

BYLAWS AND OTHER REGULATIONS

of the

WEST TEXAS ASSOCIATION

of

USA TRACK & FIELD



Accepted by Resolution on: Month, dd, 2013

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Revised on September 1st, 2013

Amendment history follows Bylaws

**BYLAWS AND OTHER REGULATIONS
OF THE WEST TEXAS ASSOCIATION OF USA TRACK & FIELD**

ESTABLISHMENT

Where most applicable, these By-Laws apply the guidance and focus of USA Track & Field as noted in USATF Governance Handbook.

ARTICLE I - NAME

The name of this corporation shall be USA Track & Field West Texas, referred to as “this Association,” “this corporation,” or “USATF West Texas.”

ARTICLE 2 - DEFINITIONS

As used in these Bylaws and the Operating Regulations:

- A. Association (when capitalized)** means the local organization that administers a geographically defined area, and bears a name that shall include its geographic description.
- B. Athlete**
 - 1. Active Athlete** means any individual who is actively engaged in Athletics and meets the eligibility standards established by USATF for Athletics.
 - 2. International athlete** means an athlete who has represented the United States in international competition held under IAAF jurisdiction in Athletics (not including World Youth or World Masters events) within the preceding ten (10) years or who has placed in the top half of specifically designated national open championship events within the preceding twenty-four (24) months. The Athletes Advisory Committee shall designate qualifying competitions;
- C. Athletics** means, inclusively, track & field, long distance running, cross country running, road running, race walking, mountain-ultra-trail running, and any other sport discipline recognized by the IAAF.
- D. Athletics competition** means a contest, game, meet, match, tournament, or other Athletics event in which eligible athletes compete.



E. Board of Directors (when capitalized, abbreviated as “the Board”) means West Texas’ Board of Directors, comprised of the five (5) elected positions of:

1. President
2. Vice-President
3. Secretary
4. Treasurer, and
5. Membership,

along with the eight (8) Committee Chairs from the following committees:

6. Youth Track & Field,
7. Open (Men’s and Women’s) Track & Field,
8. Masters Track & Field,
9. Racewalking,
10. Long Distance Running (LDR),
11. Cross Country Running (XC) and Mountain/Ultra/Trail Running (MUT),
12. Officials,
13. Athletes, and
14. Coaches Education, and
15. Communication and Marketing (Development)

for a total of thirteen (15) board positions each carrying the right to one vote when filled.

F. Club means a local or national organization whose programs involve competitive member athletes, events, and/or education in Athletics.

G. Coach means an individual who is or was actively engaged in training athletes within the preceding 10 years, coaching school/college community Athletics, coaching club athletes, or coaching International Athletes. Coach also designates USATF-certified coaches. Coaches should be certified through the USATF Youth Committee or the main USATF Coaches Registry and passed the Background Checks, as required.

H. Geographic area means West Texas, that portion of the state of Texas on the east by and including the counties of Lipscomb, Hemphill, Wheeler, Collingsworth, Childress, Cottle, King, Kent, Garza, Lynn, Dawson, Martin, Midland, and Upton; on the south by and including the counties of Upton, Crane, Ward, and Loving; on the west by the State of New Mexico; and on the north by the State of Oklahoma.

I. IAAF means International Association of Athletic Federations, the international governing body for Athletics.

- J. IOC** means International Olympic Committee
- K. Member** means a person who has paid membership dues to USATF for the calendar year.
- L. NABR** means the National Athletics Board of Review, as established in the USATF Operating Regulations.
- M. 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.
- N. Sports organization** means a non-profit corporation, club, federation, union, association, or other group organized in the United States which sponsors or arranges any Athletics competition.
- O. Standing Sport Committee** means a subcommittee established by the Association with a lead officer as selected by the President. Standing sport committees will be the lead internal organization for the development of their athletes, coaches, and respective volunteers and will report development, performance, and concerns to the Board. Standing sport committees will be established for Youth Track & Field; Open Track & Field; Masters Track & Field; Racewalking (RW); Long Distance Running (LDR), Cross Country Running (XC), and Mountain-Ultra-Trail running (MUT); Athletes Advisory; and Coaches Education. Additional committees may be established based on need.
- P. USATF** means USA Track & Field, the national governing body.
- Q. USOC** means USA Olympic Committee
- R. Written notice** means information shared with current members either electronically or by postal services.

ARTICLE 3 PURPOSES AND DUTIES

This non-profit corporation shall act as the governing body of athletics as defined by the Ted Stevens Olympic and Amateur Sports Act of 1978 for this geographic area.

Purposes: The Association shall be organized and operated exclusively for charitable, educational and scientific purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986, as amended or corresponding provisions of any subsequent federal tax laws (the “Code”). The Association shall have no power to act in a manner which is not exclusively within the contemplation of Section 501(c)(3)of the Code, and the Association shall



not engage directly or indirectly in any activity which would prevent it from qualifying, and continuing to qualify, as a Corporation as described in Section 501(c)(3) of the Code.

Without limiting the generality of the foregoing, the purposes for which the Association is organized are to advance, promote, encourage participation in, improve, and govern amateur athletics in the West Texas area consistent with and subject to the authorities delegated to it by USA Track & Field.

