

Bylaws
Central California Association
USA Track and Field

Article 1

Name: The name of the organization having the responsibility for the supervision and coordination of all open amateur athletics activities within the Central California Association of the USA Track & Field is the "Board of Athletics, Central California USA Track & Field" (henceforth-Board of Athletics or Board).

Article 2

Definitions: The word "Athletics" herein shall include track and field, long distance running on roads, cross country running, and race walking, for both genders, and for all ages.

Article 3

Objective: The objectives of the Board of Athletics are to promote and improve the opportunities for athletes to train and compete in Athletics.

Article 4

Authority of the Board of Athletics: The Board of Athletics shall possess, through USA Track & Field, the authority to supervise and coordinate the planning, organizing, and operation of activities of the Standing Sport and Administrative Committees.

Article 5

Representation in and Delegates to the Board of Athletics: Delegates to the Board of Athletics shall be selected from individuals who are athletes, coaches, trainer/physicians, officials, administrators, teachers, and those persons active in the sport of Athletics. Representatives/Delegates shall be at least 18 years of age and a registered member of USATF, Central California Association (at the start of the term of office) and selected without regard to race, creed, color, religion, age, and gender.

The Board of Athletics shall be composed of one (1) representative from each Administrative Committee and the officers of the Board and (4) representatives from each USA Track & Field registered club. The composition of the four representatives shall be one registered athlete, one registered coach, one certified official, and one club officer.

Definition of Members: Members are registered with USATF for Central California. A member may belong to more than one association, but must belong to a single association as an athlete at any one time. Multiple members must pay the full membership fee for Central California.

Article 6

Selection of Delegates: The delegates to the Board of Athletics from each Administrative Committee shall be the chair of each committee. The delegates to the Board of Athletics from each Standing Sport Committee shall be the Chair of each committee. The four delegates to the Board of Athletics from each registered club shall be selected by the club's top administrative officer.

Article 7

Meeting of Board of Athletics: An Annual Meeting of the Board of Athletics shall be held by October 14 of each year with specific date, time, and location as may be fixed in the notice of the meeting. Other meetings of the Board shall be held as may be appropriate to discuss matters relating to all facets of Association authority and responsibility. Special meetings of the Board of Athletics may be held at any time, pursuant to a resolution of the Executive Board, a body hereinafter described. A written notice of all meetings, stating the time, date, location, and purpose, shall be sent by means under which it will arrive at least fourteen (14) days prior to the meeting. Any notice of a meeting change or a change in the election process must be at least fourteen (14) days prior to the meeting.

A. Order of Business:

1. Roll call of delegates.
2. Reading of the minutes of preceding meeting.
3. Report of the Officers and Committees.
4. Unfinished business.
5. Action of proposed amendments.
6. New business.
7. Election of Financial Committee (At Annual Meeting).
8. Election of Officers (At Annual Meeting).
9. Adjournment.

B. Procedures: The current Robert's Rules of Order are the general rules of order, except where they are in conflict with provisions of these By-Laws, and in such cases these By-Laws prevail.

C. Credentials: Each Standing Committee, Administrative Committee, and each registered club shall provide, upon request to the President of the

Board of Athletics, the full address of their representative delegate. Confirmation of the final delegates shall be made with the President prior to the meeting.

Article 8

Voting in the Board of Athletics: Each delegate present at the meeting is entitled to one vote. In case of a delegate's absence, the alternate shall have the right to vote. There shall be no voting by proxy. Each delegate may represent only one constituency.

Article 9

Officers of the Board of Athletics:

A. The titles of officers are: President, Vice-President, Secretary, and Treasurer.

B. These officers shall be elected by the members of the Association at the Annual Meeting by open meeting ballot, where all members of the Association are eligible to attend and vote. Credential disputes must be resolved before the election process is started with nominations and/or the report of the nominating committee. Each candidate for the above positions must be a member of the Association who is at least 18 years of age (at the start of the term of office) and needs one (1) nominator and one (1) second who are both members of the Association. Uncontested elections may be voted by acclamation and a secret ballot must be used for contested elections. Every voter must be a minimum of age eighteen (18) on the day of the meeting. Except for renewals from the previous year, individuals must be members in the month which ends more than one full month preceding the election voting (e.g., if the election is held any time in September, the membership must be processed by July 31).

