

BY-LAWS OF THE  
SOUTH CAROLINA ASSOCIATION OF USA TRACK & FIELD, INC.

ARTICLE 1

NAME

- A. The name of this Association shall be: South Carolina Association of USA TRACK & FIELD, Inc., herein referred to as “this Association”, “this corporation”, or SC USATF. These names may also be used in other documents.
- B. The acronym “USATF” may be used in lieu of USA TRACK & FIELD.

ARTICLE 2

DEFINITIONS

- A. The term USATF shall include all athletics under the jurisdiction of and defined by the USATF. All other terms used herein shall be as defined in the By-laws of the USATF, Article 2 “Definitions” unless otherwise noted.

ARTICLE 3

PURPOSE

- A. The purpose of this Association is to encourage, improve and promote amateur Athletics in the State of South Carolina in accord with and as defined by the By-laws and Regulations of the USATF, Section 501 ( c ) (3) of the Internal Revenue Code of the Internal Revenue Service, Department of the Treasury, USA.

ARTICLE 4

ORGANIZATION

- A. This Association shall be incorporated under the laws of the State of South Carolina as a non-profit corporation and shall be approved by the proper authority as qualified under and in accord with Section 501 ( c ) (3) of the Internal Revenue Code.

ARTICLE 5

AUTHORITY OF THE ASSOCIATION

- A. The Association shall utilize that authority granted to it by the By-laws and Administration Documents of the USATF and to that end shall exercise independent jurisdiction, supervision and control over the administration of its

affairs, establish eligibility requirements, training, and govern the acceptance of its members and member clubs, oversee the fair and equitable enforcement of the rules of competition, exercise sanctioning authority for Events and Meets held within the State of South Carolina, develop and propose such standards and rules to improve athletics within the State of South Carolina and encourage its members to engage in local, national and international competition.

## ARTICLE 6

### 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 named by the USATF.
- B. Clubs: Any organization that meets the criteria for membership as determined by USATF shall be eligible for membership. This includes clubs, organizations administering competitions, and any other group(s) designated by USATF.
- C. Applications for membership shall be in accordance with USATF By-laws and regulations, and on a form issued and approved by the Association.
- D. Dues for the various classifications of members shall be established by action of the Association membership at the Annual Meeting or Special Meeting called for that purpose and for which at least thirty (30) days notice has been given under **Article 7** of these By-laws.
- E. Membership shall run from January 1 to December 31 of the calendar year.
- F. Any individual or group which violates any provision of these By-laws, standing rules or regulations, may be suspended after due notice and opportunity for hearing, by action of a body designated to hold such hearings, until the next meeting of the Association at which time the suspension may be upheld or rescinded by majority vote of the members, or such individual or group may be expelled by a two-thirds vote.

## ARTICLE 7

### MEETINGS OF THE ASSOCIATION

- A. ANNUAL MEETING:
  - 1. Shall be held within the geographical area of the State of South Carolina, **during the month of August.** At least thirty (30) days notice shall be given in advance of this meeting, by regular mail, fax or conference telephone call, newsletter or web site. If a web site is used to inform members of meetings, then the web site address must be published in a mailing or newsletter.

2. Any notice in a meeting change in the election process must be given at least fourteen (14) days prior to the meeting. The proposed agenda shall be included along with the meeting notice.

- B. Special Meetings: May be called at any time by the President or Secretary of the Association. At least fifteen (15) days notice shall be given and the reason stated for the meeting by the means established under Article 7, Section A of these By-laws.
- C. Committee Meetings shall be held at the call of the Committee Chair. Committee Meetings shall require seven (7) days notice, unless all committee members agree to a shorter notice.
- D. Records: All Boards, Committees, Councils, and Task Groups shall designate a recording secretary. Within thirty (30) days of the meeting, draft minutes shall be sent to the Secretary of the Association and to all members of the group holding the meeting by the Secretary recording all official action(s) taken. All written reports or a summary of such reports shall be issued with draft minutes.
- E. Quorum:
  - 1. Annual meeting: A minimum of ten (10) % of Member Clubs must be represented to establish a quorum.
  - 2. Other meetings of the Association: A minimum of fifteen (15) members must be present to establish a quorum.
  - 3. Board, Committees, Councils, and Task Groups: At least 40% of the membership of these groups must be present to establish a quorum.