The Association will not be operated for the pecuniary gain or profit, incidental or otherwise, of any private individual. No part of the net earnings of the Association shall inure to the benefit of or be distributable to(Directors), Officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation; the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

A. Purpose: This corporation shall have the following commitments:

1. Develop
2. Coordinate
3. Inform
4. Sanction
5. Provide
6. Encourage and support
7. Disseminate information
8. Certify
9. Manage
10. Market

As used in these Bylaws:

Duties: This Corporation shall have the following duties:

- 1. Participation in competition:** Providing for the participation by eligible athletes in competition in Athletics, in accordance with the provisions of these Bylaws and the Operating Regulations of USATF;



- 2. Responsibility to constituency:** Being responsible to the persons and sports organizations active in Athletics within the geographic area of the Association;
- 3. Coordination of scheduling:** Minimizing, through coordination with other sports organizations, conflicts in the scheduling of all practices and competitions in Athletics;
- 4. Communication with active athletes:** Keeping eligible athletes active in Athletics informed of policy matters and reasonably reflecting the views of such athletes in the policy decisions of USATF and the Association;
- 5. Sanctioning of events:** Sanctioning competition in Athletics in accordance with the provisions of these Bylaws and the Operating Regulations of USATF;
- 6. Support of diversity in Athletics:** Providing equitable support and encouragement for participation by all persons in Athletics regardless of gender, age, race or ethnicity, or disabilities;
- 7. Support of the disabled in Athletics:** Encouraging and supporting sports programs in Athletics for disabled individuals;
- 8. Coordination of certification and education:** Providing the means for certification of coaches and officials throughout the Association in all disciplines and at all levels of Athletics;
- 9. Registration and certification of athletes:** Registering eligible athletes as members and certifying such athletes as eligible for competition;
- 10. Administration of athletics:** Performing all other duties necessary for the administration of Athletics in this geographic area and to achieve this corporation's purposes.

ARTICLE 4 - AUTHORITY

This Association shall be the governing body for Athletics in the geographic area of West Texas, and shall exercise the following powers:

- A. Representation:** Representing the geographic area of West Texas in USATF.



- B. Establishment of Association goals:** Establishing Association goals and encouraging the attainment of those goals in Athletics.
- C. Coordination of Athletics:** Serving as the coordinating body for activity in Athletics in the geographic area of West Texas
- D. Jurisdiction:** Shall have jurisdiction over Athletics competition in the geographic area of West Texas including Association championships, with the exception that any sports organization which conducts closed 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.
- E. Autonomy:** This Association shall be autonomous in its governance of Athletics in the geographic area of West Texas, in that it shall independently determine and control all matters central to such governance in accordance with the USATF Bylaws and Operating Regulations and these Bylaws and Regulations, it shall not delegate such determination and control, and it shall be free from outside restraint except in recognition of its role as a part of USATF. This provision shall not be construed as preventing this Association from contracting with third parties for administrative assistance and support in connection with its purposes and authority.

ARTICLE 5 - CONSTITUENCY

- A. Individuals:** Any person who meets the criteria for individual membership as determined by USATF shall be eligible for membership. This includes athletes, officials, coaches, administrators, and any other sets of individuals named by USATF.
- B. Groups:** Any organization that meets the criteria for group membership as determined by USATF shall be eligible for membership. This includes clubs, organizations administering competitions, and any other groups designated by USATF.
- C. Applications:** Application for membership shall be in accordance with the USATF Bylaws and Operating Regulations.
- D. Suspension and expulsion:** Any individual or sports organization recognized by this association which violates any of the provisions of these Bylaws, or the Operating Procedures, or any operating policy of USATF approved by the Board, or which by definition or practice no longer fulfills the criteria of its category of membership may be

suspended, after due notice and an opportunity to be heard from a three-(3-) person panel established by the Board. This panel will include one (1) active athlete, appointed by the President, and will be designated to conduct this review, until the next meeting of the Association, to which meeting action to suspend shall be reported by the Secretary. At its next meeting, the panel's decision shall be voted upon by the Board. The individual or sports organization may be expelled only upon a two-thirds ($\frac{2}{3}$) vote of the Board. At such meeting the suspension shall be rescinded by a majority vote of the members of the Association.

E. Association Meetings: All Association members shall be entitled to notice of open meetings, and may attend to openly voice feedback and concerns.

F. Use of USATF West Texas branding: No member of this Association shall have the right to use name or logo of this Association or that of USA Track & Field without prior written approval of the Board.

G. Renewal of Membership: All persons who hold elected or appointed positions on the Board or a committee must have a valid USATF membership by January 31st of the current year. Failure to renew membership will result in the inability to vote and may result in removal from elected and appointed positions as determined by the Board.

(1) Exception: Except for renewal memberships from the previous year, individuals must be USATF members in the month which ends more than one full month preceding the election of Board positions (e.g., if the election is held at any time in September, the membership must be attained and processed by July 31st).

ARTICLE 6 - MEETINGS

A. Annual General Meeting: The annual general membership meeting of this Association shall be held on the third Saturday of September at such date, time and place as may be fixed by the Association President upon recommendation of the Executive Committee and announced by requisite notice of such meeting.

B. Board of Director Meetings: This Association shall hold Board of Director meetings, at such time and place as the President shall determine with input from the other members of the Board. Such meetings may be held by teleconference.

C. Special Meetings: Special meetings of this Association shall be held as called by the President and announced by requisite notice of such a meeting.



D. Meeting procedures: The following shall govern the announcement and conduct of all meetings of this Association:

1. Notification of Meetings:

a. Distribution: Notice of the meeting must be distributed by email, newsletter, or website. For Board of Director elections, the initial meeting notice must be transmitted at least thirty (30) days prior to the beginning of the election process.

b. Changes: Any notice of a meeting change must be at transmitted at least fourteen (14) days prior to the meeting.

2. Publication of Agenda: Agendas must be available at the time of the meeting; additional items added to the agenda must be approved by two-thirds ($\frac{2}{3}$) of the Association members then present.

3. Open conduct of business: All meetings of this Association shall be open to all Association members in good standing. Invited guests may give input or make a brief three (3) minute statement

4. Closed or executive sessions: No part of any meeting shall be closed to members unless two-thirds ($\frac{2}{3}$) of the Association members then present agree to close the session;

5. Record of a meeting: The Association and all of its committees shall have a recording Secretary who will draft Meeting Minutes and distribute to the Board for review. Once the Minutes are approved, they will be posted on the Association website for public viewing no later than thirty (30) days after the meeting. Any written reports given at the meeting or a summary of such reports shall be distributed with the Minutes.

6. Quorum: At all Association, Board of Director, and Executive Committee meetings, a quorum must be met to conduct business. This will be noted by the Secretary based on rules outlined in Texas Law 22.159 (effective January 1, 2006).

(a) For general Association meetings, a quorum is met when 10 percent of the eligible voting members are in attendance.

(b) For Board of Director meetings, a quorum is met when 50 percent of the Board members are in attendance. Vacant board positions are not considered when determining quorum.