C. Each Association officer shall serve for a term of two (2) years beginning from their date of election.

Article 10

Duties of the Officers:

A. **President:** The President shall announce and preside at all meetings of the Board of Athletics and the Executive Board. The President will administer all official correspondence of the Board, and perform such other duties as may be directed by the Board.

B. **Vice-President:** The Vice-President shall serve at the discretion of the President, and serve as the presiding officer in the absence of the President.

C. Secretary: The Secretary shall keep all records of the Board and shall send a written notice of all meetings to the delegates of the Board.

D. Treasurer: The Treasurer shall manage the funds of the Board, and may act as the intermediary with the treasurer of USA Track and Field.

Article 11

Executive Board: The Executive Board of the Board of Athletics shall consist of the Officers. The Executive Board shall meet at the discretion of the President. The Executive Board may act for the Board of Athletics. Minutes of all executive Board meetings shall be sent to all delegates of the Board of Athletics within ten (10) days of an Executive Board meeting.

Article 12

Standing Sport Committees:

A. Women's Track and Field (has jurisdiction over girl's and women's track and field and multiple events).

B. Men's Track and Field (has jurisdiction over boy's and men's track and field and multiple events).

C. Long Distance (has jurisdiction over all road racing and cross country).

D. Race Walking (boys, men, and women).

E. Master Track and Field (has jurisdiction over track and field and race walking for athletes 30 and older).

F. Age Group/Junior Olympics

G. Authority of each Sports Committee: Each sports committee of the Board of Athletics shall possess, through the respective national Sport Committees of the USA Track and Field, the authority to exercise independent jurisdiction and control over the administration, supervision, and operation of open competitions in the respective sport in the Central California Association.

H. Make up of each Sport Committee: Each Sport Committee shall include one (1) representative from each USA Track and Field registered club which participates in the respective sport. The Chair of the Committee has the power to appoint at-large members. All Chair appointees must be approved by the majority vote of the Sport Committee.

I. Officers of each Sport Committee: The titles of the officers are Chair and Secretary. The Chair shall be appointed by the President of the Board with the approval of the committee. The Secretary shall be elected among the members of the Sport Committee. When requested by two (2) or more members of the committee, there shall be an election of the Chair of that committee. The election of the Chair shall take place at the next meeting of the committee with all members of the committee being notified of the meeting and the election. The Secretary of the committee shall conduct the election of the meeting. The term of the Sport Committee Chairs shall be for two years beginning with the appointment or election of each Chair.

J. Duties of the Officers of each Sport Committee:

1. Chair: The Chair shall announce and preside at all meetings of the Sport Committee. The Chair shall administer all official correspondence of the committee, and perform such other duties as may be directed by the Committee or President of the Board.
2. Secretary: The Secretary shall keep the records of the committee and receive and account for all funds, if any, of the committee.

K. Meeting of each Sport Committee: The committee Chair shall announce each meeting of the Committee not later than one (1) week prior to the meeting. Committee meetings should be held prior to each competitive season.

L. Voting in meetings of each Sport Committee: Each Committee member present at the meeting is entitled to one vote. In the of delegates' absence, the alternate shall have the right to vote. There shall be no voting by proxy.

Article 13

Standing Administrative Committees:

A. Registration:

1. Duties and Responsibilities: The Committee shall coordinate the registration of clubs and athletes, sanction events, and recommend membership and sanction fees to the Executive Board.
2. Make Up: The Chair of the Committee shall be the Treasurer of the Board of Athletics. The Secretaries of the Committees shall make up the other Registration Committee members.