## ARTICLE 8

### ORDER OF BUSINESS

- A. At the Annual Meeting of the Association the following order of business shall be followed:
  - 1. Roll Call of Officers.
  - 2. Reading of minutes of last Annual Meeting and all Special Meetings called since.
  - 3. Treasurer's Report, submission of audited annual financial statement and proposed budget.
  - 4. Report of Officers and Committees.
  - 5. Unfinished Business.
  - 6. New Business.

7. Nominations and elections as scheduled including special elections.
8. Site Selections: Report of sport committee and special committees.
9. Awards Presentation.
10. Adjournment.

B. The current edition of Roberts Rules of Order (Revised) is the general rule of order, except where such rules, in conflict, with the provision of these By-laws. In such case(s) these By-laws shall take precedent and prevail.

C. Reports from the Treasurer and Membership Chair should be available at every meeting. All officers and committee chairs should provide the President a written report three (3) days prior to each meeting for distribution at the meeting. Oral reports may be given at the meeting if the President is notified three (3) days prior to the meeting.

## ARTICLE 9

### VOTING

A. At the Annual or Special Meetings of the following shall apply:

1. Nominating process: Nominations may be made and must be allowed from the floor at the Association's in-person election meeting. A candidate must be a member of the South Carolina Association and be at least eighteen (18) years of age (at the start of the term of office). A candidate needs one (1) nominator and one (1) seconder who both are members of the Association.
2. Conduct of voting: This Association shall use a balanced meeting ballot where only selected members of the Association are eligible to vote.
  - a. Number of votes: There shall be a maximum of one hundred (100) available votes, divided among the following five (5) constituencies: eligible athletes, coaches, officials, organizational members, and other members (which may include elected officers of the Association);
  - b. Voting strengths: Each constituency above is entitled to the following maximum votes: eligible athletes twenty (20) votes, coaches twenty (20) votes, officials twenty (20) votes, clubs twenty (20) votes, and other members twenty (20) votes;
  - c. Disputes: Credential disputes must be resolved before the election process is started with nomination and/or the report of the nominating committee;
  - d. One-person, one-ballot: Individuals who are eligible to cast a ballot in more than one constituency must choose one constituency in which to vote at the meeting;

- e. Caucuses: Constituencies with more individuals than votes allowed will caucus before the election to determine the voters or apportionment of votes;
- f. 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 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.

### 3. Voting Criteria:

- a. One (1) person shall cast one (1) ballot, regardless of the number of positions that person has within the Association;
- b. There shall be no proxy voting;
- c. Minimum Age: Voters must be a minimum age of eighteen (18) on the day of election;
- d. Organizations shall have a minimum of one (1) vote, and each vote cast must be by a different representative;
- e. All organizations entitled to vote must be members of the Association, and all voters must be members of USATF;
- f. Voting membership deadline: Except for renewals from the previous year, individuals must be members in the month which ends more than one (1) 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<sup>st</sup>);
- g. An appointed committee chair or Board member shall not vote in elections in that capacity, but may otherwise qualify for a vote.

### 4. Conduct of Voting:

- a. Credentials: The report of the Credentials Committee must take place prior to any nominations. Disputes must be settled before the election process is begun;
- b. Uncontested elections may be voted by acclamation;
- c. Contested elections must be held by secret ballot;
- d. Counting of ballots: 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. The panel shall not include any individual who is a candidate for a contested office.

## ARTICLE 10

### ELECTIONS

- A. Election of officers of the Association shall be held in even numbered years at the Annual Meeting. Terms of office shall commence on the day of election.
- B. Vacancies: All vacancies except for the office of the president shall be filled by temporary appointment by the president. The appointment shall be effective immediately, and continue until the next Annual Meeting at which time a special election shall be held to fill the unexpired term.

## ARTICLE 11

### OFFICERS OF THE ASSOCIATION

- A. The Officers of the Association shall be
  1. President
  2. 1<sup>st</sup> Vice President
  3. 2<sup>nd</sup> Vice President
  4. Treasurer
  5. Secretary
- B. Term of Office: each Officer shall serve for a term of two (2) years. There shall be no established order of succession to any office. No person may contest for more than one (1) officer position during an election. A person shall not hold the office of President and any other officer position.
- C. Vacancy in the Office of President: upon a vacancy, the 1<sup>st</sup> Vice President shall call a special meeting of the Association with sixty (60) days of such vacancy and serve as Acting President until the new President is elected. The Acting President shall have full force of that office.