(c) For the Association's Annual General Meeting, a quorum shall be constituted by the voting members present.

7. Agenda: Prior to each meeting of this Association, the Secretary shall consult with the President and any Association officers on the agenda. The Secretary shall prepare an agenda to be presented to the members at the start of the meeting as one of the first orders of business. Such agenda items shall include, but not necessarily be limited to:

- (a) Attendance/Roll Call – Announcement of any guests or elite athletes
- (b) Minutes – Acceptance of minutes from the previous meeting
- (c) Financial Report – Treasurers report and approval of the budget
- (d) Reports – Reports from the President and officer and committee chairs who have business to present to the membership
- (e) Old Business – Open items and tabled items from previous meetings/actions
- (f) Awards & Recognition – If not noted previously in committee reports
- (g) New Business – Items from the Board, sport committees, and the floor
- (h) Election updates – if needed
- (i) Adjournment

8. Rules of Order: Questions of order shall be decided by the chair in accordance with Roberts Rules of Order (newly revised).

ARTICLE 7 - ELECTIONS

The following guidelines shall apply to all elections for Officers and Committee Chairs in this Association:

A. Election notice:

1. **Distribution:** will be via email, and/or the Association web site;
2. **Prior arrival:** The initial meeting notice must be sent by means under which it will arrive at least thirty (30) days prior to the beginning of the nomination and elections process; and



3. **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.

B. Nominating process for the Board of Directors:

1. **In person meeting nominations:** Nominations may be made and must be allowed from the floor at an in-person election meeting.
2. **Membership and age criteria:** A candidate must be a member of the Association who is at least eighteen (18) years of age at the start of the term of office, and
3. **Nominations and seconds:** A candidate needs one (1) nominator and one (1) seconder who are both members of the Association.
4. **Absent candidate:** A candidate must be present at the election unless they have submitted an acceptance of their nomination in writing by mail, email, or fax.
5. **Candidate address:** Immediately following the close of all nominations, a candidate may address the membership for a period not to exceed three minutes. All addresses for each position shall be called alphabetically by surname.

C. Voter criteria:

Representation for voting purposes shall be as follows:

1. **One person-one ballot:** One (1) person shall cast only one (1) ballot as an individual, regardless of how many positions within the Association the person occupies;
2. **Proxies:** There shall be no proxy voting;
3. **Minimum age:** In order to vote, members must be at least 18 years of age on the day of election;
4. **Voting membership deadline:** Except for renewals from the previous year, individuals must be members 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);

D. Conduct of voting: All members of the Association present at the Annual General Meeting are eligible to vote in Board of Directors elections and other matters requiring a general membership vote. This does not include committee elections and committee voting matters which are defined in the individual committee's Operating Procedures.



1. **Disputes:** Credential disputes must be resolved by the Membership Chair (or his or her designee) before the election process is started with nominations and/or the report of the nominating committee.
2. **Uncontested:** Uncontested elections may be voted by acclamation; and
3. **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, as appointed by the President or committee chair 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; and
2. **Consultation:** The panel may consult as necessary with any Officer so long as they are not candidates for contested offices on procedural matters.

G. Majority requirement:

1. **Officers and Committee Chairs:** All Officers and Committee Chairs of the Association must be elected by a majority of the ballots cast. The two candidates receiving the most votes will advance to a run-off election.
2. **Run-off candidates:** If a run-off election is necessary, the run-off election will immediately follow the general election.

H. Election protests

1. **Operating Regulation 11:** Except as indicated below, USATF Operating Regulations shall apply to election grievances. Protests may only be made after the election process is concluded;
2. **Panel composition:** An 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; and
4. **Further action:** The NABR panel may recommend or require changes for future elections in the Association.

I. Transition Period: The effective date of the term of the newly elected officers shall be immediately after the election. Outgoing officers are expected to share all records with incoming officers by October 1st of the election year and work with the new officers in the transition process through the Annual Meeting.

ARTICLE 9 - OFFICERS AND THEIR DUTIES

A. Positions: The elected officers of this association governing body shall be a President, Vice-President, Secretary, Treasurer, and Membership Chair. No individual may be an Officer of the Association who is also an officer of another national governing body.

B. Duties: The officers shall perform the following duties as well as any other duties prescribed by these Bylaws, USATF, or the Board of Directors:

1. President: The President shall:

- a. Preside at all meetings of the Association and its Board;
- b. Be an ex officio non-voting member of all committees;
- c. Subject to the direction of the Board of Directors;
- d. Manage and supervise the affairs of the Association; and
- e. Appoint committee chairs and other such members authorized by these Bylaws and the Operating Regulations of USATF after consultation with the other officers. He or she may likewise terminate such appointments for good cause upon written notice to such appointees and the other officers

2. Vice President: The Vice President shall

- a. Perform duties assigned by the President and Board
- b. Serve as Acting Chair in the absence of the President from a meeting
- c. Serve as Interim President upon the resignation or termination of the President until the next Annual Meeting's election.

3. Secretary: The Secretary shall

- a. Retain all official records of the Association

- b. Record, coordinate, transmit, and retain all Meeting Minutes of the Association and its Board
- c. Perform all duties normally pertaining to the office of secretary.
- d. Communicate and coordinate with all Association members and USATF staff on administrative and schedule actions
- e. Serve as liaison to the administrative division of committees and in national policy communications when the President and/or Vice-President are not available

4. Treasurer: The Treasurer shall

- a. Keep or cause to be kept a correct and complete record of account, showing accurately at all times the financial condition of the Association;
- b. 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 the Association
- c. Deposit, or cause to be deposited, all funds of the Association with such depositories as the Board shall designate;
- d. Furnish or cause to be furnished at all meetings of the Board, or whenever requested, a statement of the current financial condition of the Association;
- e. Maintain investment accounts and, under policy determined by the Board, make investments in the name of the Association in a conservative and prudent manner, taking into account the cash flow needs of the Association and other relevant factors; and
- f. In general perform all duties pertaining to the office of treasurer.