B. Records:

1. Duties and Responsibilities: The Committee shall keep and maintain a complete list of Association records, shall investigate and

approve/reject every performance submitted for record approval, shall represent the Central California Association in any business relating to records.

2. **Make Up:** The committee consists of a chairman appointed by the President. The Chairs of the Sports Committees shall make up the others Records Committee members.

C. Officials:

1. **Duties and Responsibilities:** The Committee shall be responsible for the quality of registered track meet officials in accordance with guidelines set by USA Track and Field.
2. **Make Up:** The Chair of the Committee shall be appointed by the President of the Board of Athletics. All registered officials shall make up the other Officials Committee members.

D. Certification:

1. **Duties and Responsibilities:** The Committee shall be responsible for certification of road race courses.
2. **Make Up:** The Chair of the Committee shall be appointed by the President of the Board of Athletics. The Chair of the Committee has the power to appoint members to the Committee to assist him or her.

E. Financial:

1. **Duties and Responsibilities:** The Committee shall inspect the ledger of the Treasurer at the Annual Meeting of the Board. If found in order by all members of the Committee, the members of the Committee will sign a statement stating such and this statement will appear in the Annual Meeting's minutes. If the ledger is not found in order by any member of the committee, the Treasurer of the Board must have a written explanation of the alleged discrepancy and this statement will appear in the minutes of the Annual Meeting. If this explanation does not meet the satisfaction of the majority of the Board, the Treasurer shall forfeit his position as Treasurer of the Board.
2. **Make Up:** The Committee consists of three 3 members elected by the Board of Athletics at the Annual Meeting. The Committee shall have no Chairperson.

Article 14

Removal from office: Any officer or committee chair of USATF Central California may be removed for good cause by a two-thirds vote of those delegates of USATF present and voting at an annual meeting or special meeting

called for this purpose, and provided the requisite notice for such meeting (see Article 7) shall properly set forth the removal vote on its agenda.

Article 15

REDRESS OF GRIEVANCES

A grievance may be any matter within the cognizance of USATF Central California as described in Regulation 1-A. Grievances shall be filed and administered in accordance with Regulation 1.

Regulation 1

FORMAL GRIEVANCES AND DISCIPLINARY PROCEEDINGS

- A. Jurisdiction:** This Association shall have jurisdiction over all disciplinary and formal grievance proceedings relating to matters that arise within the boundaries of the Association, except sexual misconduct allegations and doping violations which shall be under the jurisdiction of USATF. All penalties imposed by an Association shall be effective only within the jurisdiction of that Association.
- B. Association Arbitration Panel:** The following shall apply to the appointment and conduct of the Association Arbitration Panel (AAP):
1. **Members:** The Association Arbitration Panel shall consist of three (3) members - a chair, an at-large member, and an athlete member. There shall also be a first alternate, second alternate, and additional alternates who may be appointed from time to time when any of the three members of the AAP are not available. Members of the AAP shall not be members of the Association Board or Executive Committee.
 2. **Appointments:** Appointments shall be made by the President with the approval of the Association Board. The appointments shall be duly reflected in the minutes of a properly convened Board meeting.
 3. **Terms:** Terms shall commence on January 1 of each even-numbered year.
 4. **Removal:** Members and alternates may be removed for good cause by majority vote of the Association's Board. Good cause may include, but is not limited to, the following:
 - a. **Dilatory practices:** A AAP member who causes or permits delays in the hearing process; and/or
 - b. **Failure to follow procedures:** An AAP member who disregards or fails to apply the hearing procedures or other provisions set forth in

the Association Bylaws, Association Regulations, USATF Rules, USATF Bylaws, and/or USATF Regulations.

