

# Constitution and Bylaws United States Women's Track Coaches Association

Updated and revised 02/17

## ARTICLE I: NAME

The name of this organization shall be the United States Women's Track and Field Coaches Association. Hereinafter in the Constitution, the Association shall be referred to as USWTCA.

## ARTICLE II: PURPOSE

The purpose of this organization shall be:

Section 1: To work for the improvement of Track and Field for women. In so doing, it shall:

- a. Encourage the extension of participation in track and field throughout the entire membership;
- b. Encourage the achievement and maintenance of the highest possible standards in track and field coaching
- c. Encourage an expanded program of research in track and field in both its technical and medical aspects;
- d. Strive for good public relations and communications in order to promote and publicize the sport;
- e. Disseminate information throughout the membership in order to improve the skills and opportunities of those coaching girls and women in track and field; and
- f. Provide a voice for those coaches in the governing body and in the track and field community at large.

Section 2: To study the rules and proposed rule changes and make recommendations to the appropriate rules making bodies

Section 3: To cooperate with national and international Coaches Associations in the improvement of track and field worldwide.

## ARTICLE III: ELIGIBILITY FOR MEMBERSHIP

Section 1: Track and Field, Cross Country, Long Distance Running and Race Walking

Coaches who subscribe to and practice the principles and purposes set forth in this Constitution and By-laws and who pay their dues, shall be eligible for an Active Voting Membership in this Association.

Section 2: HONORARY membership may be conferred upon retired former active members and other deserving individuals, who in the opinion of the membership, have made Outstanding contributions to the sport of track and field, or this Association. Honorary members shall not be required to pay dues, and shall not have a vote, but Shall have all the other privileges of regular members. The President shall appoint A Standing committee for the nomination of honorary members.

## ARTICLE IV: OFFICERS

### Section 1: The officers of the Association shall be:

- a. President
- b. First Vice-President
- c. Second Vice President
- d. Secretary
- e. Treasurer
- f. Executive Advisory Board

### Section 2: Election of Officers

- a. Qualifications: A candidate for any office must be a member in good standing
- b. The Terms of Service shall progress in the following manner:
  1. A Second Vice-President shall be elected every two years and will progress to the office of First Vice President and after two years shall progress to the office of President. (Revised 12/92).
  2. The Secretary and Treasurer shall be elected for a term of three years.
  3. The Executive Advisory Board shall be elected for a term of two years, staggered so that one half of that body will be elected each year.
  4. Only the Secretary and Treasurer may run for consecutive terms in the same office (Revised 12/89)
- c. Duties of the Officers:
  1. The President shall preside at all meetings of the Association; serve as chairperson of the Executive Committee during his/her term of office; act as EX OFFICIO member of all committees; appoint an Auditing Committee, a nominating committee, and other such committees deemed essential to the conduct of business and welfare of the Association.
  2. The First Vice-President shall serve as a member of the Executive Committee and any other committee to which she/he shall be named; she/he shall perform the duties of the President in case of absence or incapacitation; she/he shall serve as Parliamentarian of the Association.
  3. The Second Vice-President shall serve as a member of the Executive Committee and shall serve as chairperson of the Auditing Committee. He/she shall serve as Chairperson of the Executive Advisory Board, and as Liaison for that Board to the Executive Committee. He/she shall be responsible for conducting the nominations for service awards during the convention and following up those nominations to insure that service awards are presented at each National meeting.
  4. The Secretary shall:
    - a. Maintain effective liaison NCAA, IAAF, USATF and other bodies
    - b. Prepare and distribute minutes of previous meeting and
    - c. Serve in charge of compiling and distributing the Association's newsletter and other communications to the membership
    - d. Be responsible for all of the Association's administrative secretarial matters.
  5. The Treasurer shall:
    - a. Be responsible for all collections, disbursements, and administrative matters.

- b. Supervise a membership committee to establish and maintain a file of each member of the Association with a record of dues paid, offices held, committee membership, and useful biographical data;
- c. Maintain checking and savings accounts in the name of the Association;
- d. Supervise the preparation and procurement of any awards to be presented by USWTCA
- e. Submit his/her accounts to the Auditing Committee for examination at the Annual meeting; and
- f. Prepare a financial report for each meeting

Section 3: Removal from office. Any officer of the Association may be removed for good cause by a majority of the quorum of the Advisory Board members present at the annual meeting, provided the requisite notice for such meeting shall properly be set forth on its agenda the removal vote. (amended 12/96)

#### ARTICLE V: EXECUTIVE COMMITTEE

Section 1: The establishment of General Policy and the direction of the day-to-day business of the association in the interim between meetings is delegated by the membership to an Executive Committee constituted as follows:

- a. The duly elected officers of the Association: President, First and Second Vice President, Secretary, Treasurer and
- b. The two immediate past Presidents of the Association.

Section 2: For the transaction of business, a quorum shall consist of a majority of members of the Executive Committee. Proxy votes may be included in establishing a quorum. The President and Secretary shall be Chairperson and Secretary of the Committee meeting respectively. The committee shall meet as follows:

- a. Immediately after the election of officers at the annual USATF convention;
- b. At the time of each meeting of the Association prior to the business meeting thereof; and
- c. At such other times as the President may direct or two officers may request.

#### ARTICLE VI: EXECUTIVE ADVISORY BOARD

Section 1: The purpose of the Executive Advisory Board shall be to provide an elected body of USWTCA members who shall serve to establish both input and liaison to the Executive Committee and communications to the membership regarding specific areas of specialization within the overall scope of the Association.