5. Membership Chair: The Membership Chair shall

- a. Collect or cause to be collected all memberships for individuals and groups within the Association
- b. Provide liaison to the USATF National Office in all matters of membership, including reporting and disbursement of benefits.

c. Work with Association's Board, chairpersons, and club coaches to expand Membership throughout the Association in reaching individual, club, and organizational membership numbers.

C. Election: All officers are to be elected for two (2) years at the annual meeting of the association. (Note: Section 22.232a of the Texas Business Organizations Code prohibits terms longer than 3 years.) Elections should be in even numbered years to coincide with Olympiads. No person may contest more than one (1) officer position during an election. A person may not hold the office of President and any other officer position; however, a person may be named in other dual capacities to fill a vacancy.

D. Limitation on terms: No person shall serve in an officer position for more than two (2) two-year terms without a period away from that position, unless unavoidable and with unanimous consent of the Board.

E. Succession and vacancies: There shall be no order of succession to any office. In the event the Board determines that an Officer is temporarily unable to serve or the Officer resigns, the Board may, in its sole discretion; name another Officer to fill the vacancy temporarily. However, if an Officer is permanently unable to serve, the Board shall name a successor until the following annual meeting, subject to the limitation in paragraph C above, at which time a special election shall be held for the unexpired portion of the term.

F. Removal from office: Any officer of the Association may be removed for good cause by a two-thirds ($\frac{2}{3}$) vote of the members of the Association present and voting at an annual meeting or special meeting called for this purpose, and provided the requisite notice for such meeting shall properly set forth the removal vote on its agenda.

ARTICLE 10 - BOARD OF DIRECTORS

Board of Directors

- A. Composition:** The Board of Directors shall be comprised of five (5) elected positions:
1. President
 2. Vice-President
 3. Secretary
 4. Treasurer, and
 5. Membership,
- along with the eight (8) Committee Chairs from the following committees:
6. Youth Track & Field,



7. Open (Men's and Women's) Track & Field,
8. Masters Track & Field,
9. Racewalking,
10. Long Distance Running (LDR),
11. Cross Country Running (XC) and Mountain/Ultra/Trail Running (MUT),
12. Officials,
13. Athletes, and
14. Coaches Education, and
15. Communication and Marketing (Development)

for a total of thirteen (15) board positions each carrying the right to one vote when filled.

- B. Fiduciary responsibility:** The Board shall manage and supervise the affairs of the Association and perform those duties specified in these Bylaws; and
- C. Meetings of the Board:** The Board may conduct its affairs either at in-person meetings or by teleconference. At least seven (7) days' notice of any meeting shall be given to all members of the Board. This notice shall include the minutes of the previous meeting. The President may call and schedule meetings and members of the Board may request the President to call a meeting after which time the President has forty-eight hours to determine the time and venue and make appropriate notice to the remainder of the Board. For any meeting, notice may be waived by unanimous consent.
- D. Election or selection of Board members:** All members of the Board are elected by their constituencies and shall serve at the discretion of those constituencies, unless otherwise stated in these Bylaws. With the exception of the President, an individual may hold more than one Officer or Committee Chair position. The President may not hold another position on the Board but may serve as a non-voting member of a committee.
- E. Voting:** Except as otherwise provided herein, all matters shall be decided by the majority vote of the board members participating in a meeting. There shall be no voting by proxy.
- F. Expulsion:** Failure to participate in two (2) consecutive meetings may, by a two-thirds ($\frac{2}{3}$) vote of the Board members attending, cause expulsion of the member or representative. Other grounds for expulsion include for good cause, as set forth in Article 9(F), Removal from Office.



ARTICLE 11 - COMMITTEES

A. Committees: The following committees of this Association are established with such duties, responsibilities, and make-up as outlined here and in Articles reserved for each Committee.

1. Youth Track & Field Committee,
2. Open Track & Field Committee,
3. Masters Track & Field Committee,
4. Racewalking Committee,
5. Long Distance Running Committee,
6. Cross Country Running and Mountain/Ultra/Trail Running Committee
7. Officials Committee,
8. Athletes Advisory Committee,
9. Coaches Education Committee, and
10. Communication and Marketing (Development) Committee.

B. General Provisions: The following provisions apply to all of this Association's committees:

1. Term of members: The term for members of all committees shall be two (2) years and shall commence at the conclusion of the Annual Meeting in each even-numbered year.

2. Committee makeup: The makeup of each committee shall include a Chair, Vice-Chair and a Secretary. Any additional positions will be stated in the committee's Operating Procedures. When possible, each committee shall have at least twenty percent (20%) of the active athletes in the particular sport discipline as members of the committee.

3. Committee membership and notification: No election, selection, or appointment to a committee shall be effective until the Association Secretary is notified in writing/email. Vacancies in a committee shall be filled by the Board, or by a special election. The Athletes Advisory Committee Chair may nominate an active athlete from the applicable discipline to fill an athlete vacancy and/or serve as a voting alternate on any committee.

4. Committee Officers: Elected and appointed members of committees must be Association members but need not reside within the geographic jurisdiction of the Association. The Athlete Advisory Chair must be an active athlete registered in West Texas and following the international 10 year rule, if possible.

5. Operating procedures: Each committee will have a set of written operating procedures on file with the Association Secretary. These procedures shall not conflict with the provisions of the USATF Bylaws and Operating Regulations or these Bylaws. Any modification of the committee's operating procedures shall be promptly reported to the Secretary. Members of the Association may request a copy from the Secretary and copies shall be available at the Annual Meeting.

6. Active athlete members: That number of active athlete members which shall be at least twenty percent (20%) of the total authorized membership of the committee, such active athletes to be selected by those registered attendees at the meetings of this Association who are active athletes engaged in the particular sport discipline of the committee. For Youth Athletics, AAC shall appoint four (4) active athletes;

7. Quorum: A quorum of any committee meeting shall consist of twenty five percent (25%) of its committee members;

8. Athlete representation: Except for the Youth Track & Field Committee and its subcommittees, all Association committees, subcommittees, or other appointed or elected bodies of this Association shall consist of at least twenty percent (20%) active athletes. At least twenty five percent (25%) of the active athletes shall have competed for the United States in international competition within the last ten (10) years, if such athletes are available; and

9. Committee responsibility: Any committee project or grant, which requires applicants to file a written request form, must also require a certification that the Association President and sport chair (if appropriate) have been notified of the application. Any USATF national committee awarding funding for projects or events to be held in the Association must notify the Association President in writing of the date and scope of the

activity to be held in the Association.

