

USA Track & Field

Three Rivers Association

Bylaws

{Approved}
6/2/2011

**USA TRACK & FIELD THREE RIVERS ASSOCIATION
BYLAWS**

TABLE OF CONTENTS

TABLE OF CONTENTS	ii
ARTICLE 1 NAME.....	1
ARTICLE 2 DEFINITIONS	1
ARTICLE 3 PURPOSE	2
ARTICLE 4 AUTHORITY OF THIS ASSOCIATION.....	2
ARTICLE 5 CONSTITUENCY OF THIS ASSOCIATION	3
ARTICLE 6 VOTING MEMBERS	3
ARTICLE 7 MEETINGS OF THREE RIVERS ASSOCIATION.....	3
ARTICLE 8 VOTING	4
A) Election Notice:.....	4
B) Nomination process:.....	4
C) Voter criteria:	4
D) Conduct of voting:.....	5
E) Counting of ballots:.....	5
F) Committee chairs:.....	5
G) National delegates:.....	6
H) Majority requirement:.....	6
I) Election protests:.....	6
ARTICLE 9 OFFICERS.....	6
ARTICLE 10 DUTIES OF THE OFFICERS.....	7
ARTICLE 11 EXECUTIVE BOARD	7
ARTICLE 12 ASSOCIATION OFFICE	8
ARTICLE 13 COMMITTEES	8
A) Committees	8
B) General Provisions	9
ARTICLE 14 SPORT COMMITTEES DUTIES.....	9
ARTICLE 15 ADMINISTRATIVE COMMITTEES	10
A) Budget And Audit:.....	10
B) Membership:.....	10
C) Law And Legislation:	10
D) Officials:	11
ARTICLE 16 INTERNAL GRIEVANCE PROCEDURE	11
ARTICLE 17 SUSPENSION AND EXPULSION.....	12
ARTICLE 18 SANCTIONS FOR AMATEUR ATHLETIC COMPETITIONS.....	13
ARTICLE 19 FISCAL AND LEGAL MATTERS	13
ARTICLE 20 EXEMPTION.....	14
ARTICLE 21 INDEMNIFICATION	14
ARTICLE 22 CONFLICT OF INTEREST	14
ARTICLE 23 AMENDMENTS.....	15
ARTICLE 24 SAVING CLAUSE	15
ARTICLE 25 DISSOLUTION.....	15
ARTICLE 26 DISCLAIMER	15
EXHIBIT A Balanced Meeting Ballot Distribution of Votes	16

**USA TRACK & FIELD THREE RIVERS ASSOCIATION
BYLAWS**

**ARTICLE 1
NAME**

The name of the non-profit organization shall be USA Track & Field Three Rivers Association, hereinafter which shall be referred to as the "Association". The acronym "USATF/TRA" shall be used for the purpose of brevity or for use in a logotype.

**ARTICLE 2
DEFINITIONS**

As used in these Bylaws and the Operating Regulations:

- A) **Amateur Athlete** means any athlete who meets the eligibility standards established by USATF for the sport of Athletics.
- B) **Amateur Athletic competition** means a contest, game, meet, match, tournament, or other event in which the amateur athletes compete.
- C) **Armed Forces** means the United States Army, the United States Navy, the United States Air Force, the United States Marine Corps, the United States Coast Guard and the National Guard.
- D) **Association** means the organization that administers a geographically defined area (i.e. the Three Rivers Association of USATF).
- E) **Athlete**
 - 1) **Active Athlete** means any individual who is actively engaged in Athletics or who has represented the United States in international competition held under IAAF jurisdiction in Athletics within the preceding ten (10) years; and
 - 2) **Eligible Athlete** means any athlete who meets the eligibility standards established by USATF for Athletics.
- F) **Athletics** means, inclusively, track & field, long distance running, cross country running, road running, race walking, and any other sport discipline recognized by the IAAF.
- G) **Athletics Competition** means a contest, game, meet, match, tournament, or other Athletics event in which eligible athletes compete.
- H) **Board** means the Executive Board of USATF/TRA.
- I) **Club** means a local or national organization whose programs involve competitive member athletes, events, and/or education in Athletics.
- J) **Coach** means a person who is currently engaging in the training of athletes on an active basis, whether on a paid basis or not, and regardless of the extent to which coaching is a part of the person's vocation, or retired from the vocation of coaching.
- K) **IAAF** means International Amateur Athletic Federation.
- L) **International Amateur Athletic Competition** means any amateur athletic competition involving athletes from two or more countries.
- M) **NABR** means the National Athletics Board of Review, as established in USATF Operating Regulation 11.
- N) **Sanction** means the document which evidences the authority granted by either USATF or an Association to conduct a competition, and which also evidences that the recipient has complied with the requirements of USATF Article 20 and USATF Operating Regulation 14.
- O) **Sports Organization** means a non-profit corporation, club, federation, union, association, or other group organized in the United States which sponsors or arranges any Athletic competition.

**USA TRACK & FIELD THREE RIVERS ASSOCIATION
BYLAWS**

- P) **This Geographic Area** means the state of Pennsylvania west of Potter, Clinton, Centre, Huntingdon, and Bedford counties; and counties of Marshall, Brooke, Ohio and Hancock in the state of West Virginia.
- Q) **USATF** means USA Track and Field, the national governing body.