Section 2: The composition of the Executive Advisory Board shall include no less than ten (10) nor more than fifteen (15) members, and must include at least one representative for each of the following areas (note: a single representative may by his/her specialty cover more than one of these areas (as, for example, an NCAA long distance running coach from the Midwest):

- a. NCAA intercollegiate coach
- b. NAIA intercollegiate coach
- c. Junior College coach
- d. High school coach
- e. Cross-Country

- f. Race Walking
- g. Long distance running
- h. Youth athletics
- i. Club coaches minimum of 2
- j. Geographical considerations: when at least one member has been selected for each of the above fields, additional members shall be added by electing representatives for any of the following geographical areas which is not represented by at least one of those members selected for the functional areas:
  1. Northeast (USATF Regions 1 & 2)
  2. Southeast (USATF Regions 3 & 4)
  3. Midwest (USATF Regions 6 & 7)
  4. Southwest (USATF Regions 8, 9, 10)
  5. Northwest (USATF Regions 11, 13, 14)
  6. West (USATF Regions 5, 12)

Section 3: The members of the Executive Advisory Board shall be elected at the annual USATF National convention, immediately following the election of the Second Vice President. Terms of office shall be for two years with no consecutive terms of office. Election shall be staggered, with one-half of the Executive Advisory Board being elected each year, on a formula to be devised by the Executive Committee.

Section 4: Duty requirements for the Executive Advisory Board (revised 12/96)

- a. Attend other committee meetings within the USATF structure that fit with USWTCA positions. i.e. Youth Athletes EAB member would attend all Youth Athletics meetings.
- b. Report to the Secretary (for the newsletter) any items of interest covered in their respective USATF meetings.
- c. Sit on or possibly chair one of the standing committees of USWTCA
- d. Attend the Executive Advisory Board meeting at the convention

## ARTICLE VII: AMMENDMENTS

This Constitution may be amended or revised when such proposed amendments or revisions are approved by two thirds or the eligible membership voting. Proposed amendments or revisions shall be submitted in to the Secretary not later than 60 days before a meeting, and he/she shall prepare a notice of such proposals to the membership no later than 30 days before the meeting. In no case, however, shall the membership be called upon for such a vote unless it had been notified of such amendments or revisions at least fifteen (15) days prior to the meeting.

## BYLAWS

### ARTICLE 1: MEETING

Section 1: Annual meeting- There shall be a meeting held in conjunction with the annual USATF convention at a time and place to be named by the Executive committee

Section 2: Outdoor meeting- There shall be a spring meeting in conjunction with the Senior USATF Outdoor Track and Field championships at time and place to be named by the Executive committee

- Section 3: Special meeting- The President of Executive Committee may, by a majority vote, shall call such special meetings as may be deemed necessary to the welfare and benefit of the Association and/or the sport of Women's track and field.
- Section 4: Quorum-Representatives from 20% of the active membership, provided that those present include not less than 50% of The Executive Advisory Board, shall constitute quorum for the transaction of business of the Association. If there are not enough members present for a quorum, the meeting may, at the will of the presiding officer, pass by a majority vote a resolution or resolutions, which shall be placed on the agenda of the next official meeting for consideration by the membership. For such resolutions the membership shall be notified by mail of the resolution and of the date of the meeting, so as to either attend or submit their proxy votes.
- Section 5: Order of Business- the general policy of business at Association meetings shall be as follows.
- a. Report of the Secretary, including the reading of any minutes not previously approved
  - b. Report of the Treasurer, including the reading of the financial report
  - c. Report of the president
  - d. Report of the Auditing Committee (annual meeting)
  - e. Other committee reports
  - f. Old business
  - g. Nomination of Honorary Membership
  - h. Report of the Nominating Committee
  - i. Election of Officers (annual meeting)
  - j. Election of Executive Advisory Board
  - k. Installation of New Officers (annual meeting)
  - l. New Business

## ARTICLE II: DUES

Section 1: Payment of dues – The annual dues are payable as of December 1<sup>st</sup> of the preceding year, to cover the period from January 1<sup>st</sup> through December 31<sup>st</sup>. Membership shall be on a year-to-year basis. Voting privileges are restricted to paid members.

Section 2: Annual Dues – Dues shall be as follows:

- a. ACTIVE members: \$20.00 per year
- b. Honorary member: No Dues
- c. Lifetime Members: \$150

## ARTICLE III: COMMITTEES

Section 1: Executive Committee – The Executive Committee shall be designated and shall serve as provided in the constitution.

Section 2: Nominating Committee – The Nominating Committee shall consist of three to five members appointed by the President at the Annual Meeting. The president, upon receiving these nominations, shall announce them and shall call for further nominations from the floor, and shall then conduct the elections.

- Section 3: Auditing Committee – The Auditing Committee shall consist of three members appointed by the President at the USATF annual meeting and shall be chaired by the Second Vice President. The committee shall audit the Treasurers financial report and records and shall present the findings to the membership during the annual meeting.
- Section 4: Advisory Board- The Executive Advisory Board shall collectively serve as liaison/feedback to the Executive Committee regarding membership input, specialized areas of interest within the Association's scope, and the like. The Board members shall individually establish communications networks with members of similar specialty interest as those of the individual Board member and shall advise interested member of developments in that area. Advisory Board member elected for functional area shall attend the USATF convention and represent the Association at meetings in those fields, and then report to the USWTCA membership on developments at such meetings. In Order to provide some continuity on the Board, members shall be elected in such manner that one half of the Board positions become open in each year, with election staggered
- Section 5: Other committees- In addition to the committees named above, the President may appoint any other committee(s) deemed essential to the welfare of the Association.

#### ARTICLE IV: AMMENDMENTS

These Bylaws may be amended at any meeting by a majority of the members present and voting, provided that the same notice and quorum requirements prescribed in Article VII of the Constitution are satisfied