10. Committee Chairs: The chair of each applicable committee shall be elected in accordance with this Association's voting procedures for a two year term unless otherwise specified, the chairs of the all other committees shall be appointed by the Association President.

11. Committee Elections: The provisions of Article 8(F) shall apply to the election process of committees. The committees shall be free to adopt other portions of Article 8(F), or other rules not in conflict with those of Article 8(F).

12. Alternates: The individual or group electing or selecting members of any committee or subcommittee (other than committee members elected by this Association or its Board) may designate an alternate. Appointment of alternates shall be reported in a timely manner to the Association Secretary or Committee Chair, and

13. Termination: Organizations or groups which appoint committee members per this section may terminate such appointments for good cause upon written notice to such appointees.

C. Committee Chairs

1. Duties of the chair: Chairs of all committees shall:

- a. Preside at all meetings of the committee;
- b. Ensure that all duties and responsibilities of the committee are properly and promptly carried out;
- c. Appoint subcommittees, with the authorization of the committee, as may be necessary to fulfill the duties and responsibilities of the committee.
Subcommittees of the administrative and developmental committees shall be appointed only from the membership of those committees;
- d. Communicate with the committee members to keep them fully informed of events concerning the committee and decisions made to carry out the committee's responsibilities;
- e. Keep the President and Board informed of all committee actions and recommendations; and



- f. Cause to be kept and promptly forwarded to all committee members and the Board copies of the minutes of all meetings of the committee;
2. **Vacancies:** When an elected committee chair is vacant, the position shall be filled by a vote of the committee as a whole at their next meeting. A panel named by the Association President shall supervise the elections in a manner approved by the Board; and
3. **Removal of elected chairs:** Chairs may be removed for good cause by a two thirds ($\frac{2}{3}$) vote of the committee at an annual meeting or at a special meeting called for that purpose, provided that the members of the committee shall receive notice of the proposed action at least thirty (30) days prior to the meeting.

C. Sport Committees general provisions:

1. **Executive committee:** Have the right to establish an executive committee to perform its duties between annual meetings. The membership of the executive committee shall be at the discretion of the committee of the whole. Except for Youth Athletics, the number of active athletes shall be at least twenty percent (20%) of the membership. If such executive committee is established by the Open (Men's and Women's) Track & Field Committee, at least one third of its membership shall consist of individuals whose vocation includes the administration of coaching of school/college community track & field;
2. **Open Meeting:** Except upon majority vote of those present, allow the attendance at its meetings of Athletics coaches, officials or representatives of any group engaged in the sport, allowing such invitees voice but no vote;
3. **Miscellaneous:** Promote and develop activities related to its sport; and
4. **Operating procedures:** Have a set of written operating procedures on file with the Association secretary. These procedures shall not conflict with the provisions of the USATF Bylaws and Operating Regulations or these Bylaws. Any modification of the committee's operating procedures shall be promptly reported to the secretary. Members of the Association may request a copy from the secretary and copies shall be available at the Annual Meeting.

Task Forces: The President may appoint task forces. No such entity shall continue beyond the term of the President without specific reappointment. The authorized temporary groups will be reported in the minutes of the next meeting.



ARTICLE 12 - COMMITTEE RESPONSIBILITIES

A. Sport Subcommittee

1. Duties and responsibilities: In addition to the provisions of Article 12, each committee shall:

a. Championships: Have jurisdiction over the Association championships in the particular discipline it controls, and shall institute, locate or award, conduct, and manage all such championships in accordance with the provisions of the USATF guidelines. By January of each year, chairs must submit the proposed dates of the next year's championships to the Board for approval and posting on the association website;

b. Calendar: Coordinate the local and domestic competition calendar in its discipline;

c. Records: Approve records for the events within its discipline;

2. Committee definitions: The disciplines and age categories under the control of each sport committees in this division are as follows:

a. Age categories:

- **Open (Senior) athletes** are of any age 14 years and over;

- **Junior athletes** must be at least age 14 on the day of competition and under age 20 on December 31 in the year of the competition;

- **Masters athletes – Track & Field** shall be at least age 30 on the day of competition;

- **Masters athletes – LDR** shall be at least age 40 on the day of competition;

- **Youth athletes** shall not be 19 before the final day of the national Junior Olympics track & field competition and are divided into specified age categories.

2. Jurisdiction:

i) Long Distance Running; Cross Country Running; Mountain-Ultra-Trail Running: Off-track running at all distances, track running at distances 10,000 meters and

over, cross country and mountain-ultra-trail running for junior and senior men and women;

ii) Masters: All track and field, long distance running, and cross country activity for masters age men and women;

iii) Race Walking: All race walking activity for men and women;

iv) Track & Field: Indoor and outdoor track & field activity for junior and senior men and women.

v) Youth Athletics: All youth activity not conducted as junior competition for youth boys and girls, including track & field, road running, cross country running, and race walking.

B. Athletes Advisory

1. Duties and responsibilities: The committee shall:

a. Policy advice: Serve as a source of reference, opinion, and advice to the officers, Board, and all committees with regards to current or contemplated policies of the Association and in all matters relating to athletes and athlete's rights;

b. Athlete representation: Appoint, elect, or oversee the election or appointment of athlete representatives to committees or subcommittees when empowered to do so by these Bylaws;

c. Participation in governance: Encourage and foster the representation and active participation of athletes at the meetings of the Association, its Board, and its committees

d. Meetings: Conduct meetings of the active athlete members and other athlete attendees at the annual meetings of this Association;

e. Performance: Assist athletes in achieving maximum performance in Athletics competition;

f. Rights of athletes: Educate athletes about their rights and responsibilities in Athletics and assist athletes in preserving and protecting such rights;

g. Athlete advice: Advise athletes on all matters pertaining to the general structure and operation of Athletics; and



h. **Transition of athletes:** Assist with the transition of athletes to post-competitive years; and

2. Makeup: The committee shall consist of active athletes in each of the following categories where available:

- a. Sprints;
- b. Hurdles;
- c. Multi-events;
- d. Distances of 800 meters through 1,500 meters;
- e. Distances over 1,500 meters to 10,000 meters;
- f. Road racing and cross-country;
- g. Throws;
- h. Horizontal and vertical jumps;
- i. Race walking;
- j. Disabled athletes; and,
- k. At-large (active or inactive) athletes.