**ARTICLE 3
PURPOSE**

The purpose of USATF/TRA is to act as the governing body for the sport of Athletics in the geographic area of TRA. In connection with such purposes, USATF/TRA shall:

- A) Develop interest and participation throughout TRA and be responsible to the persons and amateur sports organizations active in the sport of Athletics;
- B) Minimize, through coordination with other sports organizations; conflicts in the scheduling of all practices and competitions in the sport of Athletics;
- C) Keep amateur athletes active in the sport of Athletics informed of policy matters and reasonably reflect the views of such athletes in the policy decisions of USATF/TRA;
- D) Sanction amateur athletic competition in Athletics in accordance with the provisions of these bylaws, and those of USATF;
- E) Provide for participation by amateur athletes in amateur athletic competition in the sport of Athletics, in accordance with the provisions of these bylaws and those of USATF;
- F) Provide equitable support and encouragement for participation by women in the sport of Athletics;
- G) Encourage and support amateur athletic sports programs in the sport of Athletics for handicapped individuals;
- H) Provide and coordinate technical information on physical training, equipment design, coaching, and performance analysis in the sport of Athletics;
- I) Encourage and support research, development, and dissemination of information in the areas of sports medicine and sports safety in the sport of Athletics; and
- J) Encourage open competition between amateur athletes with other athletes, to the extent permitted by the IAAF.
- K) Perform all other duties necessary for the administration of Athletics in the Three Rivers Association and to achieve this corporation's purpose.

**ARTICLE 4
AUTHORITY OF THIS ASSOCIATION**

This Association shall be the governing body for the sport of Athletics in TRA and shall exercise the following powers:

- A) Establish Association goals and encourage the attainment of those goals in the sport of Athletics;
- B) Serve as the coordinating body for amateur athletic activity in the sport of Athletics in TRA;
- C) Conduct amateur athletic competition in the sport of Athletics, including Association championships, and establish procedures for the determination of eligibility standards for participation in such competitions, except for restricted competition.
- D) Represent the TRA Association in USA Track and Field, Inc.
- E) Any sports organization which conducts Athletics competition, participation in which is restricted to a specific class of eligible athletes (such as high school students, college students, members of the Armed Forces, or similar groups or categories, shall have exclusive jurisdiction over such competition.)

**USA TRACK & FIELD THREE RIVERS ASSOCIATION
BYLAWS**

- F) USATF/TRA shall be autonomous in its governance of the sport of Athletics, in that it independently shall determine and control all matters central to such governance, shall not delegate such determination and control, and shall be free from outside restraint. This provision shall not be construed as preventing USATF/TRA from contracting with third parties for administrative assistance and support in connection with its purpose.

**ARTICLE 5
CONSTITUENCY OF THIS ASSOCIATION**

The basic constituency of USATF/TRA shall consist of the geographic area of TRA, and membership is open (1) to any amateur athlete, coach, trainer, manager, administrator, official or other individual residing with the geographic area of this Association and active or interested in the sport of Athletics, and (2) to any bona fide amateur sports organization organized within the geographic area of this Association which regularly sponsors or arranges programs or competitions in the sport of Athletics.

**ARTICLE 6
VOTING MEMBERS**

All individual members (and individuals who are representatives of organizational members [clubs]) who are over the age of eighteen are entitled to attend and participate in voting at meetings of this Association subject to being a current member of the Association and the provisions of the BALANCED MEETING BALLOT delineated in ARTICLE 8, "Voting".

Motions and resolutions shall be decided by majority vote and shall generally be by voice vote. If voice vote is inconclusive to the President or, if the President's determination is challenged, there shall then be a vote by show of hands. A roll call vote or, if specifically requested, a written ballot shall be taken instead of a voice vote upon oral or written petition of at least one (1) member that is properly seconded by another member.

**ARTICLE 7
MEETINGS OF THREE RIVERS ASSOCIATION**

- A) **The annual meeting:** Of this Association shall be held in the third quarter, no later than September 30th, of each year, at such date, time and place as may be fixed by the President and properly announced. Special meetings of the Association shall be held as determined necessary by vote of the Executive Board. The Secretary shall give notice to specify the time and place of the meeting and (in the case of special meetings) the purpose of the meeting.
- B) **Notice of Meetings:**
- 1) Notice of all meetings must be distributed by US mail or electronic means to all officers, committee chairs and club members and posted on the Association web site.
 - 2) Web site use: Members of the Association shall be informed where to find meeting information on the web site in each issue of the Association newsletter.
 - 3) The initial meeting notice must be sent /posted on the web site such that it will arrive at least thirty (30) days prior to the meeting.
- C) **Changes:** Any notice of a meeting change or a change in the election process must be at least fourteen (14) days prior to the meeting.
- D) **Agenda:** Prior to each meeting of this Association, the Secretary shall consult with the President and the Chairs of Standing Committees on the agenda. The Secretary shall prepare an agenda to be presented to the members at the start of the meeting as the first order of business. Such agenda items shall include, but may not necessarily be limited to:
- 1) Attendance – Consideration of the eligibility of members in attendance to vote in accordance with Article 8 of these by-laws and consideration of any challenges to voting credentials.
 - 2) Minutes – Acceptance of the minutes of previous meeting.

USA TRACK & FIELD THREE RIVERS ASSOCIATION
BYLAWS

- 3) Financial report – Treasurer’s report and approval of the budget.
 - 4) Report of officers and committees which have business to come before the members of the Association.
 - 5) Unfinished business.
 - 6) Action on proposed amendments.
 - 7) New business.
 - 8) Election of officers (at annual meeting, odd-numbered years).
 - 9) Adjournment.
- E) **Rules of Order:** Questions of order shall be decided by the chair in accordance with ROBERT'S RULES OF ORDER (NEWLY REVISED), unless otherwise provided in these bylaws. Decisions by the President may be appealed to the Association parliamentarian. The President may designate a qualified Parliamentarian for all meetings of USATF/TRA.