C. Grievances: A grievance may involve any matter, other than sexual misconduct and doping offenses, within the cognizance of USATF that occurs in the jurisdiction of this Association:

1. **Grievance Complaints:** A Grievance Complaint shall state the following:
 - a. **Detrimental conduct:** Conduct detrimental to the best interests of Athletics, USATF, USATF Central California has taken place; or
 - b. **USATF violations:** A violation of any of USATF's Bylaws or Operating Regulations and/or of a violation of any of USATF Central California Bylaws or Operating Regulations has occurred.
2. **Parties:** Grievance Complaints may be filed only by and against individuals or entities which were, at the time that the conduct complained of occurred, and at the time the Complaint is filed, members, directors, or officers of USATF or otherwise subject to the jurisdiction of USATF Central California. A non-member, former director, or former officer of USATF Central California shall be subject to the jurisdiction of USATF Central California for the purpose of defending against a Grievance Complaint for an incident that occurred while he or she was a member, a director, or officer of USATF Central California or otherwise subject to the jurisdiction of USATF Central California. A Grievance Complaint may only be filed by a person or entity affected by the issues raised in the complaint; and
3. **Time limit:** Grievance Complaints must be filed within one (1) year from the time the complaining party knew or should have known of the act giving rise to the Complaint.

D. Disciplinary matters: USATF Central California shall have the authority to discipline any member who, by neglect or by conduct, acts in a manner subject to discipline pursuant to Regulation 1-D-1 below.

1. **Activities subject to discipline:** USATF Central California may discipline any member who, by neglect or by conduct:
 - a. **Detrimental conduct:** Acts in a manner detrimental to the purposes of USATF, USATF Central California, or Athletics;
 - b. **USATF, IAAF, and Sports Act violations:** Violates any of the Bylaws, Operating Regulations, or Competition Rules of USATF or the IAAF, or violates the Sports Act;
 - c. **Eligibility violations:** Violates the rules of eligibility for Athletics;
2. **Time limit:** Disciplinary proceedings must be requested within one (1) year from the time the complaining party knew or should have known of the issue giving rise to the request for a disciplinary hearing.

E. Rights of the persons or entities: In all matters subject to this Regulation, all parties shall be provided with fair notice and an opportunity for a hearing prior to the adjudication or imposition of any penalty by the Association or AAP. All parties::

1. **Representation:** May be represented in any disciplinary, grievance, or Association proceeding by a person(s) who may (but need not) be an attorney;
2. **Right to appeal:** May appeal any adverse decision in accordance with this Regulation;
3. **Attendance at hearing:** May be present at any hearing; and
4. **Presenting and challenging evidence:** Shall have the right to present evidence and witness testimony and to cross-examine witnesses testifying against him, her or it.

F. Initiation of proceedings: Formal grievances shall be initiated as follows:

1. **Grievance complaint filing procedures:**

- a. **Filing location:** Complaints shall be filed with the Association President and Secretary. The Secretary shall forward a copy of the Complaint to the each party charged in the Complaint;
- b. **Language:** All documents filed and exchanged with respect to this Regulation shall be in English; provided, however, that an original document that is in a foreign language must be submitted along with an English translation. The party submitting the document shall bear the cost of obtaining its translation which shall be conducted by a reputable translator or translation service. In the event of a challenge to the accuracy of a translated document, the panel chairperson may direct USATF to order a translation of the document(s) in question and may allocate the cost of the translation to any party or all parties, as the panel deems appropriate;
- c. **Basis for the Complaint:** The Complaint shall allege clearly the nature of the dispute and, where appropriate, state the specific violation of the Bylaws, Operating Procedures, Competition Rules, or Policies of USATF, USATF Central California, or the IAAF;
- d. **Facts of allegation:** Factual allegations shall be separately stated in concise language with one allegation set forth in each numbered paragraph of the Complaint;
- e. **Signature:** The Complaint shall be signed by the person filing the Complaint,
- f. **Filing fees:** A filing fee of One Hundred U.S. Dollars (US\$100) must accompany an organization's complaint and a filing fee of Seventy-five U.S. Dollars (US\$75) must be paid by individuals filing a Complaint. The filing fee must be in the form of a certified check or money order made payable to the Association;