D. Coaches Advisory and Education:

1. **Duties and responsibilities:** The committee shall:

a. Policy advice - Serve as a source of reference, opinion, and advice to the officers, Board, and all committees with regard to current or contemplated policies of this Association and in all matters relating to coaches; and

b. Coaches representatives: Appoint coaches' representatives to committees or subcommittees when empowered to do so by these Bylaws.

c. Education: The committee shall foster the growth of coaches' education in the local area, using such resources as the national committee can provide. It shall participate in the staging of any coaching education school held in the geographic area of this Association.

F. Communication and Marketing (Development):

1. Duties and responsibilities - The committee shall investigate, stimulate, plan, and promulgate communication and marketing programs on a broad basis to promote the overall development of the Association and opportunities for its members; and

H. Officials:

1. Duties and responsibilities: The committee shall:

a. Administration: Select a person or committee responsible for training, certifying, and generally supervising officials within the Association, under such rules and procedures consistent with the directives of the national committee, as it may adopt;

b. Methods: Establish (by examination, rules review, field experience, clinics, and such other procedures as it may choose) their overall program administration, including the direct responsibility of certifying the officiating category of “Association Official” to working officials within its Association;

c. Instruction: Develop and maintain instructional programs for officials, including examinations, rules reviews, clinics, and other such activities as it may prescribe; and

d. Certification: Be responsible for:

- i. Designating pre-certified officials;
- ii. Certifying Association-level officials; and
- iii. Recommending to the national committee candidates for national- and master-level official certification.

ARTICLE 13 - DISCIPLINARY AUTHORITY

This Association shall have the authority to discipline any member who, by neglect or by conduct,

- i. acts in a manner detrimental to the purposes of USATF or Athletics, or
- ii. has violated any of the Bylaws, Operating Regulations, or Rules of Competition of USATF, or of the Association, or



iii. has violated the rules of eligibility.

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

ARTICLE 14 - DISCIPLINARY AUTHORITY & GRIEVANCES

A. Redress of grievances: A grievance may be any matter within the cognizance of the Association other than doping offenses described in the Governance Manual of USATF. A Grievance Complaint shall state that (i) conduct detrimental to the best interests of Athletics or USATF has taken place, or (ii) a violation of any of the Bylaws or Operating Regulations of USATF has occurred, or (iii) the rules of eligibility as defined by the IAAF have been broken. Grievance Complaints may be filed only by and against individuals who were, at the time that the conduct complained of occurred and at the time the complaint is filed, members, directors, or officers of this Association. A nonmember, former director or former officer of this Association shall be subject to the jurisdiction of USATF for the purpose of defending against a Grievance Complaint for an incident that occurred while they were a member, a director or an officer filed by an individual who is a member, director or officer of USATF. Except as provided in the Governance Manual of USATF, Grievance Complaints must be filed within ninety (90) days from the time the complaining party knew or should have known of the act giving rise to the Complaint.

B. Grievance Complaints: Grievance Complaints shall (i) be filed with the National Office and the Secretary, (ii) be signed under oath, (iii) allege with particularity the nature of the grievance, and, where appropriate, the USATF or IAAF rule which has been violated or broken, and (iv) ask that USATF take such action as may be appropriate and in accordance with its rules. Factual allegations shall be separately stated in concise language with one such allegation set forth in each numbered paragraph of the Grievance Complaint. The failure of a Complaint to comply with the preceding sentence shall not be grounds for its dismissal, provided the Complaint clearly makes specific allegations that, if proven, would justify one of the conclusions set forth in paragraph A above. The National Office shall forward a copy of each Grievance Complaint to the President.

C. Informal resolution of grievances: Upon receipt of a Grievance Complaint, the President or his/her designee shall use every effort to resolve the grievance through informal means, and, in the case of grievances pertaining to a specific athlete or a specific sport discipline, the CEO shall also confer with the chair of the sport committee for the discipline involved. As part of the informal resolution process, all persons or entities named in the Grievance Complaint shall be served with a copy.



D. Formal resolution of grievances: If the informal resolution of the Grievance Complaint is unsatisfactory to any party, such party may invoke the provisions of Governance Manual of USATF and request that the grievance be resolved by a formal grievance proceeding before a National Athletics Board of Review.

NOTE: Procedures and appeals: *The procedures applicable to formal grievance proceedings and appeals are set forth in the USATF Governance Manual.*

ARTICLE 15 - DELEGATES TO THE USATF ANNUAL MEETING, CONFERENCES, WORKSHOPS, AND OTHER EVENTS

A. Delegate Selection: Based on organizational and accreditation requirements established by USATF, the West Texas Association will send the prescribed number of delegates to the USATF Annual Meeting, Conferences, Workshops, and other events. Additional delegates to these events will be selected by the Board based on Association membership numbers, project need, and availability of funds.

B. Reimbursement: The Association shall reimburse a selected delegate for incurred convention registration, lodging, and travel expenses after return from the Annual Meeting and submission by the delegate of a report of the information obtained during the events.

ARTICLE 16 - SANCTIONS

The general sanction provisions of USATF appear in this Article. Additional regulations appear in the Governance Manual of USATF.

A. Definition: The following definition shall apply to this article and the corresponding definitions of the Governance Manual of USATF. International competition means an athletics competition between one or more athletes representing the United States, individually or as a team, and one or more athletes representing a foreign country (i.e., competitions between national teams).

