

**BYLAWS OF THE West Texas ASSOCIATION
USA TRACK & FIELD
DATE**

**ARTICLE I
NAME**

The name of this organization shall be USATF West Texas Association, Inc.

**ARTICLE II
DEFINITIONS**

The word "athletics" herein shall include cross country running, long distance running, race walking, track and field and any other jurisdiction granted by USA Track & Field, Inc. Other terms herein shall be defined as in the by-laws of USA Track & Field, Inc., henceforth to be referred to as USATF.

**ARTICLE III
PURPOSES AND DUTIES**

USATF West Texas shall act as the governing body for Athletics in the geographic area.

A. Purposes:

1. **Development:** Developing interest and participation in Athletics in this geographic area at all levels;
2. **Management:** Promoting Athletics and athletes by conducting competitions and other events, and by cooperating with and encouraging other organizations which may do so; and
3. **Marketing:** Generating public awareness, appreciation, and support for Athletics, USATF and this Association, creating opportunities for athletes and Athletics events, and generating sponsorships to aid this corporation in fulfilling its purposes and duties.

B. Duties:

1. **Responsibility to constituency:** Being responsible to the persons and sports organizations active in Athletics;
2. **Coordination of scheduling:** Minimizing, through coordination with other sports organizations, conflicts in the scheduling of all practices and competitions in Athletics;
3. **Communication with athletes:** keeping eligible athletes active in Athletics informed of policy matters and reasonably reflecting the views of such athletes in the policy decisions of USATF and this Association;
4. **Sanctioning of events:** Sanctioning competition in Athletics in accordance with the provisions of these Bylaws and Regulations, USATF Bylaws, and USATF Operating Regulations:

5. **Participation in competition:** Providing for the participation by eligible athletes in competition in Athletics, in accordance with the provisions of these Bylaws and Regulations, USATF Bylaws, and USATF Operating Regulations;
6. **Support of diversity in Athletics:** Providing equitable support and encouragement for participation by all persons in Athletics, regardless of gender, age, race or ethnicity, or disabilities;
7. **Coordination of certification and education:** Providing the means for certification of coaches and officials throughout this geographic area in all disciplines and at all levels of Athletics;
8. **Registration and certification of athletes:** Registering eligible athletes as members and certifying such athletes as eligible for competition; and
9. **Administration of athletics:** Performing all other duties necessary for the administration of Athletics in this geographic area and to achieve this corporation's purposes.
10. **Championships:** To institute, regulate and award the amateur athletic championships of the West Texas Association.

ARTICLE IV AUTHORITY

This Association shall possess, through USATF, all authority of that body in the sports of athletics. The Association shall be autonomous in the administration of Athletics, and to that end shall exercise independent jurisdiction, supervision and control over the administration, eligibility, sanctioning authority, representation and rules of competition for the sports of Athletics in the West Texas Association territory as defined by USATF.

ARTICLE V CONSTITUENCY

- A. Individuals:** Any person who meets the criteria for individual membership as determined by USATF shall be eligible for membership. This includes athletes, officials, coaches, administrators, and any other sets of individuals named by USATF. Individual members who indicate a club affiliation on their USATF West Texas application will be considered attached to that club; individual members who do not indicate club affiliation will be considered unattached. On joining USATF or on registering as an athlete in the sport of Athletics, these individuals will receive a membership card, from USATF, certifying their membership and may attend all meetings of the Association with voice and a vote on their respective committees.
- B. Clubs:** Any organization that meets the criteria for club membership as determined by USATF shall be eligible for membership. This includes clubs, organizations administering competitions, and any other groups designated by USATF.
- C. Applications:** Application for membership shall be in accordance with the USATF Bylaws and Operating Regulations.