2. **Failure to comply with Complaint procedures:** Complaints that fail to comply with the procedures outlined in this Regulation shall be returned to the filer with instructions explaining the deficiency. A

- returned Complaint may be re-filed within thirty (30) days of the initial filing. After thirty (30) days, the Complaint will be deemed abandoned;
3. **Informal resolution of grievances:** Upon receipt of a Grievance Complaint, the President or his/her designee shall make every effort to resolve the dispute through informal means. In disputes pertaining to a specific sport discipline, the President or his/her shall also confer with the chairperson of the sport committee for the discipline involved. All discussions related to the informal resolution of a complaint shall be confidential;
 4. **Formal resolution:** If the informal resolution of the complaint is unsatisfactory to any party, or if a party declines to pursue informal resolution, the party may request that the complaint be resolved by a formal hearing before an AAP panel;
 5. **Hearing panel:** When one party has indicated that the matter cannot be resolved informally, the President or his/her designee shall coordinate the selection of a three-person arbitration panel. The arbitration panel should include at least one Active Athlete. One panel member will be selected as Chairperson with responsibilities to control and conduct the process. The arbitrators shall not be members of the Association Board or Executive Committee.

G. Notice of proceedings: Within thirty (30) days of the commencement of a formal grievance all interested parties and the hearing panel shall be sent the following by the Association Secretary:

1. **Documents:** A copy of the complaint or other documents giving rise to the proceeding, with any attachments;
2. **AAP Members and Contact:** The names of the hearing panel members and the address and telephone number of the panel's chairperson;
3. **Association Bylaws:** A copy of the text of this Regulation of the USATF Central California Bylaws and any other relevant USATF Rule or Regulation; and
4. **Other relevant documents:** A copy of any specifically identified document(s) related to the dispute.

H. Answer: The person(s) or entity(ies) named in a Complaint (respondent(s)) must submit a written answer to the Association Secretary within thirty (30) days after receipt of the letter notifying respondents that a proceeding has been filed ("Notice of Proceeding"). A copy of the Answer shall be forwarded by the Secretary to the complainant (the party filing the Complaint) and the AAP panel. The failure of respondent(s) to answer within thirty (30) days after the receipt of the Notice of Proceedings will be deemed a waiver by respondent of the opportunity to have a hearing or have an appeal of any adverse decision. Upon such failure, and after confirmation of the receipt of the Notice of Proceeding by all parties, the hearing panel may proceed in the absence of the respondent and may decide the matter with or without a

hearing and with or without taking testimony and evidence, as it deems appropriate. If a party raises a hearing panel challenge under Regulation 1-I below, the panel chair may extend the time to answer.

- I. **Challenge to arbitrator(s):** Within fourteen (14) days following the receipt of the Notice of Proceedings any party to the hearing may challenge the seating of any AAP panel member, on the ground that the panel member may not be impartial. The panel chairperson may extend the time to answer if a panel member is challenged. Failure to bring a timely challenge against the seating of an AAP arbitrator constitutes a waiver of such challenge.
- J. **Hearing procedures:** The following procedures apply to formal grievance, and other hearings:
 1. **Pre-hearing conference call:** Within five (5) business days of the expiration of the arbitrator challenge the AAP panel chairperson shall conduct a pre-hearing conference by telephone conference call with all parties to discuss scheduling and procedural matters.
 2. **Date of Hearing:** Best efforts should be used to set a convenient time and date for all participants. The AAP hearing panel shall schedule the hearing to take place within thirty (30) days of the initial pre-hearing conference. The hearing date may be delayed beyond the thirty (30) day period only upon a showing to the AAP panel that a substantial injustice would otherwise occur.
 3. **Location for hearing:** Hearings shall be held in-person, unless good cause is shown to the AAP chairperson that holding the hearing by telephone conference call is in the best interest of the sport of Athletics.
 - a. **Reason for request for telephone conference call hearing:** If a party requests that the hearing be held by telephone conference call, such request shall be accompanied by a statement identifying the material reasons which the hearing panel should resolve in this venue.
 - b. **Deadline for request:** The telephone conference call hearing request must be submitted to the AAP chairperson within ten (10) business days of the receipt of the Notice of Proceedings. Failure to submit a telephone conference call hearing request during the above-described timeframe constitutes a waiver of the right to request a telephone conference call hearing.
 4. **Delays:** If an interested party causes an unnecessary delay, the AAP panel may dismiss the proceeding or, at its discretion, rule against the party causing the delay. If the delay is the result of AAP panel inaction, the President or his/her designee may dismiss the panel and replace it with a new panel. If a party to the proceeding fails to appear at the hearing, then the AAP panel may make a ruling based on available information and the testimony of those present at the hearing;