ARTICLE 8
VOTING

The following guidelines shall apply to all voting on proposals at Association meetings and for elections of officers, committee chairs, and other members of the Executive Board of the Association.

A) Election Notice:

- 1) **Distribution:** Notice must be made by mail or electronic means either in letter or newsletter format. It will also be posted on the Three Rivers Association web site.
- 2) **Web site use:** Members must be informed where to find information on elections on the web site through a mailing or newsletter.
- 3) **Prior arrival:** The initial meeting notice must be posted on the web site / sent by means under which it will arrive at least thirty (30) days prior to the beginning of the elections.
- 4) **Changes:** Any notice of a meeting change or a change in the election process must be posted on the web site at least fourteen (14) days prior to the meeting/election.

B) Nomination process:

- 1) **Nominating committee:** The committee shall consist of a Chair and four (4) members, at least one of whom shall be an active athlete appointed by the President at least 60 days prior to the planned elections. No member of the nominating committee shall be eligible for election to office at the election for which he serves on the committee. The report of the nominating committee shall be posted on the web site in conjunction with the announcement of the election.
- 2) **In-person meeting nominations:** Nominations may be made and must be allowed from the floor at the election meeting. In the case of nominations from the floor, a candidate needs one (1) nominator and one (1) second both who are current members of the Association.
- 3) **Nomination acceptance:** The nominating committee will contact all individuals considered for nomination and obtain their willingness to accept a specific nomination prior to issuing their report. No nomination may be made from the floor at the election meeting for an absent person unless that person has notified the Nominations Committee and/or the Association Secretary in writing of their willingness to accept that specific nomination.
- 4) **Membership & age criteria:** A candidate must be a current voter eligible member of the Association is at least 18 years of age (at the start of the term of office).

C) Voter criteria:

USA TRACK & FIELD THREE RIVERS ASSOCIATION
BYLAWS

- 1) **One person-one ballot:** One (1) person shall cast only one (1) ballot, regardless of how many positions within the Association the person occupies.
- 2) **Proxies:** There shall be no proxy voting.
- 3) **Minimum age:** Voters must be a minimum of age eighteen (18) on the day of the election.
- 4) **Voting membership deadline:** Individuals and any person representing an organization (club) must be a current member of the Association and USATF in the month which ends more than one full month preceding the election (e.g., if the election is held at any time in September, the membership must be processed by July 31). Note: To represent a club, the individual's USATF member card must reflect the membership.
- 5) **Appointees:** An appointed committee chair shall not vote in elections in that capacity, but may otherwise qualify for a vote.
- 6) **Organizations:** Organizations (clubs) shall have one (1) vote.

D) Conduct of voting:

This Association shall use a BALANCED MEETING BALLOT where only selected members of the Association are eligible to vote. There shall be no mail ballots for election of officers.

- 1) **Number of votes:** There shall be a maximum of 100 available votes divided among the following five constituencies: Active Athletes, Officials, Officers and members of the Executive Board, Coaches, and Clubs.
- 2) **Minimum voting strengths:** Clubs shall be entitled to 50 votes, active athletes shall be entitled to 20 votes, and the remaining constituencies shall each be entitled to 10 votes in accordance with Exhibit A. Note, a constituency that cannot fill all available positions forfeits those votes.
- 3) **Disputes:** Credential disputes must be resolved before the election process is started with nominations and/or the report of the nominating committee.
- 4) **One-person, one ballot:** The individuals who are eligible to cast a ballot in more than one constituency must choose the constituency in which they will vote at the meeting.
- 5) **Caucuses:** Constituencies with more individuals than votes allowed will caucus before the election to determine the voters or apportionment of vote.
- 6) **Athlete caucuses:** In an athlete caucus, youth (18-year old), open (non-international ages 19-39), international ("ten-year" rule regardless of age), and masters (40-and-above) athletes must each be represented if a member athletes are present and available. In such a case, the number of votes granted to a division above shall be as equal as possible, regardless of the number of athletes present from a division.
- 7) **Uncontested:** Uncontested elections may be voted by acclamation.
- 8) **Ballot type:** A secret ballot must be used for contested elections.

E) Counting of ballots:

- 1) **Panel:** A panel of at least three (3) individuals, at least one (1) of whom must be an athlete, shall count the ballots and sign the tally. All panel members shall be of voting age and a current member of the Association. The panel shall not include any individual who is a candidate for a contested office.
- 2) **Consultation:** The panel may consult as necessary with the President, secretary, and/or parliamentarian (so long as they are not candidates for contested offices) on procedural matters.

F) Committee chairs:

- 1) **Age and terms:** All committee chairs, whether elected or appointed, must be at least 18 years of age and a member of the Association. Chairs shall be elected or appointed for specific terms which are determined prior to the voting for the position.

**USA TRACK & FIELD THREE RIVERS ASSOCIATION
BYLAWS**

- 2) **Election:** When requested by two (2) or more member clubs of the Association, sport committee chairs shall be elected. When a sport chair is elected, the election shall take place at a meeting which is held separately from the general elections, either by time or location, and at a minimum, shall be advertised to all member clubs in the Association active in the discipline.
- 3) **Format:** A convention format may be used for the Association's annual meeting, at which all elections for sport committee chairs may be held.