B. Domestic Sanctions: USATF or this Association shall have authority to grant sanctions to sports organizations or persons otherwise wishing to hold athletic competitions in athletics that are not international in nature, within the geographic area.

C. Sanctioning policy: Unless USATF or this Association determines by clear and convincing evidence that holding or sponsoring an athletics competition (international or domestic) would be detrimental to the best interests of the sport, USATF or this Association of USATF shall not promptly grant a sanction requested by a sports organization or person(s), provided all the



requirements of the USATF Governance Manual have been satisfied. The decision as to whether a proposed competition would be detrimental to the best interests of the sport shall be made in the first instance by either the president of this Association, as appropriate, taking into consideration the requirements of the USATF Governance Manual. Approval of sanctions shall not be unreasonably denied. The decision to deny a sanction may be appealed:

1. In the case of a denial by this Association, to USATF, or
2. In the case of a denial by USATF, to the NABR.

D. Sanction requirements: Sanctions are issued, withheld, or withdrawn in accordance with the requirements and provisions of the Governance Manual of USATF.

ARTICLE 17 - FISCAL AND LEGAL MATTERS

A. Fiscal year: The fiscal year of the Association is January 1 through December 31.

B. Depositories: The Board shall, from time to time as necessary, designate depositories for funds, property, and assets belonging to or under the control of the Association.

1. **Signatories:** Funds on deposit in banks may be withdrawn only by voucher check upon the signatures of the Treasurer or Secretary and President or Vice President. Other assets or property of the Association may be transferred from one depository to another by action of the Board; and all checks over \$600. must have two (2) signatures of Board members.

2. **Imprest accounts:** The Board may establish separate accounts employing the consultation of a consultant for the liquidation of obligations requiring prompt payment and for payroll obligations requiring prompt payment, and it may authorize checks to be drawn thereon upon the facsimile of any one (1) officer or employee.

C. Bonding: Corporate fidelity bonds shall be obtained at the expense of the Association in a form and amount approved by the Board, indemnifying 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 the Association. It is advisable that the Treasurer and any other person with signing authority for financial accounts be bonded.

D. Indemnification: The Association shall immediately indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, administrative, or investigative, by reason of the fact that he or she is or was a director, officer, employee, or official representative of the Association against expenses,



including attorney's fees, judgments, fines, and amounts actually and reasonably incurred by him or her in connection with such action, suit, or proceeding, if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Association, and, with respect to any criminal action or proceedings, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the Association.

1. **Standards of conduct:** Any indemnification under this article shall be made by the Association only as authorized in the specific case upon a determination that the officer, director, employee, or official representative has met the applicable standard of conduct set forth herein. Such determination shall be made by the Board by a majority vote of a quorum consisting of members of the Board who were not parties to such action, suit, or proceeding. If such a quorum is not obtainable, such determination shall be made either (1) by a majority vote of the full Board pursuant to opinion of independent legal counsel or (2) by the members of the Association at the next meeting;

2. **Expenses:** Expenses, including attorney's fees, incurred in defending a civil action, suit, or proceeding may be paid by the Association in advance of the final disposition of such action, suit, or proceeding as authorized in the manner provided above upon receipt of an undertaking by or on behalf of the director, officer, employee, or official representative to repay such amount unless it shall be ultimately determined that he or she is entitled to be indemnified by the Association; and

3. **Applicability:** The indemnification provided by this section shall not be deemed exclusive of any other rights to which the director, officer, employee, or official representative may be entitled under bylaw, agreement, vote of the membership, or disinterested directors or otherwise. The indemnification provided by this section shall continue as to a person who has ceased to be a director, officer, employee, or official representative and shall insure to the benefit of the heirs, executors, and administrators of such a person.

E. Liability insurance: The Association shall secure comprehensive liability insurance coverage, including insurance for athlete/participant injury liability.



G. Legal counsel:

- 1. Counsel to the Board:** The Counsel to the Board shall be appointed by the President with the approval of the Board. The Counsel to the Board shall be responsible for overseeing the legal affairs of the Association and shall be available to advise and consult with the officers, the COO, and other agents of the Association, render legal advice and assistance, and perform such other duties as the President or the Board may request. The Counsel to the Board shall have the right to the floor at any meeting of the Association, its Board, and its committees to comment on legal matters. The files, records, and documents created by the Counsel to the Board during the course of duties for the Association shall belong to the Association;
- 2. Assistant Counsel to the Board:** The President, in consultation with the Counsel to the Board and with the approval of the Board, may also appoint an Assistant Counsel to the Board who shall have similar duties, responsibilities, and entitlements, but only as the President or the Counsel to the Board may specifically designate;
- 3. Expenses:** Except as may be voted by the Board, neither the Counsel to the Board nor the Assistant Counsel to the Board shall receive any fee or other compensation for legal services, but necessary expenses shall be reimbursed upon receipt of original receipts;

ARTICLE 18 - DISSOLUTION

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

ARTICLE 19 - 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 20 - AMENDMENTS



A. General provisions: Amendments shall be considered by the Association as follows:

1. Bylaws and Operating Procedures: Amendments to the Bylaws and Operating Procedures shall be considered at the annual meeting of the Association in every even-numbered year;

2. Voting for Bylaws approval: Amendments to the Bylaws shall require for passage a two-thirds vote of those members present and voting, provided notice of the proposed amendment has been submitted in writing to the members of the Association at least thirty (30) days prior to the meeting; and

3. Voting for Regulations/Rules approval: Amendments to the Bylaws and Operating Procedures shall require a majority vote of members present and voting, provided notice of the proposed amendment has been (1) posted on the Association Website, and (2) a printed copy has been sent to each Member and organizational member by email and posted on the association website, both at least thirty (30) days prior to the meeting.