5. **Evidentiary rules:** The rules of evidence generally accepted in administrative proceedings shall be applicable to the hearing; the formal rules of evidence shall not apply;
6. **Burden of proof:** The burden of proof is upon the complainant to prove by a preponderance of the evidence that conduct described in Regulation 1-C-1 or 1- D-1 above has occurred;
7. **Hearing record:** An official transcript or recording is highly recommended for hearings conducted by an Association. Any party to the proceedings may retain a court reporter or other competent individual to provide a transcript or recording of the hearing at that party's own expense. If made, such transcripts or recordings shall become the official record of the proceedings and a copy shall be provided to all parties at their own expense; and
8. **Closed hearing:** Hearings shall be closed to the public. Witnesses shall attend hearings only as necessary to provide testimony.

K. **AAP decisions and opinions:** The following shall pertain to AAP final decisions and opinions rendered in hearings and appellate proceedings:

1. **Scope of decision:** All AAP panel decisions shall be consistent with USATF, USATF Central California, and IAAF Rules and Regulations, and the Sports Act. If the implementation of any AAP panel decision and opinion would have a significant budgetary impact on USATF Central California, the Budget Committee chair and/or the USATF Central California Treasurer shall review it and report their findings to the Board within thirty (30) days of the issuance of the opinion. In such instances, the decision and opinion shall not become final and binding unless and until approved by the Board. The Board shall determine to what extent any AAP decision and opinion having a significant budgetary impact on USATF Central California may be implemented, in light of fiscal considerations, and may remand the matter back to the AAP panel for modification based upon budgetary directives from the Board;
2. **Form of decision and opinion:** The AAP decision shall state in one or two brief sentences which party the AAP arbitrators have ruled in favor of. The opinion of the AAP panel shall set forth the following:
 - a. **Issue:** The question(s) the AAP panel was asked to decide;
 - b. **Arguments:** A brief summary of the arguments made by each party;
 - c. **Findings of fact:** The findings of fact upon which the panel based its decision;
 - d. **Citations:** A citation to the applicable IAAF, USATF, USATF Central California, Sports Act, or other applicable rule, bylaw or minutes, reports, guidelines, or other documents upon which the AAP panel decision is based, if any; and
 - e. **Stay provision:** Whether the effect of the decision shall be stayed in the event of an appeal, if appropriate;

3. **Time frame:** An AAP panel shall issue a decision with respect to the disciplinary, formal grievance, or other proceedings within fifteen (15) days after the conclusion of the hearing. The panel shall render a written opinion no later than thirty (30) days after the conclusion of the hearing, or after the submission of any post hearing documentation to the panel.
 4. **Effect of decision:** All AAP panel decisions shall be effective upon the date rendered, unless otherwise stated in the decision.
- L. **Appeals:** The decision of the arbitrators may be appealed pursuant to USATF Regulation 11-P.

Article 16

Amendments: These Articles may be amended at any meeting of the Board of Athletics by a 2/3 vote. Proposed amendments must be submitted to the President of the Board of Athletics at least forty-five (45) days prior to the meeting for proper submittal to the members of the Board at least thirty (30) days prior to the meeting.

Amended as of 10-7-08