## ARTICLE 12

### DUTIES OF THE OFFICERS

- A. PRESIDENT: shall call and preside at all meetings of the Association, appoint all committee chairpersons and be an ex-officio member of all committees. The President shall, with the Secretary of the Association, execute all legal documents in the name of the corporation, shall manage and supervise the affairs of the Association.
- B. VICE-PRESIDENTS: shall perform such duties as the President shall assign. In the temporary absence of the President, the 1<sup>st</sup> Vice-President shall preside at meetings.

- C. TREASURER: shall (1) keep or cause to be kept a correct and complete record of account showing the financial condition of the Association: (2) have charge and custody of all funds and other valuables which come into the possession of this Association: (3) deposit all funds of this Association into depositories that are designate under Article 17 (B): (4) Furnish at all meeting and when requested by the President or financial committee, a timely statement of the financial condition of the Association; (5) furnish all financial records to allow an annual audit of accounts at least thirty (30) days prior to the annual meeting. Such records shall be complete and timely so as to allow for an audit based on generally accepted accounting principles; (6) turn over to the incoming treasurer all records, receipts, invoices, check books(s), bank statements and cancelled checks, and execute whatever bank documents are required to turn over the bank account(s) without delay; (7) perform all other duties not specifically mentioned that pertain to the Office of Treasurer, and (8) hand all requests and funds associated with sanctioned events.
- D. SECRETARY: The secretary shall keep or cause to be kept all records of the Association and all minutes of the regular and special meetings of the Association. The secretary shall keep all correspondence, articles of incorporation, amended article of incorporation, corporate kit and seal and a copy, in chronological order of all approved as corrected or read minutes of the meetings held. Such records shall be in a safe keeping and turned over to the incoming secretary. The secretary shall perform all other duties normally associated with the office.

## ARTICLE 13

### COMMITTEES

- A. The Standing Committees of the Association shall be:

Standing Sport:

- Men's Track and Field
- Women's Track and Field
- Men's Long Distance and Road Running
- Women's Long Distance and Road Running
- Masters' Track and Field
- Masters' Long Distance and Road Running
- Race Walking
- Youth Athletics

Standing Administrative:

- Officials
- Records
- Financial

Member Services  
Athletics for the Disabled

- B. Ad Hoc Committees: The President may appoint such committees as needed for proper operation of the Association.
- C. 1. All committee chairpersons whether elected or appointed by the President, must be at least eighteen (18) years of age and members of the Association. Chairs shall be elected or appointed for specific terms which are determined prior to voting for or appointment to the position.
2. When requested by two (2) or more member organizations of the Association, sports committee chairs shall be elected. When the sports 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 organization in the Association active in the discipline. The election may take place at the posted time on the same date and at the same location, immediately following the general election.
- D. Committee members: shall be appointed by the committee chairperson with the approval of the President.

ARTICLE 14

STANDING SPORT COMMITTEES

- A. Duties of each Sport Committee:
1. Have jurisdiction over National, Regional, Sectional and Association championships held within the State of South Carolina to the extent that such is delegated by the USA TF.
  2. Award championship events to venues within the jurisdiction of that committee.
  3. Have the authority to reject entries if objectionable, at any championship.
  4. Approve officials for championships involving its sport.
  5. Promote and develop activities related to its sport.

## ARTICLE 15

### STANDING ADMINISTRATIVE COMMITTEES

#### A. Officials Committee:

1. Shall be responsible to train, certify and generally supervise officials within the Association, consistent with the rules, procedures and directive of the USATF.
2. It shall be the duty of the Officials Committee to develop, maintain and facilitate instructional programs to develop and improve the skills of all officials and pre-officials; (2) certify Association level officials; (3) recommend to the USATF candidates for Nationals and Master Official designations; and (4) encourage member clubs and organizations to promote a program to recruit and train officials.

#### B. Records Committee:

1. The committee shall investigate and indicate its approval or rejection for every performance submitted for record approval.
2. Shall require that all applications be submitted on an approved form and contain all pertinent information.

#### C. Financial Committee:

1. Shall be composed of at least three (3) persons, one (1) of whom shall be designated by the President as chairperson and one (1) shall be recording secretary. A record of all meetings of the committee shall be kept by the recording secretary and a copy shall be sent to the President and one to the Treasurer.
2. Shall review each request for expenditure of funds in excess of five hundred dollars (\$500.00). If approved, a voucher shall be issued to the Treasurer authorizing such. If disapproved, a letter of explanation shall be forwarded to the originator of the request.
3. Audit or cause to be audited the accounts of the Association. Unless signed by a CPA at least three (3) members of the Financial Committee shall sign and certify the annual audit. Such audit shall be accomplished prior to the annual meeting of the Association for presentation to the membership.