ARTICLE VI OFFICERS

- A. TITLES AND DUTIES:** The officers shall perform the following duties and any other duties prescribed by these by-laws, this Association or its Executive Board.
1. **The President:** shall preside at all meetings of this Association and shall also serve as Chair of the Executive Board. Subject to the direction of the Executive Board of this Association, the President shall manage and supervise the affairs of the Association.
 2. **The Vice-President:** shall perform such duties as shall be assigned to include acting for the President in his/her absence.
 3. **The Secretary:** shall keep or cause to be kept all records of the Association, and all minutes of meetings of the Association and the Board, and in general shall perform all duties pertaining to the Office of Secretary,
 4. **Membership Chair:** shall collect or cause to be collected all memberships for individuals and groups within the Association, and provide liaison to the USATF National Office in all matters of membership, including reporting and disbursement of benefits.
 5. **The Treasurer:** shall (1) keep or cause to be kept a correct and complete record of account, showing accurately at all times the financial condition of this Association; (2) have charge and custody of and be responsible for all funds, notes, securities and other valuables which may come into possession of this Association; (3) deposit, or cause to be deposited, all funds of this Association with such depositories as the Board shall designate; (4) furnish at meetings of the Board, or whenever requested, a statement of the financial condition of this Association; and (5) in general perform all duties pertaining to the office of Treasurer.
 6. **Youth Chair:** has jurisdiction over youth athletics, shall be responsible for organizing and directing the Associations Junior Olympic championship meet and the Associations Youth Cross Country Championship.
 7. **Officials Chair:** Shall (1) be responsible for recruitment of new officials and recertifying existing officials; (2) providing instructional programs and rule updates for officials and others who request; (3) coordinating officials for Association Championships.
- B. TERM OF OFFICE:** Elections for all officers of the West Texas Association shall be conducted at the Annual Meeting of the Association held in even-numbered years, such terms to commence immediately after the election.
- C. ELEGIBILITY AND QUALIFICATIONS:** All officers and committee chairs, whether elected or appointed, shall be at least eighteen years of age and members of the association.

ARTICLE VII EXECUTIVE BOARD

A. COMPOSITION: The management of the affairs of the West Texas Association shall be delegated to an Executive Board composed of the elected officers of USATF West Texas Association

B. POWERS AND DUTIES:

1. To admit eligible members who have properly applied and whom it deems proper.
2. To impose and enforce penalties for the violation of these by-laws and the by-laws of the Association.
3. To reject entries to Association championships and to delegate this power to its committees.
4. To remove from office, by a two-thirds vote, any member of the Association, who by neglect of duty, or by conduct tending to impair his/her usefulness as a member, shall be deemed to have forfeited his/her position.
5. To collect dues and funds and expend the same.
6. To call regular and special meetings of the Association and to fix the time and place for meetings not fixed by these by-laws.
7. To institute, locate, conduct and manage all Association championship events.
8. To explain, define and interpret any provision of these by-laws upon the request of the member.

C. BOARD MEETINGS:

1. The Executive Board shall manage and supervise the affairs of the Association and have the authority to act for the Association between meetings.
2. A quorum for a meeting of the Board shall consist of four of the members of the Board. Except as provided for otherwise in the by-laws, all matters shall be decided by majority vote of those present and voting. Upon majority vote at a duly convened meeting, the Board may authorize the conduct of a vote of the membership through the distribution and/or collection of ballots using the mail facilities of the U.S. Postal Service, e-mail or any other service that may be authorized; the full procedure and subject matter for the vote to be set forth in the authorizing resolution.

**ARTICLE VIII
MEETINGS**

The Annual Meeting of USATF West Texas will be held in the fall of each year. Special meetings shall be called by the President, by a majority vote from the Executive Board, or upon written request of one third of all members of the Association.

A. ORDER OF BUSINESS:

The order of business at all general meetings of USATF West Texas Association shall be as follows:

- 1 Roll call of delegates.

- 2 Reading of the minutes of the preceding general meeting.
- 3 Treasurer's report
- 4 Report of Officers and Committees
- 5 Unfinished business
- 6 New Business
- 7 Adjournment

B. RULES OF ORDER:

- 1 Questions of order shall be decided by the chair in accordance with Roberts Rules of Order unless otherwise provided in these by-laws.
- 2 All decisions shall be decided by a simple majority unless otherwise specified in these by-laws.

C. NOTICE:

- 1 fifteen day notice will be given all Association members by the Secretary for any annual meeting and not less than five days for special meetings.
- 2 The notice for special meeting will contain the object of the meeting along with the time, date and location.
- 3 The notice of the meeting will be given by mail, website, and/or e-mail to the last know address of each member. If said address has changed it is the responsibility of the individual to make known to the secretary all changes.