B. Exceptions: Notwithstanding paragraph A above, amendments may be considered at any meeting of the Association in any of the following circumstances:

1. Tabled amendments: To act on a tabled amendment proposal;

2. Conformity with the law: To make the Bylaws, or Operating Procedures of the Association conform to federal or local law or regulation;

3. Conformity with IAAF/IOC/USOC: To make the Bylaws, or Operating Regulations, conform to IAAF, IOC, USOC, or WMA rules or requirements;

4. Uniformity: To make the Bylaws, Operating Regulations of the Association conform to each other;

5. Doping Controls: To consider doping control legislation, pursuant to the USATF Governance Manual, this may be considered at any annual meeting;

6. Restructuring: To act on recommendations on a Presidential task force on restructuring; and

7. Member: To act upon a recommendation concerning a member under review in accordance with the Governance Manual of USATF;



C. Emergency circumstances: In emergency circumstances, the Association or its Board may adopt changes as follows:

1. Vote of the Association: Upon a ninety percent (90%) vote at any meeting of the Association where thirty (30) day notice of the topic was given to members; and

2. Vote of the Board: Where immediate relief is deemed necessary, the Bylaws and Operating Regulations may be amended upon vote of ninety percent (90%) of those present, and two-thirds of the total membership (with voting rights) of the Board, such amendment to be effective only until the next annual meeting of the Association.

D. Submissions: The following provisions shall govern submissions of amending legislation:

1. Time of submission: Amendments shall be submitted at least ninety (90) days prior to the meeting at which they are to be considered, so as to allow proper review and submittal to the members of the Association. This ninety (90) day requirement may be waived, in emergency circumstances, upon a ninety percent (90%) vote at any meeting of the Association where thirty (30) day written notice given to members;

2. Submitters: Amendments may be submitted only by a member of the Association;

3. Persons receiving submissions: Amendments to the Bylaws shall be submitted to the Association Secretary;

4. Form of submission: The proposed amendments shall be in such form as to show the entire section, subsection, or paragraph, as the case may be, as it will read if adopted, with all proposed additional language underlined or shaded, and all proposed deleted language in double parentheses. Each submission shall be accompanied by a brief statement of the rationale for the submission. If there is a budgetary impact, it shall be estimated with the submission or, lacking such estimation, shall be provided by the National Office in conjunction with the Treasurer and/or the chair of the Budget Subcommittee of the Board. The Secretary shall be provided with the legislative proposals in a timely manner and shall provide the appropriate editor with such information to put in the written notice to the members in subparagraph A-3 above; and

5. Approval of submissions: All proposed amendments must first be recommended for approval at the time of submission by someone other than the submitter who shall be either the chair of any sport, development, or operating committee, (for Bylaws and Operating Procedures), the president of the Association, or any officer of the Association. Such approval must be in writing, dated, and placed on the proposal when submitted.



These listed approval parties may submit proposed amendments directly without such an approval.

E. Effective date: Unless otherwise specified at the time of adoption, amendments to the Bylaws shall be effective immediately, and amendments to the Operating Procedures of the Association shall be effective January 1 of the following year.

ARTICLE 21 - DISCLAIMER

Anything not covered in these Association By-laws and Operating Procedures shall be governed by the most current USATF Governance Manual.

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HISTORY OF CHANGES TO THE BYLAWS AND OTHER REGULATIONS OF THE WEST TEXAS ASSOCIATION OF USA TRACK & FIELD

September 21st, 2013 The bylaws proposed on September 1st, 2013 were (adopted/rejected) at the 2013 Annual General Meeting of the West Texas Association. The current board of directors at the time was President Bart Bradshaw, Vice President Tony Goyang, Treasurer Mark Graves, Secretary Amanda Boston, Membership Chair Michelle Barnes, Youth Chair Sharon Preece, and Officials Chair Stan Scott.

September 1st, 2013 A completely new set of bylaws were submitted for review by Sharon Preece, Youth Chair and Communications/Marketing Coordinator to meet USATF requirements, comply with federal and state law and address several inadequacies present in the existing bylaws including but not limited to a grievance policy, a discipline and removal policy, an expense reimbursement policy, a board structure compatible with USATF definitions, a committee structure compatible with USATF definitions, clear quorum criteria, teleconferencing as valid board meeting form, and procedures for amending bylaws.

September 17th, 2011 Following this 2011 annual meeting and based on information provided by the Board and in consultation with the USATF Associations Committee, the bylaws dated September 25th, 2005 were assumed to be in force, filed with the national office, and posted publicly on the Association website on January 1st, 2012. The USATF Associations Committee strongly recommended that the West Texas Association revise these bylaws.

May 10th, 2010 The intent of this amendment was to add 1) athletes rights, 2) grievance procedures, and 3) officer and chair position descriptions to the existing bylaws as an interim measure until new, proper bylaws could be written and adopted. However, these three amendments were inserted in error into the bylaws dated May 19th, 2008 which had been struck down by USATF instead of being inserted in the then-current bylaws dated September 25th, 2005. Further, the amended voting procedures were incompatible with the board structure. It is unknown if the resulting egregiously erroneous document was accepted at the 2010 Annual General Meeting of the Association.

September 20th, 2010 The bylaws dated May 19th, 2008 had been struck down by the USATF Associations Committee and the September 25th, 2005 were reinstated at the Annual General Meeting.



May 19th, 2008 A completely new set of bylaws were adopted by the Board (President: Tony Goyang, Vice-President: Javius Strambler, Secretary: Bailey Wood, Treasurer: Pat Cantu) and submitted to USATF on September 15th, 2008. Major changes of note were to 1) redefine the executive board to five positions, 2) remove election procedures for committee chairs, 2) grant the President the sole authority to appoint committee chair positions, 3) redefine committee structure to three committees (Administrative, Standing Sport, and Standing Operation) with no description of the function of each, and 4) empower the President to appoint Athletic Commissioners to govern over allotted territories within West Texas, and 5) change the term of office of the executive board to four years and appointed committee chairs to one year.

September 25th, 2005 Oldest existing set of bylaws on file. Executive board was comprised of seven positions (President, Vice-President, Secretary, Membership Chair, Treasurer, Youth Chair, and Officials Chair), seven standing sport committee were defined (Men's Track & Field, Women's Track & Field, Masters Track & Field, Men's Long Distance Running, Women's Long Distance Running, Master's Long Distance Running, and Racewalking), and provisions for special committees were included. Vague disciplinary procedures were outlined and no removal policy was included. Term of office for all positions was two years.