#### D. Member Services Committee (Membership Chair)

1. Shall collect or cause to be collected all memberships for individual and clubs within the Association and provide liaison to the USA TF National Office in all matters of membership, including reporting and disbursement benefits.

2. Perform all duties and collect all funds associated with the registration of individual and clubs.
3. Process sanction application in accordance with the By-laws and Regulations and keep records of all such sanction reports.
4. Be responsible for sanction application supplies and registration cards as well as validation stamps.
5. Provide a monthly report to the Treasurer regarding all funds received for SC USATF and keep an accurate record of all deposits.
6. Maintain contact with USATF to keep current on changes and other information and disseminate the information to the Association membership as directed.
7. Keep all records and receipts on all expenditures regarding the Membership Chair's business and submit all receipts to the Treasurer for record keeping.

#### ARTICLE 16

##### SANCTIONS FOR AMATEUR ATHLETIC EVENTS

- A. The Association shall have authority to grant sanctions to sports organizations or persons wishing to hold athletic competition in athletics that are not international in nature, with the State of South Carolina. The Membership Chair of the Association shall promptly grant a sanction request by a sports organization or person(s), provided that all the requirements of USATF Operating Regulation 14 have been satisfied. The Membership Chair may deny requests if it is determined by clear and convincing evidence that the proposed event would be detrimental to the sport, The Association or USATF. The decision to deny may be appealed to the USATF.

#### ARTICLE 17

##### FISCAL AND LEGAL MATTERS

- A. Fiscal Year: the fiscal year of the Association shall be September 1 to August 31.
- B. Depositories: The Association shall, by action of the President, Secretary and Treasurer, designate depositories for funds, property, and assets belonging to or under the control of the Association.

- C. Signatories: Funds in excess of five hundred dollars (\$500.00) may be withdrawn only by voucher check upon the signatures of the President and Treasurer. For funds of less than five hundred dollars (\$500.00), only the signature of the President or Treasurer is required.
- D. Bonding: Corporate fidelity bonds shall be obtained at the expense of the Association in a form and amount as approved by the Financial Committee, indemnifying the Association against all losses resulting from infidelity, defalcation, or misappropriation by officers or agents of funds, property, or assets owned by or under the control of this Association.

## ARTICLE 18

### RECALL

- A. Upon the petition of the (10 voting delegates, a vote may be taken for the removal from office of any elected officials of the Association at a regular or special meeting, notice of which shall be included with the notice of meeting. A two-thirds ( $2/3^{\text{rd}}$ ) vote of those members present and voting is required for removal.

## ARTICLE 19

### STANDING RULES

- A. In order to regulate the affairs of the Association, standing rules may be adopted. Such rules shall not alter in any way these By-laws, but may serve to establish time and place of regular meetings, determine athlete eligibility, regulate championship meets, specify records handling, establish criteria for voting delegates, selection of delegates to the National USATF convention, and other administrative procedure. The standing rules may be amended at any regular or special meeting without prior notice and with a simple majority vote.

## ARTICLE 20

### AMENDMENTS

- A. These By-laws may be amended at any meeting of the Association by a two-thirds ( $2/3^{\text{rd}}$ ) majority vote of the members voting, provided that notice of the proposed amendment(s) has been included with the notice of meeting at least thirty (30) days prior to the date of the meeting.
- B. Amendments may be proposed by the President or a petition of ten (10) voting delegates.

ARTICLE 21

MANDATORY ADOPTION

- A. This Association shall adopt without process any additions to these By-laws that are made mandatory by the USATF. Such amendments shall be attached to these By-laws and be effective from the date of attachment.

ARTICLE 22

SAVING CLAUSE

- A. Failure of literal compliance with the provision of these By-laws in respect to dates and times of notice, or the sending or receipt of same, or errors in phraseology of notice of proposals which, in the judgment of the members at meeting do not cause substantial injury to the rights of the members, shall not invalidate the actions or proceeding of the members at any meetings.

ARTICLE 23

DISSOLUTION

- A. In the event that this Association surrenders its charter and ceases to operate in the State of South Carolina, it will transfer its assets to USATF within the requirements of Section 501 ( c ) (3) of the Internal Revenue Code.

Code: yellow – the mandatory amendments from the National Office

Blue – proposed additions/changes to original by-laws

Green – correction of numbering and reference errors, 6(d) and 12(c) in original by-laws.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_

Signature – President

Printed name and address