Nominations and Elections Committee; and (3) carry out any other duties the President may from time to time assign.
- 2.07 REGIONAL REPRESENTATIVES. Regional Representatives shall represent either men's or women's cross country in their region on the Executive Committee. Regional Representatives shall: (1) submit rankings during the cross country season for men's or women's cross country in their region, as per the schedule established by the Poll Committee; (2) vote on the men's or women's National Coaches poll; (3) prepare an agenda for regional coaches meetings; (4) ensure that the regional meeting agenda is distributed to the respective region's coaches prior to the meeting; (5) conduct regional coaches meetings as necessary; (6) keep a true record of the proceedings of respective regional meetings; (7) ensure that the minutes of these meetings are distributed to the coaches in the respective region; (8) forward agenda items and minutes of Regional meetings to the President, Secretary, and National Office; (9) send a "Call for Nominations" 30-45 days before the annual meeting when pending Regional Representative vacancies exist; (10) notify regional coaches of the Regional Representative nominees at least five (5) days before the annual meeting; (11) conduct an election to fill Regional Representative vacancies at the annual meeting; and (12) carry out any other duties the President may from time to time assign.
- 2.08 MEN'S POLL COORDINATOR. The Men's Poll Coordinator shall (1) serve on the Executive Committee and on the Poll Committee; (2) coordinate and conduct the weekly national coaches poll for Division I Men's Cross Country during the Division I Cross Country season, (3) provide the results of the poll to the President and to the National Office for release, and (4) carry out any other duties the President may from time to time assign.
- 2.09 PAST PRESIDENT. The Past President shall serve the President as an advisor and carry out any other duties the President may from time to time assign.

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: (1) current Division I 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 3.13 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 qualification 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 Track & Field Coaches.

A. Ballot. The Nominations and Election Committee (Committee) shall develop, evaluate, and bring forth a ballot of qualified candidate(s) 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 of Officer(s) proposed by the Nominations and Election 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 Handbook, 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 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 as described 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 pursuant to 3.09, (2) The Secretary is removed following the procedures outlined in 3.10. The President may not appoint another Secretary, unless the position is vacant.
- 3.05 **AT-LARGE REPRESENTATIVES.** Shall be elected in accordance with the restrictions set forth in this section at the national convention of the USTFCCCA by Qualified Members. All Qualified Members shall elect the men’s and women’s At-Large Representatives.
- A. **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 candidates proposed by the Nominations and Election 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 Handbook, 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. **Election Schedule.** The Secretary shall maintain an election schedule approved by the Executive Committee ensuring that both At-Large Representatives are not replaced in the same year.
- D. **Term.** At-Large Representatives shall serve three (3) year terms and may not serve more than two (2) consecutive terms. Terms of office shall begin at the conclusion of the annual meeting.
- 3.06 **REGIONAL REPRESENTATIVES.** Shall be elected in accordance with the restrictions set forth in this section annually at the national convention of the USTFCCCA by Qualified Members of Division I Program Membership Divisions in their respective NCAA regions and program genders.
- A. **Nominations.** Any Qualified Member of a Division I Program Membership Division may nominate a candidate for the position of Regional Representative for their respective region and program gender. Nominations must be submitted to the current

Regional Representative within the respective region, by a deadline set annually by the National Office.

- B. **Election.** Qualified Members of a Division I Program Membership Division eligible to vote at the annual convention shall be entitled to one (1) vote per Qualified Member on the Regional Representative candidate(s) from their respective region and program gender. Candidates shall be elected by a majority (50% + 1 vote) of votes cast by the Qualified Members in the respective region present. If more than two candidates are on the ballot for any office and no candidate receives a majority of votes cast by Qualified Members in the respective region present, the candidate receiving the least number of votes shall be eliminated from consideration, and a new vote shall be taken with the remaining candidates. This procedure may be repeated as necessary until one candidate receives a majority of votes cast by Qualified Members in the respective region present.
 - C. **Election Schedule.** The Secretary shall maintain an election schedule approved by the Executive Committee ensuring that no more than four (4) men's and four (4) women's Regional Representatives are replaced in any given year and that the men's and women's representatives in each region are not replaced in the same year.
 - D. **Term.** Men's and women's Regional Representatives shall serve three (3) year terms and may not serve more than two (2) consecutive terms. Terms of office shall begin at the conclusion of the annual meeting.
- 3.07 **MEN'S POLL COORDINATOR.** The Men's Poll Coordinator shall be appointed by the President to serve at the pleasure of the Executive Committee.
 - 3.08 **PAST PRESIDENT.** The Past President shall serve a three (3) year term immediately following the conclusion of his/her term as President of the Association.
 - 3.09 **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.
 - 3.10 **REMOVAL.** Any member elected or appointed to a position of the Association may be removed by a majority vote of the Qualified Membership at any general or special meeting; or removal may be accomplished with or without cause by a vote of not less than three-fourths (3/4) of the members of the Executive Committee present, at any time in which a quorum is present and ten (10) days advance notice of such removal has been given.
 - 3.11 **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 3.11B. 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. Regional Representative. Should a Regional 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 region 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.

3.12 RE-ALIGNMENT. Should a regional realignment occur, terms for all Regional Representatives that change regions shall be reset. Regional Representatives that do not change region shall not have their terms reset.

3.13 EMPLOYMENT STATUS.

- A. OFFICERS. Should an officer 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 cross country season, the officer will have 90 days from notification or until August 1st ahead of the upcoming cross country season, whichever comes first, to accept a position meeting all requirements outlined in Bylaw 3.03 in the Division I Program Membership Division. Should this occur during the cross country season, the officer 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 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 3.11. Should an officer 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 3.11.

- B. REGIONAL OR AT-LARGE REPRESENTATIVE. Should a Regional or At-Large 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 Regional or At-Large Representative no longer be employed at an institution that is in the Division I Program Membership Division and their region, they shall have thirty (30) days to obtain a job within the Program Membership Division and region. Should they fail to secure a position within the Division I Program Membership Division (and region, if necessary), the position shall be declared vacant effective the 32nd day, and filled pursuant to Bylaw 3.11. Should a Regional or At-Large 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 3.11.

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 voting members of the Executive Committee must be present to constitute a quorum for the transaction of any business at any meeting of the Executive Committee.
- 4.05 VOTING. Executive Committee members shall be entitled to one (1) vote on each matter submitted, unless a greater requirement shall be specified in these Operating Bylaws. Each matter shall be decided by a majority of votes cast by members of the Executive

Committee participating in the vote, unless a greater requirement shall be specified in these Operating Bylaws.

- 4.06 COMPENSATION. No member of the Executive Committee except the Men's Poll Coordinator 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 a chair of the Nominations and Election Committee (Committee), and the men's and women's At-Large Representatives shall serve as committee members. The Chair must be either a former officer or a current Regional 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 for Vice President, and At-Large Representative, as each is necessary, 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 Cross Country 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 any office, but no more than three candidates (3) for any office. 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 men's and women's At-Large Representatives shall serve as Committee members. The Committee shall assume the responsibility to review, interpret, and maintain the Operating Bylaws of the Association. At the annual meeting, the Committee shall present to the Executive Committee prepared materials regarding proposed amendments to the Operating Bylaws. The Committee shall meet by teleconference prior to the USTFCCCA annual meeting and at the direction of the President or the Committee Chair.

ARTICLE VI MISCELLANEOUS

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