G) National delegates:

A request for members interested in being delegates to the upcoming USATF annual meeting will be made at the Association's annual meeting. National delegates will be appointed by the Board following the annual meeting from members who have indicated at interest. The composite of the delegation will be structured according to Article 7 of the USATF Bylaws.

H) Majority requirement:

- 1) **Officers:** The president and secretary of the Association must be elected by a majority of the ballots cast.
- 2) **In-person majority:** In elections conducted at meetings, a plurality may not be accepted in the first round.
- 3) **Run-off candidates:** In run-off elections, candidates equal to twice the remaining positions shall be on the ballot.

I) Election protests:

- 1) **Procedure:** Except as indicated below, election protests shall be handled in accordance with USATF Operating Regulation 7 and 21. Protests may only be made after the election process is concluded.
- 2) **Panel composition:** A National Athletics Board of Review (NABR) panel from a different USATF region shall be appointed to conduct the hearing. All hearings shall be by conference call.
- 3) **Invalidation:** The NABR panel shall invalidate an election if it is found that one or more infractions occurred and likely changed the outcome of an election.
- 4) **Further action:** The NABR panel may recommend or require changes for future elections in the Association.

**ARTICLE 9
OFFICERS**

- A) The officers of the Three Rivers Association shall be the President, two Vice Presidents (1st and 2nd VP), a Treasurer, and a Secretary. All to be elected biennially by and from the members of the Association in accordance with Article 8 above. There shall be no order of succession to any office. In the event an officer resigns or is unable to serve, the Executive Board shall name a successor for the unexpired portion of his or her term.
- B) An officer may be removed from office "for cause" – that is, misconduct or neglect of duty in office – by a 2/3 vote by secret ballot of the Executive Board. A successor may be elected to fulfill the remaining unexpired term by a majority vote of the board. Said officer-to-be-removed shall be notified of the offence(s) and given a chance to agree or to deny the charges before the Executive Board at the next regular board meeting. Said officer also has the right to bring witnesses in his/her defense before the Board. Once the 2/3 vote is achieved, the action is irreversible and the Association has the obligation to disclose the circumstances only to the people with whom the Association is doing business on a "need-to-know" basis. The disposed officer has the right to appeal the decision via arbitration or USATF grievance procedures.
- C) **Term of Office:** All officers are to be elected for two (2) year terms at the annual meeting of USATF/TRA held in the odd-numbered years. Terms shall start on November 1st of the election year.

**USA TRACK & FIELD THREE RIVERS ASSOCIATION
BYLAWS**

**ARTICLE 10
DUTIES OF THE OFFICERS**

The officers shall perform the following duties and any other duties prescribed by these bylaws and the Executive Board.

- A) PRESIDENT. The President shall preside at all meetings of the Association and shall be an ex officio member of all committees. Subject to the direction of the Executive Board, the President shall manage and supervise the affairs of the Association.
- B) VICE PRESIDENTS. The 1st Vice President shall act on administrative matters and shall chair the Law and Legislation Committee of the Association. In the temporary absence of the President from a meeting, the 1st Vice President shall serve as the presiding officer. The 2nd Vice President shall act on financial matters and shall chair the Budget and Audit Committee of the Association. In addition, the 1st and 2nd Vice Presidents shall perform additional duties as assigned by the President and/or Executive Board.
- C) TREASURER. The Treasurer shall (1) keep or shall cause to be kept a correct and complete record of account, showing accurately at all times the financial condition of the Association; (2) have charge and custody of, and be responsible for, all funds, notes, securities, and other valuables which may from time to time come into the possession of USATF/TRA; and (3) deposit, or cause to be deposited, all funds of USATF/TRA with such depositories as the Executive Board shall designate.(4) The Treasurer will issue a quarterly financial report to all members of the Executive Board. Once approved by the Board, the quarterly financial report will be posted on the Association web site. The Treasurer is responsible to ensure filing of all financial documents with USATF National Headquarters, State, and Federal IRS prior to mandated deadlines.
- D) SECRETARY. The Secretary shall keep or shall cause to be kept all records of the Association, and all minutes of meetings of the Association and the Executive Board, and in general shall perform all duties pertaining to the office of Secretary. Minutes of all meetings, once approved by the Executive Board shall be posted on the Association web site and shall include copies of all reports and approved proposals.

**ARTICLE 11
EXECUTIVE BOARD**

- A) The Executive Board (the "Board") shall be composed as follows:
 - 1) The officers of USATF/TRA (maximum 5).
 - 2) The chairman of any Standing Sport Committee engaged in a duly active program (maximum 4).
 - 3) The chairmen of any Standing Operating Committee of USATF/TRA (maximum 2).
 - 4) Four at-large members to be elected in conjunction with the election of officers by the general membership (maximum 4).
 - 5) The number of active athletes, to be elected from and by the active athletes of the Association which shall be at least 20% of the total authorized number of members of the Executive Board (maximum 4).
 - 6) The President of the Association shall serve as chairman of the Board. The Secretary shall serve as Secretary of the Board.
- B) The Board shall manage and supervise the affairs of the Association. It shall hold its annual organization meeting immediately following the close of the annual meeting of the Association. The Board shall meet at least quarterly throughout the year as designated by the President. Additional special meetings may be called by the President or upon the written request of any five (5) members of the Association. Electronic notification of any meeting of the Board shall be given by the Secretary at least three weeks in advance, and shall specify the date, time and location of the meeting.