D. VOTING:

1. One member-one ballot: One (1) person shall cast only one (1) ballot as an individual, regardless of how many positions within the Association the person occupies;
2. Proxies: There shall be no proxy voting;
3. Minimum age: In order to vote, Members must be a minimum of age eighteen (18) on the day of the election;
4. Voting membership deadline: An individual must be a member of the Association at least one (1) full month prior to election;
5. Membership of all voters: Individuals casting votes must be members of this Association and USATF.

**ARTICLE IX
ASSOCIATION ELECTIONS**

The following guidelines shall apply to all elections for officers:

A. Election notice:

1. Notice must be distributed to all members of the Association, by mail, Association web site, e-mail, and/or the National Office's web site;
2. The initial meeting notice must be sent at least thirty (30) days prior to the beginning of the nomination and elections process; and any notice of change must be distributed at least fourteen days prior to the meeting

B. Nominating process:

1. Nominations may be made and must be allowed from the floor at the Annual Meeting.
2. Membership & age criteria: A candidate must be a member of the Association who will be at least 18 years of age (at the start of the term of office); and
3. Nominations and seconds: A candidate needs one (1) nominator and one (1) seconder who are both Members of the Association.

C. Voter criteria:

6. One member-one ballot: One (1) person shall cast only one (1) ballot as an individual, regardless of how many positions within the Association the person occupies;
7. Proxies: There shall be no proxy voting;
8. Minimum age: In order to vote, Members must be a minimum of age eighteen (18) on the day of the election;
9. Voting membership deadline: An individual must be a member of the Association at least one (1) full month prior to election;
10. Membership of all voters: Individuals casting votes must be members of this Association and USATF.

D. Majority requirement:

1. Officers: All officers of the Association must be elected by a majority of the ballots cast. (i.e. over half the votes cast). The two candidates receiving the most votes will advance to a run-off election.
2. If a run-off election is necessary, the run-off election will immediately follow the general election.

E. Removal from Office: Any officer of this Association may be removed for good cause by two-thirds vote of those members present at an annual meeting or a special called meeting for this purpose. A thirty day notice must be given to the membership prior to the meeting. Notice must be distributed using the same guidelines as an election notice.

**ARTICLE X
COMMITTEES**

A. TYPES: The types of Committees of USATF West Texas shall be Administrative and Standing Sport. There shall be both Standing and Special Committees in the Association.

1. Standing Sport Committees:

Men's Track and Field
Women's Track and Field
Masters' Track and Field
Men's Long Distance Running
Women's Long Distance Running
Masters' Long Distance Running
Racewalking

2. Special Committees: The President, with the Executive Boards approval, shall be entitled to appoint ad hoc committees of the USATF West Texas with such composition, responsibilities and authority as may be approved by the Board.

B. COMMITTEE CHAIRS: Committee chairs will be appointed by the president and approved by a majority of the Executive Board. A member may be the chair of more than one committee.

C. COMPOSITION: Standing Sport Committees: (a) Standing Sport Committees shall be comprised of any individual members, unattached or club-affiliated, who have indicated interest in that area and who wish to serve on that committee. (b) Individual members may choose to serve on more than one committee.

**ARTICLE XI
DISCIPLINARY AUTHORITY**

This Association shall have the authority to discipline any member, delegate, athlete, coach, manager, official, trainer, member of any committee, and any other person or entity participating in Athletics who, by neglect or by conduct, (i) acts in a manner detrimental to the purposes of USATF or Athletics, or (ii) has violated any of the Bylaws, Operating Regulations, or Rules of Competition of USATF, or of the Association, or (iii) has violated the rules of eligibility.

NOTE: Disciplinary and reinstatement procedures: The disciplinary and reinstatement procedures of USATF and its member Associations are set forth in USATF Operating Regulations 11 and 12.

ARTICLE XII DISSOLUTION

Upon dissolution of the Association, the Executive Board shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation in such a manner, or to such organizations, organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law), as the Board of Directors shall determine.

ARTICLE XVIII SAVING CLAUSE

Failure of literal or complete compliance with provisions of the Bylaws in respect to dates and times of notice, or the sending or receipt of the same, or errors in phraseology of notice proposals, which in the judgment of the members at meetings held do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of the members at any meeting.