**USA TRACK & FIELD THREE RIVERS ASSOCIATION
BYLAWS**

- C) A quorum for meetings of the Board shall consist of forty percent of the members of the Board. Except as otherwise provided herein, all matters shall be decided by majority vote of those present and voting. There shall be no voting by proxy.
- D) When issues needing immediate attention arise in between scheduled meetings of the Board, a proposal may be submitted to the members of the Board electronically with the concurrence of the President. Electronic response and voting on the proposal shall be the same as a vote taken at an in person meeting of the Board providing a minimum of 50% of the members of the Board respond and a majority of those responding vote in favor of the proposal. Discussion and comments on the proposal should be made with all members of the Board on distribution.
- E) Unless otherwise directed by the Board, the President or another officer designated by him or her and attested by the Secretary shall execute all written contracts on behalf of the Association.

**ARTICLE 12
ASSOCIATION OFFICE**

The Association does not maintain a paid staff. The Association does maintain an office (per USATF requirements) in a volunteer capacity. If at a later date a paid association office and staff is added to the organization, this article must be revised. Duties for the Association Office (paid or unpaid status) shall include but not be limited to the following:

- A. Serve as the main contact for the Association and supervise the proper handling of correspondence and communication from individuals and organizations.
- B. Ensure that the contract and legal obligations and commitments of this Association are signed by the authorized officers of the Association.
- C. Ensure submission of all documentation and requirements to and from USATF National Headquarters.
- D. Ensure that all commitments made by personnel in the Office on behalf of the Association are submitted to the appropriate officers of the Association for review and final approval or rejection prior to their execution.
- E. Carry out other responsibilities assigned by the Executive Board, such as preparation of newsletters, entry forms, informational flyers, communications to the members, etc.
- F. Maintain the Association web site and ensure that all appropriate items are posted.
- G. The director of the Office shall serve as a non-voting member of the Executive Board and all Association committees (unless serving in another voting capacity on the Board).

**ARTICLE 13
COMMITTEES**

A) Committees

Three Rivers Association will have two types of committees as follows:

<u>DIVISION:</u>	<u>Type:</u>
Men's and Women's Open & Masters Track & Field	Sport
Men's and Women's Open & Masters Long Distance Running	Sport
Race Walking	Sport
Youth Athletics	Sport

<u>ADMINISTRATIVE DIVISION:</u>	<u>Type:</u>
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USA TRACK & FIELD THREE RIVERS ASSOCIATION

BYLAWS

Budget and Audit (Chaired by 2 nd VP)	Operating
Law & Legislation (Chaired by 1 st VP)	Operating
Membership	Operating
Officials	Operating

B) General Provisions

- 1) Unless provided for otherwise, the term for members of all committees shall be two years.
- 2) An election for a Committee Chair must be proposed by the representative of one of the member clubs or an individual member active in the specific sport or administrative area and properly seconded
- 3) All sports committee elections will be held immediately following but as a separate meeting after the conclusion of all other business at the annual meeting.
- 4) Elections for committee chair and other committee positions will be held in accordance with Article 8. For sport committee elections, no two persons from the same club shall be considered for election to the committee unless there are fewer clubs active in the sport than the committee membership.
- 5) Committee Chairs shall be appointed by the Executive Board when no election was held at the annual meeting.
- 6) Each Sport Committee shall hold its annual organizational meeting in conjunction with the annual meeting of this Association. Committees shall hold such special meetings as may be called by the chair, at their initiative or that of 20% of the membership of the committee, upon 14 days advance written or electronic notice. The notice of a special meeting shall set forth the date, time place and purpose of the meeting. A quorum for any Committee meeting shall consist of those present.
- 7) The duties of all Committee Chairs shall be as follows: Preside at all meetings of the committee; ensure that all duties and responsibilities of the committee are properly and promptly carried out; appoint subcommittees, with the approval of the committee, as may be necessary to fulfill the duties and responsibilities of the committee; communicate with the committee members to keep them fully informed of happenings and needed decisions to carry out the committee's responsibilities; keep the President and the Executive Board informed on all committee actions and recommendations; and cause to be kept and promptly forward to all committee members and the Executive Board a copy of the minutes of all meetings of the committee.

ARTICLE 14 SPORT COMMITTEES DUTIES

Each Sport Committee shall:

- 1) Have jurisdiction over the competitions and championships in the particular sport it controls.
- 2) The Sport Committee shall evaluate potential locations and schedules for Association Championships in their specific sport and recommend to the Executive Board for approval.
- 3) The Sport Committee shall evaluate any entries for competitions that are deemed objectionable and recommend to the Executive Board for approval that these entries be rejected at any competition or championship.
- 4) Have the right to appoint subcommittees, whose members need not be members of the Sport Committee, to manage and conduct the various competitions or championships.
- 5) In conjunction with the Chair of the Officials committee assign officials for championships involving its sport.
- 6) Allow the attendance at its meetings of athletic coaches, officials, or representatives of any group engaged in the sport, allowing such invitees voice but no vote.

USA TRACK & FIELD THREE RIVERS ASSOCIATION
BYLAWS

- 7) Upon approval of the Board, authorize additional members on the committee to ensure proper representation of (the Clubs) involved in the committee's sport. Any Club that considers its representation inadequate may appeal to the Board.
- 8) Promote and develop activities related to its sport.

ARTICLE 15
ADMINISTRATIVE COMMITTEES

A) Budget And Audit:

Duties and responsibilities shall be:

- 1) At the designated time each year, audit and examine (with professional assistance if deemed needed) the accounts of the Treasurer for the preceding fiscal year and issue an annual report to the Executive Board;
- 2) Examine the accounts of the Treasurer at any other time as requested by the Executive Board and report to the Board thereon, This may require the Treasurer to turn over to it all moneys, accounts, books, papers, vouchers, and records appertaining to his office,
- 3) Annually with input from the Chairs of all standing committees and the officers of the Association develop a proposed budget for the coming year. Submit the proposed budget to the Executive Board for approval.
- 4) Recommend to the Association penalties to be charged to any club, or individual not meeting its, his or her financial obligations;
- 5) Cooperate with the various committees on matters pertaining to the financial well-being of the Association;
- 6) In consultation with the appropriate Sport Committee, recommend to the Association all dues and fees to be paid to the Association;.
- 7) Make-up: The committee shall consist of three at large members selected by the Board, The chair of the committee shall be the 2nd Vice President .

B) Membership:

Duties and responsibilities shall be:

- 1) Sanction events approved by the appropriate Sport Committee;
- 2) Register and certify athletes for competition in events sanctioned by USATF/TRA.
- 3) Take action on all cases involving interpretation or enforcement of any Article of these bylaws concerning sanctioning or registration matters, including any such matters relating to two or more members of this Association.
- 4) Make-up: The committee shall consist of the chair and at large members appointed by the Executive Board.

C) Law And Legislation:

Duties and responsibilities shall be:

- 1) Consider and present in proper form for action all proposed amendments to the bylaws of the Association and may make recommendations thereon;
- 2) Have the authority to propose amendments to the bylaws of USATF/TRA;
- 3) Review all changes made to the National USATF Bylaws and Operating Regulations for impact on the bylaws of the Association. Prepare and recommend any changes to the Association bylaws to remain in compliance with National requirements.
- 4) Overview all operations of the Association to ensure compliance with the approved bylaws of the Association. Report any noncompliance to the Executive for corrective action.
- 5) Make-up: The committee shall consist of members selected by the Board. The chair of the committee shall be the 1st Vice President .

**USA TRACK & FIELD THREE RIVERS ASSOCIATION
BYLAWS**

D) Officials:

Duties and responsibilities shall be:

- 1) The certifying, training, and general supervision of officials;
- 2) The monitoring of the overall requirements for the training and certification of officials;
- 3) The encouragement and development of standard uniform attire to be worn when officiating.
- 4) In conjunction with the Chair of Applicable Sport Committees assign officials for all Association Championship events.
- 5) Recommend to the National Committee candidates for National and Master Official certification.
- 6) Ensure all applications for records are submitted on the official Record Application form and contain all pertinent information called for on the form.
- 7) Make-up: The committee shall consist of officials who are a current member of USATF/TRA. The committee shall elect a chair and other officers from among its members prior to or in conjunction with the elections of USATF/TRA. The committee shall be made up of the Chair Person and a minimum of two additional National or Master level officials who carryout the above duties and responsibilities

**ARTICLE 16
INTERNAL GRIEVANCE PROCEDURE**

- A) Any member of this Association may file a written grievance with the Secretary pertaining to any matter within the cognizance of this Association and/or alleging a violation of any provision of these bylaws.
- B) Time Limit: Grievance Complaints must be filed within one (1) year from the time the complaining party know or should have known of the act giving rise to the Complaint except as provided in Regulation 11-Q-3 of the USATF Bylaws.
- C) Special Filing Procedures: In the event a grievance is against an officer of the Association and, therefore, excludes that officer from the grievance administrative process, the Executive Board will temporarily appoint someone to act in that position.
- D) Filing fees: A filing fee of One Hundred Dollars (\$100) must be paid by each individual filing the complaint. The filing fee must be in the form of a certified check or money order made payable to TRA.
- E) Any grievance or complaint shall be signed under oath and shall allege with particularity the nature of the grievance and/or each claimed violation of the aforementioned documents by reference to specific sections thereof, stating in concise language how, when and where the alleged violation occurred. The factual allegations shall be set forth in numbered paragraphs, each paragraph containing a single factual allegation.
- F) Upon receipt of a grievance or complaint, the Secretary shall refer it to the Committee for the sport involved or, in the case of more generalized grievances or complaints, to the Executive Board. Every effort will be made to resolve the grievance or complaint at the committee level through informal means.
- G) Dates: A grievance or disciplinary hearing shall be initiated within forty-five (45) days of the filing of the proceeding.
- H) Arbitration Panel: In the event that the member filing a grievance or complaint is not satisfied with the resolution of the matter by informal methods, he/she may request a hearing, whereupon the President shall promptly appoint at least three (3) arbitrators who are members in good standing, of which one must be an athlete over 18, none of whom shall have an interest in the subject matter of the grievance or complaint, to hear evidence, making findings of fact, and adjudicate the issues raised. One panel member shall be appointed as chairperson. All parties shall be notified of the panels' composition in the Notice of Proceedings.

**USA TRACK & FIELD THREE RIVERS ASSOCIATION
BYLAWS**

- I) Challenge to Panel Member(s): Challenges to the seating of a panel member shall be conducted according to the guidelines in Regulation 11-I of the USATF Bylaws.
- J) Fair notice and an opportunity for a hearing shall be accorded to any amateur athlete, coach, trainer, manager, administrator, or official before this Association declares such individual ineligible to participate in any amateur athletic competition.
- K) At any hearing conducted pursuant to paragraph (d) of this Article, all interested parties shall have the right to counsel, to present evidence in support or in opposition to the grievance or complaint, to cross-examine witnesses, and to present such factual or legal claims as will support their positions. The hearing panel shall make a summarized record of the proceedings. The rules of evidence shall not be strictly enforced; instead, rules of evidence that are generally accepted in administrative proceedings shall be applicable.
- L) The hearing panel shall expeditiously conduct the hearing and report its findings of fact and conclusions in writing to the Board and all interested parties. Their determination of the matter shall be final.
- M) Dismissals: The Arbitration Panel may dismiss a Grievance or Disciplinary Complaint according to the guidelines in Regulation 11-L of the USATF Bylaws.
- N) Time Frame: The Arbitration Panel shall render its decision according to the procedure in Regulation 11-N-3 of the USATF Bylaws.
- O) Notification: The TRA secretary must forward copy of the decision to USATF within thirty (30) days.
- P) Appeals: Any party to the Grievance or Disciplinary Complaint may appeal a decision by following the guidelines in Regulation 11-P of the USATF Bylaws.

**ARTICLE 17
SUSPENSION AND EXPULSION**

- A) This Association, or its Board as its representative, shall have the power:
 - 1) to suspend for a definite or indefinite period, or
 - 2) to expel a member, delegate, athlete, coach, manager; official or member of any committee who by neglect or by conduct
 - a) acts in a manner detrimental to the purposes or reputation of this Association, USATF and amateur sports, or
 - b) has violated any of the Bylaws or rules of this Association, USATF, or
 - c) has violated the rules of amateurism as defined-by the IAAF.
- B) In between meetings of USATF/TRA, the Board shall have the authority to exercise the powers recognized in paragraph (a) of this Article.
- C) For the same reasons stated in paragraph (a) of this Article, this Association shall have the power to recommend to USATF that a member, delegate, athlete, coach, manager, official, or member of any committee be suspended or expelled provided that all the provisions of due process as stated in these Bylaws have been met.
- D) Before exercising its authority under this Article, this Association or the Board must notify, in writing, the person or organization involved of any alleged infringement of rules or good conduct, and in order to afford an opportunity to be heard in a swift and equitable manner.
- E) On application for reinstatement to the Association by any person or organization suspended or expelled, said application shall give in detail the reasons advanced for reinstatement, at which time this Association may reinstate said person or organization.

USA TRACK & FIELD THREE RIVERS ASSOCIATION
BYLAWS
ARTICLE 18
SANCTIONS FOR AMATEUR ATHLETIC COMPETITIONS

- A) The sanctioning policy of this Association for amateur athletic competition in Athletics shall be in accordance with Article 20 of the bylaws of USATF and as follows: If this Association does not determine by clear and convincing evidence that holding or sponsoring an amateur athletic competition would be detrimental to the best interest of the sport, this Association shall promptly grant a sanction requested by an amateur sports organization or person:
- 1) To hold an amateur athletic competition, if such amateur sports organization or person
 - a) Pays to this Association any required sanctioning fee if such fee is reasonable and nondiscriminatory;
 - b) Demonstrates that:
 - (i) Appropriate measures have been taken to protect the amateur status of athletes who will take part in the competition and to protect their eligibility to compete in amateur athletic competition,
 - (ii) Appropriate provision has been made for the validation of records which may be established during the competition,
 - (iii) Due regard has been give to amateur athletic requirements specifically applicable to the competition,
 - (iv) The competition will be conducted by qualified officials,
 - (v) Proper medical supervision will be provided for athletes who will participate in the competition, and
 - (vi) Proper safety precautions have been take to protect the personal welfare of the athletes and spectators at the competition, and
 - c) Submits to this Association an audited or notarized financial report of similar events, if any, conducted by the amateur sports organization, or person.
- B) If a member of this Association proposes to sponsor an amateur athletic competition to be held in the Association, and has certified in writing and demonstrated to this Association that it has and will conform to the standards set forth in subsection (a), it shall, upon notifying this Association or its designee in writing about such proposed competition, be entitled to a sanction by this Association for such competition without further submission, subject to coordination of scheduling of competitions through the appropriate Standing Sport Committee, unless this Association determines, by clear and convincing evidence, that the competitions would be detrimental to the best interests of the sport.

ARTICLE 19
FISCAL AND LEGAL MATTERS

- A) The fiscal year of this Association shall be September 1 through August 31.
- B) If requested, corporate fidelity bonds shall be obtained at the expense of this Association in a form and amount approved by the Board, indemnifying this Association against losses resulting from infidelity, defalcation or misappropriation by officers, employees, or agents of funds, property or assets owned by or under the control of this Association.
- C) The Board shall, from time to time as necessary, designate depositories for the funds, property, and assets belonging to or under the control of this Association.
- D) Funds on deposit in banks can be withdrawn only by voucher check upon the signature of the Treasurer if that officer is bonded; if not bonded, upon signature of the Treasurer and any one of the following officers: President or Secretary. Other assets or property of this Association may be transferred from one depository to another by action of the Board.
- E) The Board, effective at the beginning of each fiscal year, shall have the books and financial records of this Association audited by the Budget and Audit Committee. This Committee may employ the

USA TRACK & FIELD THREE RIVERS ASSOCIATION

BYLAWS

services of a Certified Public Accountant to audit said books and financial records as directed by the Board. After completing the audit, a report shall be submitted to the Board, and as soon thereafter as reasonably possible, a copy of such audit report shall be available for each member of this Association before the next annual meeting.

- F) All contracts, not in the ordinary course of affairs of this Association shall be examined and approved for form by the Board of this Association prior to execution.
- G) The contents of all contracts affecting Sport Committees shall, during their negotiation phase be communicated to the appropriate committee.
- H) Any indebtedness or liability must be authorized by a majority vote of the Board at a duly convened meeting.
- I) This Association shall not incur any indebtedness in excess of \$2000 without affirmative vote of a majority of the Board.

ARTICLE 20 EXEMPTION

The members, directors, officers and/or employees of this Association shall not be personally liable for any debt of this Association, and the private property of the members, directors, officers, and/or employees of this Association shall be forever exempt from its Association debts.

ARTICLE 21 INDEMNIFICATION

This Association shall indemnify any and all of its directors and officers, or former directors and officers, against expenses incurred by them, including legal fees, or judgments of penalties rendered or levied against any such person while acting within the scope of his authority as a director or officer of this Association, provided that the Executive Board shall determine in good faith that such person did not act, fail to act, or refuse to act willfully or with gross negligence or with fraudulent or criminal intent in regard to the matter involved in the action, and provided further that the Board shall have the right to refuse indemnification as to expenses in any instance in which the person to whom indemnification would otherwise have been applicable shall have incurred expenses without approval by the Board which are excessive and unreasonable in the circumstances and are so determined by the Board, and as to expenses, judgments or penalties in any instance in which such person shall have refused unreasonably to permit this Association, at its own expense and through counsel of its own choosing, to defend him or her in the action or to compromise and settle it.

ARTICLE 22 CONFLICT OF INTEREST

Any individual representing this Association, or who has a financial arrangement with this Association, or is a member of any of its committees, shall not participate in the evaluation or approval of a contract with a supplier to furnish goods or any party to provide services to this Association or any of its committees, if that individual directly or indirectly benefits, financially or otherwise, receives any form of compensation from, or has any interest in any supplier or party under consideration. Each individual referred to in the first sentence of this Article shall, upon learning that this Association or any of its member committees is proposing to enter into an arrangement in which he or she has a financial interest as aforesaid, promptly notify the President or Secretary in writing of the existence of such interest, and the President or Secretary, in turn, shall disclose such interest to those Association bodies involved in considering entry into the arrangement. In the event of a violation of this provision, this Association shall have the right to recover such benefit or payment and to void the contract or transaction.

USA TRACK & FIELD THREE RIVERS ASSOCIATION

BYLAWS

**ARTICLE 23
AMENDMENTS**

- A) These bylaws may be amended at any meeting of this Association by a two-thirds vote of those delegates present and voting, provided notice of the proposed amendment has been submitted in writing to the members of this Association at least thirty (30) days prior to the meeting.
- B) Amendments to these bylaws must be submitted to the Chairman of the Law & Legislation Committee at least ninety (90) days prior to the meeting for proper review and submittal to the members of this Association.

**ARTICLE 24
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 of 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.

**ARTICLE 25
DISSOLUTION**

In the event of dissolution of this Association, whether voluntary or involuntary, when and as authorized by the affirmative vote of the active members given at such a meeting called for that purpose, the Executive Board or such other person or persons so charged with the dissolution of this Association, shall have the power to dispose of all assets of the Association in such a manner as to benefit the sport of Athletics.

**ARTICLE 26
DISCLAIMER**

Anything not covered in these Association Bylaws shall be governed by the most current USATF Governance Manual.

**USA TRACK & FIELD THREE RIVERS ASSOCIATION
BYLAWS**

**EXHIBIT A
Balanced Meeting Ballot Distribution of Votes**

**for the Three Rivers Association Bi-Annual Election of Officers
(Maximum of 100 Votes)**

<u>constituency</u>	<u>maximum number of votes</u>
1. <u>Member clubs</u> (currently less than 50 registered clubs; membership chair will provide complete listing). If more than 50 clubs register, the clubs will caucus before voting to apportion the remaining 10 votes.	50 votes
2. <u>Coaches</u> – if more than 10 coaches are present desiring To vote under the coach’s constituency, the coaches will caucus prior to voting to determine apportionment of the votes.	10 votes
3. <u>Officials</u> - if more than 10 officials are present desiring To vote under the officials’ constituency, the officials will caucus prior to voting to determine apportionment of the votes	10 votes
4. <u>Athletes</u> – if more than 20 athletes are present an athletes caucus will be held prior to voting. In an athlete caucus, Youth (18-year old), open (non-international ages 19 – 39), International (“ten-year” rule regardless of age), and masters (40 –and-above) athletes must be represented if a member athlete is present and available. In such a case, the number of votes granted to a division above shall be as equal as possible, regardless of the number of athletes present from a division.	20 votes
5. <u>Officers</u> and members of the executive board	10 votes
Total Votes	100 votes

*If the number of representatives for any constituency is less than the number of votes entitled to that constituency, the additional votes are forfeited.

**USA TRACK & FIELD THREE RIVERS ASSOCIATION
BYLAWS**

Revision 7 of these Bylaws was accepted by the vote of the delegates at the 2011 Spring USATF/TRA Meeting.

Frank Rodenbaugh, President

Date: _____

Nicole Berry, Secretary

Date: _____